

Appendix I. Data Elements for Tracking Systems

The following data elements are recommended to be used in either an automated or manual tracking system:

1. Idea Number
2. Date received in HUD
3. Organization code of the receiving Office
4. Subject (title)
5. Name of suggester(s)
6. Address of suggester(s)
7. Correspondence code of suggester(s)
8. Date acknowledgment to suggester sent
9. Date sent for evaluation
10. Name of Decision Official referred to
11. Office and correspondence code of Decision Official
12. Date due
13. Date received from Decision Official
14. Date of request for extension
15. Revised due date
16. Name of evaluator
17. Final