

**RECORDKEEPING
SYSTEM DECOMMISSIONS
CHECK-LIST**

**HOUSING AND URBAN DEVELOPMENT
OFFICE OF ADMINISTRATION**

Background: _____

Legacy System Owner	
Legacy System	
Actual date of decommission	
Legacy System Code	
New System	
New System Owner	
New System Code	

- Date of Last ATO Legacy
- Date of ATO of new system _____

PII INVENTORY: Date of most current artifact

- HUD-67 _____
- PIA _____
- SORN _____

RECORDS

Disposition Authority # _____

For records transferred to an FRC, show the length of retention at the FRC. The retention period you claim must agree with the HUD Records Schedule in the HUD Records Disposition Schedules Handbook (2225.6) on the intranet, or the NARA publication, General Records Schedule. If the system contains more than one type of record, show the retention period for each type.

The safeguards must be sufficient to ensure the security and confidentiality of records and to protect against any anticipated threats or hazards. Do not describe safeguards in such detail as to compromise system security. Appendix III to OMB Circular A-130 defines “adequate security” as security commensurate with the risk and magnitude of the harm resulting from the loss, misuse, or unauthorized access to or modification of information. This includes ensuring that systems and applications used by the agency operate effectively and provide appropriate confidentiality, integrity, and availability using cost-effective management, personnel, operational, and technical controls.

Expected Destruction Date: _____