

## RECORDS DISPOSITION SCHEDULE 3

## ADMINISTRATIVE RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(2) Forms, reports and other documents which serve other program uses in addition to serving as inputs to the system.	Use the appropriate item elsewhere in this schedule. (NARA Job NC1-207-80-5, item 30b(2))
	c. Processing files. Those machine-readable files (from work files and raw data input files to publication files and security backup files) which are used to create and use a master file.	Scratch after third update cycle. (NARA Job NC1-207-80-5, item 30c)
	d. Master files. Constitute the definitive state of a data file in a system at a given time.	
	(1) While the system is operational.	Scratch after third update cycle. (NARA Job NC1-207-80-5, item 30d(1))
	(2) When the system is deleted from the inventory of active systems.	Destroy 1 year after system is placed on inactive list. (NARA Job NC1-207-80-5, item 30d(2))
	e. Printouts, output reports.	Destroy when superseded, obsolete or no longer needed for reference. (NARA Job NC1-207-80-5, item 30e)
<u>Travel and Transportation</u>		
31.	Travel and transportation records. Consist of HUD records dealing with the movement of goods and persons under Government orders.	Use General Records Schedule 9.

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<u>Motor Vehicle Maintenance and Operation</u>		
32.	Motor vehicle maintenance and operation records. Consist of chauffeur service logs and reports, vehicle repair and maintenance check-off sheets, cost ledgers and claims correspondence and forms.	Use General Records Schedule 10.
<u>Space and Maintenance</u>		
33.	Records related to space and maintenance.	Use General Records Schedule 11.
<u>Communications</u>		
34.	Records documenting communication functions. Include messenger service data, telecommunications service control and operational records, summary of long distance telephone reports, postal records, mail control records and related papers, HUD copies of penalty mail reports, and records relating to private delivery services (such as United Parcel Service).	Use General Records Schedule 12.
<u>Printing, Binding, Duplication and Distribution</u>		
35.	Records relating to printing, binding, duplicating and distribution.	Use General Records Schedule (GRS) 13 except:  a. Use item 36 of this schedule in place of GRS 13, item 1a.

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		b. Use-item 37 of this schedule in place of GRS 13, item 3a.
36.	Record copy of publications files. Also known as the "HUD Printed Archives." Consists of copies of each HUD publication, poster, chart, directive, regulation, booklet, speech, form, press release, and other material printed by HUD. Does not include copies and related program material kept in originating office or which are part of the issuances file (item 63 of this schedule) or the rules and regulations files (Records Disposition Schedule 2). The HUD Printed Archives is kept in Headquarters.	<u>Permanent.</u> * Break file monthly then retire to Federal Records Center. Transfer to the National Archives at the end of each calendar year. (NARA JOB NC1-207-80-5, item 36) *
37.	Project files pertaining to the accomplishment of the printing, binding, duplication and distribution jobs. Include requisitions, bills, samples, camera-ready copies, manuscript clearances and related papers. Do not include requisitions on the Public Printer and related records and records relating to services obtained outside HUD.	
	a. Camera-ready copies of items which are reprinted periodically, such as letterhead stationery and forms.	Destroy when superseded or obsolete. (NARA Job NC1-207-80-5, item 37a)
	b. All other copies, documents and files. Include camera-ready copies of one-time publications.	Destroy 1 year after completion of job. (NARA Job NC1-207-80-5, item 37b)

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	<u>Informational Services</u>	
38.	Informational services records. Consist of records pertaining to informational services performed by HUD in its day-to-day affairs and relations with the public. Include records created in administering the Freedom of Information Act and Privacy Act Programs.	Use General Records Schedule (GRS) 14 except:  a. Use item 39 of this schedule in place of GRS 14, item 1.  b. Use item 40 of this schedule in place of GRS 14, item 2.
39.	Information files. Consist of a complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto.	
	a. Information case files. Also known as publication case files. Include clearance response records, approval records and final printed version of the publication.	Break files annually. Retire to Federal Records Center 1 year after files break. Destroy 5 years after files break. (NARA Job NC1-207-80-5, item 39a)
	b. Originals and printed copies of press releases and speeches kept by the Headquarters public affairs office to fill requests.	Break file annually. Destroy 3 years after files break. (NARA Job NC1-207-80-5, item 39b)
	c. Working papers and background material not significant enough to be included in the case file in item 39a of this schedule.	Destroy when 6 months old. (NARA Job NC1-207-80-5, item 39c)

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	d. All other copies. Do not include those which are part of the HUD Printed Archives (item 36 of this schedule).	Destroy when superseded, obsolete, or no longer needed for reference. (NARA Job NC1-207-80-5 item 39d)
40.	Information subject files. Consist of subject files of formally designated informational offices, not covered elsewhere in this schedule.	Destroy when superseded, obsolete, or no longer needed for reference. (NARA Job NC1-207-80-5, item 40)
<u>Planning, Management and Evaluation</u>		
Note: Items 41 through 67 of this schedule will be used in place of General Records Schedule 16.		
41.	Management planning files. Consist of documents relating to the establishment of short- and long-term planning for the Department. Include documents setting HUD's objectives, establishing schedules to meet the objectives, developing new concepts and requirements for planning purposes, and evaluating progress in meeting the objectives established by the plans.	
	a. Files kept by the Headquarters office responsible for preparing the plan.	Place in inactive file when plan is superseded. Retire to Federal Records Center 3 years after plan is superseded or when volume warrants. Destroy when 10 years old. (NARA Job NC1-207-80-5, item 41a)

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	b. Comments or input provided by other HUD offices (not including those which have become a part of the files in item 41a) and duplicate copies.	Destroy when obsolete or no longer needed for reference. (NARA Job NC1-207-80-5, item 41b)
42.	Organizational records. Consist of organization charts, functional charts, staff studies, reports of working groups, and related records which document HUD's organization and functions.	
	a. Record copy.	Place in inactive file when organizational change is completed. Retire to Federal Records Center when volume warrants. Destroy when 10 years old. (NARA Job NC1-207-80-5, item 42a)
	b. All other copies.	Destroy when superseded or obsolete. (NARA Job NC1-207-80-5, item 42b)
43.	Evaluation project files. Consist of files relating to the evaluation of HUD program efforts to determine if goals were achieved and to assess the effectiveness of the program.	
	a. Copy of final published evaluation report which becomes a part of the HUD Printed Archives in item 36 of this schedule.	Same as for the HUD Printed Archives in item 36 of this Schedule. (NARA Job NC1-207-80-5, item 43a)



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	b. Record copy of evaluation project file. Includes copies of reports, questionnaires, and other data; evaluation of guidelines and procedural documents; progress reports and other papers reflecting the status of the project; and a copy of the final evaluation report.	Place in inactive file when evaluation project is completed. Retire to Federal Records Center 3 years after evaluation project is completed or when volume warrants. Destroy 6 years after project completion. (NARA Job NC1-207-80-5, item 43b)
	c. All other copies.	Destroy when no longer needed for reference. (NARA Job NC1-207-80-5, item 43c)
	d. Working papers and background materials.	Destroy 6 months after final action on project report or 3 years after completion of report if no action is taken. (NARA Job NC1-207-80-5 item 43d)
44.	Management improvement files. Include interagency management improvement projects initiated by the Office of Management and Budget and projects authorized by HUD management.	
	a. Management improvement project files. Include authorization for project, progress reports and correspondence, finished project report, and actions taken as a result of project.	

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(1) Record copy kept by office conducting project or by office sponsoring the contract for project services.	Place in inactive file when action is completed on project. Retire to Federal Records Center 3 years after action is completed on project or when volume warrants. Destroy 7 years after project completion. (NARA Job NC1-207-80-5, item 44a(1))
	(2) All other copies.	Destroy when no longer needed for reference. (NARA Job NC1-207-80-5, item 44a(2))
b.	Project working papers and background material. Do not include material which is a part of the project file in item 4a of this schedule.	Destroy 6 months after final action on project report or 3 years after completion of report if no action is taken. (NARA Job NC1-207-80-5, item 44b)
c.	Office of Management and Budget (OMB) Circular files. Consist of correspondence and related documents concerning the coordination of HUD activities in response to OMB Circulars.	
	(1) Record copy of files relating to HUD activities in response to OMB Circular A-102 (Federal Management Circular 74-7). Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.	Destroy when 6 years old. (NARA Job NC1-207-80-5, item 44c(1))



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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	(2) Record copy of files relating to HUD activities in response to all other OMB (FMC) Circulars.	Destroy when 2 years old. (NARA Job NC1-207-80-5, item 44c(2))
	(3) All other copies.	Destroy when no longer needed for reference. (NARA Job NC1-207-80-5, item 44c(3))
45.	Files on general management projects, studies or reviews of problem areas in HUD or special concerns of top management. Include pamphlets, reports, published processed documents (or the last manuscript report if not published).	
	a. Record copy. Includes supporting papers which document the inception, scope and purpose of the project, study or review. Kept by office conducting the project, study or review or by office sponsoring the contract for study services.	Place in inactive file when action is completed on project, study or review. Retire to Federal Records Center 3 years after action is completed or when volume warrants. Destroy 7 years after action is completed. (NARA Job NC1-207-80-5, item 45a)
	b. All other copies.	Destroy when no longer needed for reference. (NARA Job NC1-207-80-5, item 45b)
	c. Working papers and background material.	Destroy 6 months after final action on project/study/review report or 3 years after completion of report if no final action is taken. (NARA Job NC1-207-80-5, item 45c)

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46.	Project control files. Memoranda, reports and other records documenting assignments, progress and completion of projects.	Destroy 1 year after the year in which the project is closed. (NARA Job NC1-207-80-5, item 46)
47.	Committee, board, and conference records.	
	a. Record set relating to the establishment, organization, membership, and termination. Includes establishment proposals, approvals, charters, membership lists, and related documents. Kept by the Committee Management Officer in Headquarters or by the office of origin in the Field.	
	(1) Interagency, advisory, and international committees, boards and conferences where HUD is the sponsor or secretariat.	<u>PERMANENT</u> . Cut off file when committee, board, or conference is terminated and place in inactive file. Retire inactive file to Federal Records Center 3 years after cutoff or when volume warrants. Offer to NARA 10 years after cutoff. (NARA Job NC1-207-80-5, item 47a(1))
	(2) Internal committees, boards, and conferences.	Destroy 2 years after termination. (NARA Job NC1-207-80-5, item 47a(2))

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## HUD RECORDS DISPOSITION SCHEDULE 3

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Item No.	<u>Description of Records</u>	<u>Disposition</u>
(2)	Internal, intra-agency committees, boards, conferences, task forces and special initiatives.	
(a)	Records of internal HUD mission oriented intra-agency committees, boards, conferences, task forces and special initiatives.	Permanent. Break files at end of calendar year in which the internal, intra-agency committee, board, conference, task force or special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Transfer to the National Archives 3 years after file break. (NARA Job N1-207-96-10, item 47a(2)(a)).
(b)	Records of internal non-mission orientated intra-agency committees, boards, conferences, task forces and special initiatives.	Break files at end of calendar year in which the internal, intra-agency committee, board, conference, task force and special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Destroy 3 years after file break. (NARA Job N1-207-96-10, item 47a(2)(b)).

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
(3)	Records on committees, boards, conferences, task forces and special initiatives that were proposed, but disapproved.	Break file at end of calendar year in which the committee, board, conference, task force or special initiative is disapproved. Destroy 3 years after file break. (NARA Job N1-207-96-10, item 47a(3)).
b.	Record set of documentation created by committees, boards, conferences, task forces and special initiatives. Includes agenda, minutes, special studies, final reports, project case files and related records documenting major activities and accomplishments. This is the designated official record set of the chairman, secretariat, recorder, or office of record.	

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
(1)	Inter-Agency, advisory and international committees, boards, conferences, task forces and special initiatives where HUD is the sponsor or secretariat.	Permanent. Break file at end of calendar year in which the committee, board, conference, task force or special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Transfer to the National Archives 3 years after file break. (NARA Job N1-207-96-10, item 47b(1)).
(2)	Internal, intra-agency committees, boards, conferences, task forces and special initiatives.	
(a)	Records of internal HUD mission oriented intra-agency committees, boards, conferences, task forces and special initiatives.	Permanent. Break files at end of calendar year in which committee, board, conference, task force and special initiative is terminated. Retire to the Federal Records Center 1 year after file break. Transfer to the National Archives 3 years after file break. (NARA Job N1-207-96-10, item 47b(2)(a)).