

Filing Equipment Requests Checklist

U.S. Department of Housing and Urban Development
Office of Chief Human Capital Officer

	Yes	No		Yes	No
1. Are the office records covered by current HUD Records Disposition Schedule items (Handbook 2225.6) or General Records Schedule items (Handbook 2228.2)?	<input type="checkbox"/>	<input type="checkbox"/>	8. Is all existing filing equipment being fully used, including all top and bottom drawers?	<input type="checkbox"/>	<input type="checkbox"/>
2. Can the existing schedule items be revised to reduce the retention periods and still meet HUD's administrative, fiscal, and legal needs for the records?	<input type="checkbox"/>	<input type="checkbox"/>	9. Has the filing equipment within each office been surveyed to determine whether existing equipment can be redistributed?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have inactive records been retired to a Federal Records Center?	<input type="checkbox"/>	<input type="checkbox"/>	10. Can bar locks be installed on existing file cabinets to meet security storage requirements?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have all eligible records been destroyed according to the schedule(s)?	<input type="checkbox"/>	<input type="checkbox"/>	11. Is letter-size filing equipment being used or ordered for letter-size documents?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have all obsolete publications, forms, and reference material been destroyed?	<input type="checkbox"/>	<input type="checkbox"/>	12. Do space limitations require special filing equipment? (<i>Justify completely.</i>)	<input type="checkbox"/>	<input type="checkbox"/>
6. Have all excess copies of issuances, forms, and publications been returned to stock?	<input type="checkbox"/>	<input type="checkbox"/>	13. Is this request being made to improve appearance, office decor, or for a similar reason?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have supplies, personal property, and decorations been removed from existing filing equipment?	<input type="checkbox"/>	<input type="checkbox"/>			

Comments/Additional justification:

Name of Requester			Signature
Date	Phone	Room	Office