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CHAPTER 1. OVERVIEW

- 1-1. HUD RECORDS DISPOSITION SCHEDULES. This Handbook contains all the current HUD records disposition schedules as Appendixes.
- a. Purpose. Along with the General Records Schedules (GRS), the HUD schedules provide disposition instructions for HUD records and nonrecord material. HUD schedules must be approved by the National Archives and Records Administration (NARA), and in some cases by the General Accounting Office, before they can be used.
  - b. Arrangement. Most of the HUD records disposition schedules cover all the records of a program or function. The rest cover the records of an organization but will be converted to program or functional schedules when revised.
  - c. Authority Citations. The NARA authority (NARA Job or GRS and item number) for each disposition is listed after the disposition instruction in the HUD schedules.
  - d. Distribution. Changes to this Handbook usually affect one schedule at a time. Distribution of such changes will be limited to offices which use that schedule and so may vary from one change to the next.
- 1-2. GENERAL RECORDS SCHEDULES. The GRS in Handbook 2228.2 cover records common to most Federal agencies, mainly records of administrative functions. Use of the GRS is mandatory for all HUD offices. HUD Records Disposition Schedule 3 (Appendix 3 to Handbook 2225.6) contains the approved HUD deviations from the GRS. Consult Schedule 3 first to find disposition instructions for administrative records. Schedule 3 cross-references the GRS as needed.
- \* 1-3. FOR INSTRUCTIONS ON HOW TO REVISE OR DEVELOP SCHEDULES: See Handbook 2228.1, Records Disposition Management. \*
- 1-4. FOR ADVICE AND ASSISTANCE: Contact the Departmental Records Management Officer in Headquarters Management Services Division, Office of Administrative and Management Services, Administration.