

RECORDS DISPOSITION SCHEDULE 61

OFFICE OF EXECUTIVE SCHEDULING RECORDS

DESCRIPTION. This records disposition schedule provides records disposition standards and instructions for the Office of Executive Scheduling. Its function, as a subdivision within the office of the Assistant Secretary for Administration, is to schedule appearances (executive schedules), speaking engagements, and trips for HUD's Secretary. Trip files of personnel who accompany the Secretary during travel are also created and maintained by this office.

Item No.	Description of Records	Disposition
1.	Secretary's Trip Files. Consist of original incoming correspondence from the Executive Secretariat from individuals or groups requesting or inviting the Secretary to attend or speak at various meetings, functions or events; White House referral to such events and/or Congressional endorsements. May contain copies of acceptance correspondence; requests from HUD for additional information; event themes, agenda and other event background information; briefing materials; travel itineraries and drafts; and other materials used for official business travel. Records are arranged chronologically.	Apply GRS 23, Item No. 5 b., which reads: "Destroy or delete when no longer needed for convenience or reference." (NARA Job-N1-207-97-5, item 1 a.)
a.	Out of Town Trip File. May contain itineraries and drafts, original incoming correspondence, briefing materials, and other background materials that do not constitute substantive information. (NOTE: Substantive information consists of post trip information, such as the decisions made as a result of the trip or other outcomes or summaries of discussions held during the scheduled meetings. Trip Files containing substantive information must be scheduled through the HUD Records Management Staff.)	

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b.	In Town Trip File. May contain itineraries and drafts, original incoming correspondence, briefing materials, and other background materials that do not constitute substantive information. (NOTE: Substantive information consists of post trip information, such as decisions made as result of the trip or other outcomes or summaries of discussions held during the scheduled meetings. Trip Files containing substantive information must be scheduled through the HUD Records Management Staff.)	Apply GRS 23, Item No. 5 b. which reads: "Destroy or delete when no longer needed for convenience or reference." (NARA Job N1-207-97-5, item 1 b.)
c.	Cancelled Trip File.	Cut off at end of each calendar year. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner. (NARA Job N1-207-97-5, item 1 c.)
d.	Declination File. Contains original incoming correspondence requesting the Secretary's appearance that were declined.	Cut off at end of each calendar year. Destroy 3 years after cutoff or when no longer needed for reference, whichever is sooner. (NARA Job N1-207-97-5, item 1 d.)
2.	Security Personnel Trip Files. Consist of scheduling and other trip records of personnel who accompany the Secretary on official trips. Arranged chronologically.	Apply GRS 23, Item No. 5 b. which reads: "Destroy or delete when no longer needed for convenience or reference." (NARA Job N1-207-97-5, item 2.)