

**RECORDS DISPOSITION SCHEDULE 3
ADMINISTRATIVE RECORDS**

Item No.	Description of Records	Disposition
68.	Emergency planning case files. Consist of record copies of plans or directives issued, with related background papers. Kept by offices responsible for preparing and issuing emergency plans and directives.	Destroy when superseded or obsolete. (NARA Job NC1-207-80-5, item 68)
69.	Emergency planning reports. HUD reports of operations tests. Consist of consolidated or comprehensive reports reflecting HUD-wide results of tests conducted under emergency plans.	Destroy when 3 years old. (NARA Job NC1-207-80-5, item 69)

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Still Pictures and Video Recordings. Containing informational, educational, and recruiting photographs, films and video tapes; internal and public issued television news releases, information reports, public service or spot announcements, media appearances by top-level HUD officials; photographs and recordings of public meetings, speeches, HUD-sponsored conferences, guest speakers, Congressional testimony and other hearings; training photographs, films, and videos that depict or explain agency functions or activities; films produced under grant that are submitted to HUD; photographs or films or videos acquired from outside sources that document or are used to carry out agency programs (other than for personnel and management training, entertainment, and recreation); non-routine still photographs and motion documentary footage shot for research and development, fact-finding, or other studies; unedited footage created during the course of a HUD-sponsored production that shows spontaneous, unrehearsed events of historical interest; and related finding aids.

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70. Audio Visual Records.

(1) The Headquarters Publications Branch Photograph Library.

The Library creates, acquires and maintains still photographic records such as prints, negatives, slides, contact sheets, and related reference aids.

(a) Central Assignment File.

Contains color (majority) and black and white photographic negatives, with many corresponding prints and contact sheets, along with color slides, mostly gathered on official HUD photographic coverages. Permanently valuable coverages document swearing-in ceremonies, press conferences, speeches, Congressional testimony, and historic commemorations featuring senior HUD officials; coverages of visits of political and cultural dignitaries and celebrities to HUD facilities; coverages of the announcement, promotion and implementation of HUD programs, and other mission-related matters; coverages of housing

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	problems, issues and trends, and of neighborhood life in communities, and coverages of other subjects bearing on unique agency responsibilities. Arranged by HUD assignment number, reflecting coverage chronology.	
	PERMANENT. Cut off at the end of the Presidential Administration and immediately transfer to the National Archives with all related reference aids. (NARA Job No. N1-207-97-6, Item 70 (1) (a)).	
	(b) Portrait File. Contains color (majority) and black and white negatives, some with corresponding prints, of high-level HUD officials and other dignitaries. Arranged alphabetically by surname.	
	PERMANENT. Cut off at end of the Presidential administration and immediately transfer to the National Archives with related reference aids. (NARA Job No. N1-207-97-6, Item 70 (1) (c)).	
	(c) Digitally-Scanned Photographs. Contains digital images generated through scanning of photographic prints, negatives, contact sheets, slides, or transparencies documenting mission-related subjects and high-level officials described under Central Assignment File and Portrait File, above.	
	PERMANENT. Cut off files every two years and transfer immediately to the National Archives, along with related electronic finding aids. Images and accompanying data must be in accordance with 36 CFR 1228.270, NARA's transfer guidance for digital photographic records, and any supplemental guidance in effect at the time of transfer (NARA Job No. N1-207-06-5, item 70(1) (c)).	

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Item No.	Description of Records	Disposition
	<p>(d) Original Digital (Born-Digital) Photographs. Contains images, from digital cameras, originally created in digital form, documenting mission-related subjects and high-level officials described under Central Assignment File and Portrait File, above.</p>	<p>PERMANENT. Cut off files every two years and transfer immediately to the National Archives, along with related electronic finding aids. Images and accompanying data must be in accordance with 36 CFR 1228.270, NARA's transfer guidance for digital photographic records, and any supplemental guidance in effect at the time of transfer (NARA Job No. N1-207-06-5, item 70 (1)(d)).</p>
	<p>(e) Assignment Logbooks and Other Reference Aids. Contains caption data for official HUD photographic coverages, entered HUD photographic coverages, entered in electronic form with a printed backup. Principal log is arranged by HUD assignment number, reflecting coverage chronology.</p>	<p>PERMANENT. Cut off at the same time as the corresponding blocks of digital or film-based photographs; assure that the entries in the assignment log clearly distinguish assignments corresponding to permanent coverages from those corresponding to non-permanent coverages, and also distinguish assignments shot in digital form from those shot in conventional film-based form; and immediately transfer to the National Archives, in electronic and hard-copy form, along with the corresponding blocks of photographs. Electronic versions of assignment logs and of all other finding aids must be in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer (supercedes NARA Job No. N1-207-97-6, Item 70 (1) (b)).</p>

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Item No.	Description of Records	Disposition
	(f) Routine Still Photographs of the Publications Branch Photograph Library. Contains prints, negatives, contact sheets, slides, transparencies, and digital images relating to routine subjects, such as employee awards; retirement or promotion ceremonies; holiday gatherings, workshops; campaigns and promotions common to most Federal agencies; portraits of low-level HUD personnel or other low-level government personnel. Also includes any mission-related images lacking adequate captioning, having technical or aesthetic deficiencies, or having coverage in excess of what is required for adequate and proper documentation.	
	TEMPORARY. Destroy when no longer needed for agency business (NARA Job No. N1-207-06-5, item 70(1)(f)).	
(2)	Still Photographs Not Maintained by the Publications Branch Photograph Library.	
	(a) Historically Significant Analog Still Photographs. Encompasses color and black and white photographic prints, negatives, contact sheets, slides, and transparencies, and filmstrips relating to official program functions; unique regional HUD activities; housing problems, issues, trends, and neighborhood life in communities, and/or the Secretary's or Secretary Representatives' mission-related activities along with associated logs, indexes, or other reference aids.	
	PERMANENT. Break file every four years. Transfer immediately to National Archives, along with related finding aids after consultation with the National Archives Still Picture unit and with the National Archives Regional Records Services facility for photographs in the field. (Supercedes NARA Job No. N1-207-97-6, Item 70 (2) (a)).	

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Item No.	Description of Records	Disposition
	<p>(b) Historically Significant Digital Still Photographs. Encompasses born-digital images, as well as digitally-scanned versions of Photographic prints, negatives, contact sheets, slides, and transparencies, documenting mission-related subjects and high-level officials described under (2) (a) above, along with associated logs, indexes, and other reference aids.</p> <p>PERMANENT. Cut off files every two years and transfer immediately to the National Archives, along with related electronic finding aids, after consultation with the National Archives' Still Picture unit and with the National Archives Regional Records Services facility for photographs in the field. Images and accompanying data must be in accordance with 36 CFR 1228.270, NARA's transfer guidance for digital photographic records, and any supplemental guidance in effect at the time of transfer.</p> <p>(c) Routine Still photographs. Includes still photographic prints, negatives, contact sheet, slides, transparencies, filmstrips, and digital images of routine award ceremonies, social events, and activities not related to HUD's mission; official portraits of non-senior level HUD officials; personnel and administrative training filmstrips and slide programs that do not reflect HUD's mission; and duplicate materials exceeding preservation needs. Also includes any mission-related images lacking adequate captioning, having technical or aesthetic deficiencies, or having coverage in excess of what is required for adequate and proper documentation. Apply to Headquarters, State, and Field offices.</p> <p>TEMPORARY. Destroy when no longer needed for agency business (NARA Job No. N1-207-06-5, item (2)(c)).</p>	

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(3) Video Recordings.

Agency sponsored, produced, or acquired video recordings in analog or digital format, whether for public or internal use.

(a) Historically Significant Edited Productions.

Edited HUD informational, educational, and recruiting videos intended for public distribution; HUD training films and videos that explain or document significant agency functions or activities intended for internal or external distribution; documentary footage shot for research and development, fact finding, or other studies; and videos produced under contract or grant that are submitted to HUD that are of significant historical value to the agency.

PERMANENT. Cut off files every four years and transfer the original video recording or earliest generation (original formats must be on professional video formats such as Betacam, Betacam SP, Digibeta, or digital video (DV), DVD, or CD-ROM) and a copy for reference (VHS is acceptable for reference copies) to the National Archives, along with related finding aids. Digital video and accompanying electronic data must be in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer (NARA Job No. N1-207-06-5, item (3)(a)).

(b) Routine Edited Productions.

Edited HUD produced videos that document routine and standard events and activities such as training classes, seminars, presentations, award ceremonies that are determined to be not of historical significance or that do not document a significant function or aspect of HUD's work. Included are internal personnel and management productions and pre- and post-production working elements, such as titles, voice narrations, music mixes, re-takes, etc. that are necessary initially to prepare the final edited production.

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Item No.	Description of Records	Disposition
	TEMPORARY. Destroy when no longer needed for agency business (NARA Job No. N1-207-06-5, item (3)(b)).	
	(c) Historically Significant Unedited Documentary Footage. Unedited original video footage created either during the course of a HUD video production, or shot during an agency project or activity, that shows un-staged and unrehearsed events of significant historical interest. Includes coverage of public meetings, speeches, conferences, and testimonies of agency officials before congressional committees and other hearings. Other examples would be extended outtakes of documentary footage not used in a permanent edited production, or raw documentary coverage of an event of historical significance.	
	PERMANENT. Cut off files every four years and transfer the original video recording or earliest generation (original formats must be on professional video formats such as Betacam, Betacam SP, Digibeta, or digital video (DV), DVD, or CD-ROM) and a copy for reference (VHS is acceptable for reference copies) to the National Archives, along with related finding aids. Digital video and accompanying electronic data must be in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer (NARA Job No. N1-207-06-5, item (3)(c)).	
	Note: Unedited footage is eligible for transfer only if properly arranged, labeled, and described.	
	(d) Routine Unedited Documentary Footage. Unedited video footage that does not document significant events or activities of historical interest, or was rejected as being repetitive, of poor quality, or technically deficient, or where the footage is unarranged and unidentified as to subject, place, or date.	

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	TEMPORARY. Destroy when no longer needed for agency business (NARA Job No. N1-207-06-5, item (3)(d)).	
	(e) Historically Significant Acquired Video Productions. Edited films or video productions acquired from outside sources that relate to significant activities of historical interest, or are used to carry out or supplement HUD programs, training, and other significant aspects of the agency's work.	
	PERMANENT. Cut off files every four years and transfer the original video recording or earliest generation (original formats must be on professional video formats such as Betacam, Betacam SP, Digibeta, or digital video (DV), DVD, or CD-ROM) and a copy for reference (VHS is acceptable for reference copies) to the National Archives, along with related finding aids. Digital video and accompanying electronic data must be in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer (NARA Job No. N1-207-06-5, item (3)(e)).	
	(f) Routine Acquired Video Productions. Video recordings acquired for routine personnel, management, and supervisory training, or for administrative purposes such as used for CFC or Savings Bonds campaigns.	
	TEMPORARY. Destroy when no longer needed for agency business (NARA Job No. N1-207-06-5, item (3) (f)).	
	(g) Finding Aids. Finding aids, whether in textual or electronic form, for identification, retrieval, or use of permanent videos.	

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	PERMANENT. Cut off at the same time as the corresponding video recordings; assure that the entries in the log clearly distinguish assignments corresponding to permanent coverages from those corresponding to non-permanent coverages, and also distinguish assignments shot in digital form from those shot in analog form; and immediately transfer to the National Archives, in electronic and hard-copy form, along with the corresponding blocks of videos. Electronic versions of assignment logs and of all other finding aids must be in accordance with 36 CFR 1228.270 and any supplemental guidance in effect at the time of transfer (NARA Job No. N1-207-06-5, item (3)(g)).	
	(h) Finding Aids. Finding aids, whether in textual or electronic form, for identification, retrieval, or use of temporary videos.	
	TEMPORARY. Destroy when no longer needed for agency business (NARA Job No. N1-207-06-5, item (3)(h)).	

71. RESERVED.

72. RESERVED.

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Item No.	Description of Records	Disposition
73.	Automatic Data Processing (ADP) records. Also called machine-readable records. Includes the related documentation required to service them.	
	a. Records relating to management of the automatic data processing function itself.	Use items 74 through 76 of this schedule in place of General Records Schedule 20.
	b. Records relating to a specific ADP system.	Use the functional HUD Records Disposition Schedule to which the ADP system relates and the appropriate item covering that system. (NARA Job NC1-207-80-5, item 73b)
74.	HUD Inventory of Automated Systems files. The HUD Inventory of Automated Systems is a publication which lists HUD automated systems which are operational, under development or planned. It is produced annually and reflects system status as of the last day of the Fiscal Year. Files include interim updates.	
	a. Working files kept by the office which prepares the Inventory.	Destroy when one year old. (NARA NC1-207-80-5, item 74a)
	b. Copies of printed Inventory.	Destroy when superseded, obsolete or no longer needed for reference. (NARA Job NC1-207-80-5, item 74b)

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Item No.	Description of Records	Disposition
75.	Master set of documents used in requesting new ADP systems or new reports from existing systems. Consists of Advanced Requirements Notice (ARN), Evaluation of Proposal (EOP), and System Requirement Specification (SRS). The ARN and SRS are prepared by the user.	Destroy when 10 years old. (NARA Job NC1-207-80-5, Item 75)

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	The EOP is prepared by the Office of Information Policies and Systems. Copies of the ARN, EOP and SRS are also part of the documentation files for each operational system. However, this master set also contains documents on disapproved user requests.	
76.	Computer usage accounting records. Consist of records on how much computer time was used for each program and administrative area user.	Destroy when 5 years old. (NARA Job NCI-207-80-5, item 76)
<u>Claims Collection</u>		
77.	Claims collection case files. Consist of records relating to the collection of claims of the United States for money or property arising from Departmental activities. Kept by claims collection officers or the Departmental Claims Officer.	Place in inactive file when administrative collection action on claim is completed. Retire to Federal Records Center 2 years after administrative collection action on claim is completed or when volume warrants. Destroy 7 years after administrative collection action on claim is completed. (NARA Job NCI-207-80-5, item 77)
78.	Claims collection reports files. Consist of reports on claims collection activities in HUD. Consist of monthly reports prepared by Field and Headquarters claims collection officers and quarterly cumulative reports prepared by the Regional Office Claims Report Coordinators.	Destroy when 2 years old. (NARA Job NCI-207-80-5, item 78)