

HUD Records Disposition Schedules

Directive Number: 2225.6

Special Attention of:
Headquarters Records Management

Transmittal for Handbook No: 2225.6 REV-1 CHG-53

Liaison Officers

Field Office Records Management

Liaison Officers
Issued: July 30, 2003

1. This Transmits Change 53 of Handbook 2225.6, REV-1 CHG-53, HUD Records Disposition Schedules, Schedule 50, Fair Housing and Equal Opportunity, (FHEO) program records.

2. SUMMARY:

Item 6-1, Title VIII Automated Paperless Office Tracking System, (TEAPOTS) program electronic records are being added to the handbook to provide disposition instructions for these FHEO program records. These descriptions and disposition instructions were approved by the National Archives and Records Administration, (NARA), on June 25, 2003, NARA Job Number N1-207-03-2.

3. FILING INSTRUCTIONS:

INSERT:

Appendix 50, CHG-53

pages 4-1 thru 4-4,
dated 7/03

Distribution: W-3-1, (SPECIAL DIRECT by ARADR)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Administration

Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

Transmittal: 2225.6 REV-1 CHG-52

Issued: December 3, 2002

Change 52 of Handbook 2225.6, REV-1, CHG-52, HUD Records Disposition Schedules, Schedule 35, Public and Indian Housing (PIH), Special Application Center (SAC),

program records.

2. SUMMARY:

Item 78, Special Application Center (SAC) program records are being added to the handbook to provide disposition instructions for the Office of Public and Indian Housing (PIH). These descriptions and dispositions were approved by the National Archives and Records Administration (NARA), on March 6, 2002, NARA Job Number N1-207-02-5.

3. FILING INSTRUCTIONS:

INSERT:

Appendix 35, CHG-52
pages 1-7, dated 11/02

U.S. Department of Housing and Urban Development
Administration

Special Attention of:
Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

Transmittal for Handbook No.: 2225.6
Rev-1 CHG-51
Issued: August 1, 2002

This Transmits:

Change 51 of Handbook 2225.6, REV-1, CHG-51, HUD Records Disposition Schedules, Schedule 50, "Fair Housing and Equal Opportunity, FHIP/FHAP Support Division records."

2. Summary:

Item 7.a. & b., Fair Housing Initiatives Program, (FHIP), records are being added to the handbook to provide disposition instructions. This change was approved by the National Archives and Records Administration on April 3, 2002, NARA Job. No. N1-207-02-3.

3. Filing Instructions:

Remove:

Page 4, Appendix 50,
dated 6/01

Insert:

Page 4, Appendix 50,
dated 6/01

Page 5, Appendix 50,
dated 8/02

Page 6, Appendix 50,
dated 8/02

Distribution: W-3-1, (SPECIAL DIRECT by ARADR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1
Headquarters Records Management CHG-50
Liaison Officers Issued: July 9, 2002
Field Office Records Management
Liaison Officers

1. This transmits Change 50 of Handbook 2225.6, REV-1, CHG-50, HUD Records Disposition Schedules, Schedule 69, Community Planning and Development, Economic Development Initiative Grant records.

2. Summary:

Item 4e, Economic Development Initiative Grant records is being added to the handbook to provide disposition instructions for the records of the Community Planning and Development program area. This change was approved by the National Archives and Records Administration on June 18, 2002, NARA Job No. N1-207-02-2.

3. Filing Instructions:

Remove:

Insert:

Page 8, Appendix 69, Page 7, Appendix 69,
dated 10/95 dated 10/95

Page 8, Appendix 69,
dated 7/02

Page 9, Appendix 69,
dated 7/02

Page 9-1, Appendix 69,
dated 7/02

Page 9-2, Appendix 69,
dated 10/95

Page 10, Appendix 69,
dated 10/95

ARADR: Distribution: W-3-1, (SPECIAL DIRECT by ARADR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1
Headquarters Records Management CHG-49
Liaison Officers Issued: June 13, 2002
Field Office Records Management
Liaison Officers

1. This transmits Change 49 of Handbook 2225.6, REV-1, CHG-49, HUD Records Disposition Schedules, Schedule 35, Office of Troubled Agency Recovery, (OTAR), Office of Public and Indian

Housing, (PIH).

2. Summary:

Item 77, Office of Troubled Agency Recovery, (OTAR) records are being added to the handbook to provide disposition instructions for the records of the Office of Public and Indian Housing. These descriptions and dispositions were approved by the National Archives and Records Administration, NARA on October 16, 2001, NARA Job Number N1-207-02-1.

3. Filing Instructions:

Insert:

Appendix 35, CHG-49
pages 40-42, dated 6/02

ARADR: Distribution: W-3-1, (SPECIAL DIRECT by ARADR)

to Download the MS Word version of this Transmittal Letter

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1
Headquarters Records Management CHG-48
Liaison Officers Issued: August 28, 2001
Field Office Records Management
Liaison Officers

1. This transmits Change 48 of Handbook 2225.6, REV-1, CHG-48, HUD Records Disposition Schedules, Schedule 54, "Office of Congressional and Intergovernmental Relations."

2. Summary:

Schedule 54, Office of Congressional and Intergovernmental Relations, (OCIR), is being added to the handbook to provide descriptions and disposition instructions for Schedule 54, (OCIR) as it now exists. These descriptions and dispositions were approved by the National Archives and Records Administration on June 6, 2001, NARA Job Numbers N1-207-01-1 and N1-207-00-2.

3. Filing instructions:

Remove:	Insert:
Appendix 54, page 1, dated 5/96 and page 2, dated 10/97	Appendix 54, pages 1-9, dated 8/01

ARADR: Distribution:W-3-1, (SPECIAL DIRECT by ARADR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1
CHG-44a

Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

Issued: August 17, 2001

1. This Transmits Change 44a of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 3, Administrative Records, Audio Visual Records.

2. Summary:

Item 70 is being added to the Handbook to provide disposition instructions for Audio Visual Records. Two items were left out. This change was approved by the National Archives and Records Administration on December 14, 1998, NARA Job N1-207-97-6.

3. Filing Instructions:

Remove:

Appendix 3, pages 56-60
dated 1/99

Insert:

Appendix 3, pages 56-60
dated 8/01

ARADR: Distribution: W-3-1, (SPECIAL DIRECT by ARADR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for
Handbook No.: 2225.6 REV-1, CHG-47

Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

Issued: June 28, 2001

1. This Transmits Change 47 of Handbook 2225.6, REV-1, CHG-47, HUD Records Disposition Schedules, Schedule 50, Systemic and Secretary-Initiated Complaint and Compliance Case Files, Fair Housing and Equal Opportunity, (FHEO).

2. Summary:

Item 33, Systemic and Secretary-Initiated Complaint and Compliance Case Files, "Fair Housing and Equal Opportunity, (FHEO)," is being added to the handbook to provide disposition instructions for these records. These descriptions and dispositions were approved by National Archives and Records Administration on June 6, 2001, NARA Job Number N1-207-00-3.

3. Filing Instructions:

Remove:

Insert:

Appendix 50, page 11
dated 10/88

Appendix 50, pages 11-14
dated 6/01

ARADR: Distribution: W-3-1, (SPECIAL DIRECT by ARADR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of:

Transmittal for Handbook No.: 2225.6 REV-1
Headquarters Records Management CHG-46
Liaison Officers Issued: April 20, 2000
Field Office Records Management
Liaison Officers

1. This transmits Change 46 of Handbook 2225.6, REV-1, HUD Records Disposition Schedules, Schedule 35, "Low-Income Public Housing and Rental Assistance: Program Records."

2. Summary:

Item 37, Cultural Design Awards is being added to the handbook to provide disposition instructions for the records of the Low-Income Public Housing and Rental Assistance: Program Records. This change was approved by the National Archives and Records Administration on April 18, 1997, NARA Job N1-207-95-8.

3. Filing Instructions:

Remove:

Insert:

Appendix 35, pages 11-12 dated 10/88
Appendix 35, pages 11, 12, 12a, and 12b dated 4/00

AMSDR: Distribution: W-3-1, (SPECIAL DIRECT by AMSDR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1
Headquarters Records Management CHG-45
Liaison Officers Issued: April 19, 1999
Field Office Records Management
Liaison Officers

1. This Transmits Change 45 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 61, Office of Executive Scheduling.

2. Summary:

This schedule is being added to the Handbook to provide disposition instructions for the records of the Office of Executive Scheduling. This change was approved by the National Archives and Records Administration on May 6, 1998, NARA Job

N1-207-97-5.

3. Filing Instructions:

Insert:

Appendix 61, pages 1 and 2 dated 4/99

ARSDR: Distribution: W-3-1, (SPECIAL DIRECT by ARSDR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1
CHG-44

Headquarters Records Management
Liaison Officers Issued: January 29, 1999
Field Office Records Management
Liaison Officers

1. This Transmits Change 44 of Handbook 2225.6 REV-1, HUD Records
Disposition Schedules: Schedule 3, Administrative Records,
Audio Visual Records.

2. Summary:

Item 70 is being added to the Handbook to provide disposition
instructions for Audio Visual Records. This change was
approved by the National Archives and Records Administration on
December 14, 1998, NARA Job N1-207-97-6.

3. Filing Instructions:

Remove:

Appendix 3, pages 56-60 dated
10/88, pages 61-68 dated 9/92
dated 1/99,
pages 65-72

Insert:

Appendix 3, Change 44, page
55 dated 10/88, pages 56-60
pages 61-64 dated 10/88,
dated 9/92

ARSDR: Distribution:W-3-1. (SPECIAL DIRECT by ARSDR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal Handbook No.: 2225.6 REV-1 CHG-43

Headquarters Records Management
Liaison Officers Issued: October 7, 1998
Field Office Records Management
Liaison Officers

1. This Transmits

Change 43 of Handbook 2225.6 REV-1, HUD Records Disposition
Schedules: Table of Contents.

2. Summary:

The Table of Contents is being updated to identify offices for the formerly "RESERVED" Schedules 8, 23, 51, 61, 63, and 65.

3. Filing Instructions:

Remove:

Change 4, pages i-ii,
dated 9/92

Insert:

Change 43, pages i-iii,
dated 10/98

ARSDR: Distribution: W-3-1, (SPECIAL DIRECT BY ARSDR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1
Headquarters Records Management CHG-42
Liaison Officers Issued: September 1, 1998
Field Office Records Management
Liaison Officers

1. This Transmits

Change 42 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 51, Office of Departmental Equal Employment Opportunity.

2. Summary:

This schedule is being added to the handbook to provide disposition instructions for the records of the Office of Departmental Equal Employment Opportunity. This change was approved by the National Archives and Records Administration on August 11, 1998, NARA Job N1-207-98-2.

3. Filing Instructions:

Insert:

Change 42, dated 8/98

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for
Handbook No.: 2225.6 REV-1
CHG- 41
Headquarters Records Management
Liaison Officers
Field Office Records Management Issued: April 30, 1998
Liaison Officers

1. This Transmits:

A correction to Handbook 2225.6 REV-1, CHG-40, HUD Records Disposition Schedules: Schedule 65, Lead Hazard Control Records.

2. Summary:

Insert page 5 of Appendix 65, of the HUD Records Disposition Schedules Handbook 2225.6 REV-1, CHG-41.

3. Filing Instructions:

Remove:

Insert:

Change 40, Appendix 65, page 5 dated 4/98

Change 41, Appendix 65, page 5 dated 4/98

ARSDR: Distribution:W-3-1. (SPECIAL DIRECT by ARSDR)

U.S. Department of Housing and Urban Development Administration

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1 CHG-40

Headquarters Records Management Liaison Officers
Field Office Records Management Liaison Officers

Issued: April 3, 1998

1. This Transmits

Change 40 of Handbook 2225.6 REV-1, HUD Records Disposition Schedule, Schedule 65, "Lead Hazard Control Records."

2. This change was approved by the National Archives and Records Administration on March 5, 1998, NARA Job N1-207-97-2.

3. Summary:

This schedule is being added to the handbook to provide disposition instructions for the records of the Office of Lead Hazard Control.

4. Filing Instructions:

Insert:

Change 40, dated 4/98

ARSDR: Distribution: W-3-1.

U.S. Department of Housing and Urban Development ADMINISTRATION

Special Attention of:

Transmittal for

Handbook No.: 2225.6 REV-1 CHG-39

Headquarters Records
Management Liaison Officers
Field Office Records
Management Liaison Officers

Issued: October 2, 1997

1. This Transmits

Change 39 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 54, Office of Congressional and Intergovernmental Relations Records.

2. Summary. This change provides Item No. 5 as the records disposition authority for J-1 Waiver Files. The National Archives and Records Administration (NARA) approved this change on September 18, 1997, under citation NARA Job Number N1-207-97-3.

3. Filing Instructions:

Remove:

Appendix 54, page 1 dated
5/96.

Insert:

Appendix 54, page 1 dated
5/96 and page 2 dated 10/97.

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal for
Handbook No.: 2225.6 REV-1 CHG-38

Headquarters Records
Management Liaison Officers
Field Office Records
Management Liaison Officers

Issued: August 20, 1997

1. This Transmits

Change 38 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 15, Mortgage Lending Activity-Automated Systems Files.

2. This change provides Item No. 1 as the records disposition authority for the Survey of Mortgage Lending Activity System, System Code F59. The National Archives and Records Administration (NARA) approved this change on July 7, 1997, under citation NARA Job Number N1-207-96-9.

3. Filing Instructions:

Remove:

Table of Contents, pages i
and ii dated 9/92

Insert:

Table of Contents, page i
dated 8/97 and page ii
dated 9/92

Appendix 15, pages 1, 2,
3, 4, and 5 dated 8/97.

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal for Handbook No. : 2225.6 REV-1
CHG-37

Headquarters Records

Management Liaison Officers

Issued: June 4, 1997

Field Office Records

Management Liaison Officers

1. This Transmits

Change 37 of Handbook 2225.6 REV-1, HUD Records Disposition
Schedules: Schedule 3, Administrative Records.

2. Summary. This change updates Item No. 47 and adds disposition
authorities for special initiatives. NARA approved this change
on March 24, 1997, under citation NARA Job Number N1-207-96-10.

3. Filing Instructions:

Remove:

Insert:

Appendix 3, page 29 dated
10/88; pages 30, 31,
31.1, 31.2, and 31.3
dated 5/97.

Appendix 3, page 29 dated
10/88; pages 30, 31, 31.1,
31.2, and 31.3 dated 6/97.

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal for
Handbook No.: 2225.6 REV-1 CHG-36

Headquarters Records

Management Liaison Officers

Field Office Records

Issued: May 16, 1997

Management Liaison Officers

1. This Transmits

Change 36 of Handbook 2225.6 REV-1, HUD Records Disposition
Schedules: Scheudle 35, Low Income Public Housing and Rental
Assistance: Program Records.

2. Summary. This change provides Item No. 76 as records
disposition authorities for the Community Development Block
Grant (CDBG) Indian Program System, System Code C01. NARA
approved this change on April 28, 1997, under citation NARA

Job N1-207-97-7.

3. Filing Instructions:

Remove:

Insert:

Appendix 35, pages 36, 37,
38, and 39 dated 5/97.

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
ADMINISTRATION

Transmittal for
Handbook No.: 2225.6 REV-1 CHG-35

Special Attention of:

Headquarters Records
Management Liaison Officers
Field Office Records
Management Liaison Officers

Issued: May 13, 1997

1 . This Transmits

Change 35 of Handbook 2225.6 REV-1, HUD Records Disposition
Schedules: Schedule 69, Community Planning and Development
Grant Records.

2. Summary. This change provides records disposition
authorities for data maintained by the Homeless Assistance
Management Information System (HAMIS) - C38 System, as
approved by NARA for Item Number 9 under its citation (NARA
Job N1-207-96-6) on 12/5/96. Item Numbers 7 and 8 have been
reserved for later use.

3. Filing Instructions:

Remove:

Insert:

Appendix 69, page 15
dated 10/95; and pages
16 and 17 dated 3/97.

Appendix 69, pages 15, 16,
and 17 dated 5/97.

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of:

Transmittal for Handbook No.:
2225.6 REV-1 CHG-34

Headquarters Records
Management Liaison Officers
Field Office Records
Management Liaison Officers

Issued: May 7, 1997

1. This Transmits

Change 34 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 3, Administrative Records.

2. Summary. This change updates Item No. 47 and adds disposition authorities for special initiatives. NARA approved this change on March 24, 1997, under citation NARA Job N1-207-96-10.

3. Filing Instructions:

Remove:

Appendix 3, pages 29, 30, 31, and 32 dated 10/88.

Insert:

Appendix 3, page 29 dated 10/88; pages 30, 31, 31.1, 31.2, and 31.3 dated 5/97; and page 32 dated 10/88.

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1 CHG-33

Headquarters Records

Management Liaison Officers

Issued: March 13, 1997

Field Office Records

Management Liaison Officers

1. This Transmits

Change 33 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 35, Low-Income Public Housing and Rental Assistance Records.

2. Summary. This change provides records disposition authorities for data maintained by the Multifamily Tenant Characteristics System (MTCS) - F86 System and was approved by NARA under its citation (NARA Job N1-207-96-5) on 12/5/96.

3. Filing Instructions:

Remove:

Appendix 35, pages 28 through 35 dated 3/97

Insert:

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1 CHG-32

Headquarters Records

Management Liaison Officers

Issued: March 11, 1997

Field Office Records

Management Liaison Officers

1. This Transmits

Change 32 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 69, Community Planning and Development Grant Records.

2. Summary. This change provides records disposition authorities for data maintained by the Homeless Assistance Management Information System (HAMIS) - C38 System - and was approved by NARA under its citation (NARA Job N1-207-96-6) on 12/5/96.

3. Filing Instructions:

Remove:

Insert:

Appendix 69, pages 16
through 19 dated 3/97

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of:

Transmittal for Handbook No.: 2225.6

REV-1 CHG-31

Headquarters Records

Issued: February 19, 1997

Management Liaison Officers

Field Office Records

Management Liaison Officers

1. This Transmits

Change 31 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 62, Administrative Records, Executive Secretariat (supersedes Change 30).

2. Items for the annual index of original records and its printed version have been removed. In addition, the superseded NARA citation number (NARA Job NC1-207-82-4) has been changed to the current one (NARA Job N1-207-93-2) with item numbers.

3. Filing Instructions:

Remove:

Insert:

Appendix 62, pages 1, 2
and 3 dated 11/96 and
page 4 dated 4/93

Appendix 62, pages 1, 2
and 3 dated 2/97 and
page 4 dated 4/93

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U. S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of:

Issued: November 15, 1996

Headquarters Records
Management Liaison Officers
Field Office Records
Management Liaison Officers

1. This Transmits

Change 30 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 62, Administrative Records, Executive Secretariat.

2. Summary. Items for the annual index of original records and its printed version have been removed. In addition, the superseded NARA citation number (NARA Job NCl-207-82-4) has been changed to the current one (NARA Job N1-207-93-2).

3. Filing Instructions:

Remove:

Appendix 62, pages
1, 2, 3, and 4 dated
4/93

Insert:

Appendix 62, pages 1, 2
and 3 dated 11/96 and
page 4 dated 4/93

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2225.6 REV-1
CHG-29

Headquarters Records
Management Liaison Officer
Field Office Records
Management Liaison Officers

Issued: November 13, 1996

1. This Transmits

Change 29 of Handbook 2225.6 REV-1 HUD Records Disposition Schedules: Schedule 7, Records Relating to Property Disposition.

2. Summary. The citation number for item 15c has been changed to NARA Job N1-207-94-5, item 1. Previously item 15c, in Schedule 7, cited a non-existent NARA citation number (NARA Job N1-207-94-5, item 15c). This minor change was done without affecting the previous Disposition approved in NARA Job N1-207-94-5. Therefore, National Archives and Records Administration approval for this minor change was not necessary.

3. Filing Instructions:

Remove:

Appendix 7, page 3

Insert:

Appendix 7, page 3

dated 10/88 and page
4 dated 7/95

dated 10/88 and page
4 dated 11/96

ARSDR : Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
Office of Administration

Special Attention of: Transmittal for Handbook No.: 2225.6
REV-1 CHG-28

Headquarters Records Management
Liaison Officers
Field Records Management
Liaison Officers

Issued: October 17, 1996

1. This Transmits a reprint of Change 28 of HUD Handbook 2225.6 REV-1, HUD Records Disposition Schedules, Schedule 63, "Records of Primary Organization Heads and Other High-Level HUD staff." This reprint changes a citation in Item 8 and adds identifying information to certain other Items.
2. Schedule 63 was approved by National Archives and Records Administration (NARA) on September 3, 1996, under NARA Job N1 207-95-1.
3. This schedule is being added to the handbook to provide disposition instructions for the records of principal staff and equivalents.
4. Filing Instructions:

Remove:	Insert:
Appendix 63, Change 28 dated 10/96	Appendix 63, Change 28 reprint, dated 10/96

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S Department of Housing and Urban Development
Administration

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1
CHG-27

Headquarters Records Management
Liaison Officers
Field Officer Records Management
Liaison Officers

Issued: August 23, 1996

1. This Transmits
Change 27 of Handbook 2225.6 REV-1, HUD Records Disposition Schedule 11, "Housing Grant Records."
2. This change was approved by the National Archives and Records Administration on June 7, 1996, NARA Job N1-207-96-2.
3. Summary:
Schedule 11 has been changed to reflect the new NARA Job Number, N1-207-

96-2.

4. Filing Instructions:

Remove:

Appendix 11, pages 3
through 6 dated 6/96

Insert:

Appendix 11, page 3
dated 8/96 and page 4
dated 6/96 and pages 5
and 6 dated 8/96

ARSDR:Distribution: W-3-1

U.S Department of Housing and Urban Development
Administration

Special Attention of:
Headquarters Records Management
Liaison Officers
Field Officer Records Management
Liaison Officers

Transmittal for Handbook No.: 2225.6 REV-1
CHG-26

Issued: August 23, 1996

1. This Transmits

Change 26 of Handbook 2225.6 REV-1, HUD Records Disposition Schedule 10,
"Flexible Subsidy Records."

2. This change was approved by the National Archives and Records
Administration on January 17, 1996, NARA Job N1-207-94-6.

3. Summary:

Schedule 10 has been changed to reflect the new NARA Job Number, N1-207-
94-6.

4. Filing Instructions:

Remove:

Appendix 10, pages 5
through 7 dated 4/96

Insert:

Appendix 10, pages 5
through 7 dated 8/96

ARSDR:Distribution: W-3-1

U.S Department of Housing and Urban Development
Administration

Special Attention of:
Headquarters Records Management
Liaison Officers
Field Officer Records Management
Liaison Officers

Transmittal for Handbook No.: 2225.6 REV-1
CHG-25

Issued: August 23, 1996

1. This Transmits

Change 25 of Handbook 2225.6 REV-1, HUD Records Disposition Schedule 68,
"Interstate Land Sales Registration Records."

2. This change was approved by the National Archives and Records Administration on April 24, 1996, NARA Job N1-207-96-3.

3. Summary:

Schedule 68 has been changed to reflect the new NARA Job Number, N1-207-96-3.

4. Filing Instructions:

Remove:

Appendix 68, page 3
dated 5/96 and page
4 dated 5/96

Insert:

Appendix 68, page 3
dated 5/96 and page
4 dated 8/96

ARSDR:Distribution: W-3-1

U.S. Department of Housing and Urban Development
Administration

Special Attention of:
Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

Transmittal for Handbook No.: 2225.6 REV-1
CHG-24
Issued: August 19, 1996

1. This Transmits

Change 24 of Handbook 2225.6 REV-1, HUD Records Disposition Schedule 2, "Legal Records."

2. This change was approved by the National Archives and Records Administration on April 17, 1995, NARA Job N1-207-94-1.

3. Summary:

Schedule 2 has been changed to reflect the new NARA Job Number, N1-207-94-1.

4. Filing Instructions:

Remove:

Appendix 2, page 7
dated 6/95

Insert:

Appendix 2, page 7
dated 8/96

ARSDR:Distribution: W-3-1

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of:
Headquarters Records

Transmittal Handbook No.: 2225.6 REV-1
CHG-23
Issued: July 9, 1996

Management Liaison Officers
Field Office Records
Management Liaison Officers

1. This Transmits

Change 23 added to Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 3, Administrative Records, Item 8-1.

2. Summary. Item 8-1 is being added to Schedule 3 to provide disposition instructions for program office file copies used to respond to investigative case files. The National Archives and Records Administration (NARA) approved these disposition instructions on December 18, 1995 (NARA JOB N1-207-93-5).

3. Filing Instructions:

Remove:

None

Insert:

Appendix 3, page 4.1
dated 7/96

ARSDR: Distribution: W-3-1, SPECIAL (DIRECT by ARSDR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of:
Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

Transmittal for Handbook No.: 2225.6 REV-1
CHG-22

Issued: July 8, 1996

1. This Transmits

Change 22 of Handbook 2225.6 REV-1, HUD Records Disposition Schedule 11, "Housing Grant Records."

2. This change was approved by the National Archives and Records Administration on June 7, 1996, NARA Job N1-207-96-2.

3. Summary:

Schedule 11 has been revised to cover the disposition of all Housing grant programs identified as part of the HUD Reform Act. Previously, Schedule 11 covered only the Housing Development Action Grant program (HODAG).

4. Filing Instructions:

Remove:

Appendix 11, page 1,
dated 10/88

Insert:

Appendix 11, pages
1 through 6, dated
6/96

ARSDR:Distribution: W-3-1

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2225.6 REV-1
CHG-21
Headquarters Records Issued: June 27, 1996
Management Liaison Officers
Field Office Records
Management Liaison Officers

1. This Transmits

Change 21 as item 33 added to Handbook 2225.6 REV-1, HUD
Records Disposition Schedules: Schedule 20, Single Family Home
Mortgage Insurance Program Records.

2. Summary. Item 33 covers files in the Consolidated Single
Family Statistical System (CSFSS), System Code F42. The
National Archives and Records Administration (NARA) approved
the disposition instructions on May 28, 1996 (NARA Job N1-207-
96-4).

3. Filing Instructions:

Remove:

Appendix 20, page 21,
dated 7/95

Insert:

Appendix 20, page 21
(dated 7/95) and
pages 22 through 30
dated 6/96

ARSDR:Distribution: W-3-1, SPECIAL (DIRECT by ARSDR)

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2225.6 REV-1
CHG-20
Headquarters Records Issued: June 10, 1996
Management Liaison Officers
Field Office Records
Management Liaison Officers

1. This Transmits

C O R R E C T I O N T O

Change 20 of Handbook 2225.6 REV-1, HUD Records Disposition
Schedules: Schedule 3, Administrative Records, Revised Item 36.

2. Summary. File break instructions in the Disposition for Schedule
3, Item 36, Administrative Records were changed, from annual
cutoffs with three year transfers to monthly cutoffs with annual
transfers. This minor change was done without affecting the
previous Disposition approved as permanent in NARA JOB NC1-207-80-

5. Therefore, National Archives and Records Administration approval for this minor change was not necessary.

3. Filing Instructions:

Remove:

Insert:

Appendix 3, pages 23
and 24 dated 10/88

Appendix 3, page 23
dated 6/96 and page
24 dated 10/88

P L E A S E R E M O V E T H E C H A N G E 2 0 R E C E I V E D
E A R L I E R A N D I N S E R T T H I S C O R R E C T E D
V E R S I O N .

ARSDR:Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of:

Transmittal Handbook No.: 2225.6 REV-1
CHG-19

Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

Issued: May 17, 1996

1. This Transmits

Change 19 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules:
Schedule 54, Office of Congressional and Intergovernmental Relations Records.

2. Summary. In the Disposition of item 1 of the Congressional
Correspondence Files, the period of 2 years was changed to 1 year to retire
to the Federal Records Center after date of record. This minor change did not
require approval by the National Archives and Records Administration.

3. Filing Instructions:

Remove:

Insert:

Appendix 54, page 1,
dated 10/88

Appendix 54, page 1,
dated 5/96

ARSDR:Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of:

Transmittal Handbook No.: 2225.6 REV-1
CHG-18

Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

Issued: May 17, 1996

1. This Transmits

Change 18 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules, Schedule 68, "Interstate Land Sales Registration Records."

2. This change was approved by the National Archives and Records Administration on October 24, 1995, NARA Job N1-207-96-3.

3. Summary:

Items 1 through 4 are being modified to allow for the retention of either microfilm or paper records and shortening the retention period from 10 years to 7 years.

4. Items 5 through 7 and 10 have been deleted because the program or function has been discontinued. Items 8 and 9 in old schedule 68 have been renumbered in the revised schedule 68 as numbers 5 and 6.

5. Items 11 through 15 have been deleted because they are covered under the HUD Handbook 2228.2 REV-3, General Records Schedule (GRS) 23, item 1, Administrative Records, or they are covered under the Program Records listed in item 7 in the revised Schedule 68.

6. Item 16's retention period has been changed from 6 years to 3 years and renumbered as item 7 in the revised schedule 68.

7. Item 17 has been deleted because these records cannot be located.

8. Item 18 has been deleted because this automated system was used to support Field Staff who were reassigned in 1983.

9. Filing Instructions:

Remove:

Appendix 68, pages
1 through 8, dated
10/88

Insert:

Appendix 68, pages
1 through 4, dated
5/96

ARSDR:Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of:
Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

Transmittal Handbook No.: 2225.6 REV-1
CHG-17
Issued: May 9, 1996

1. This Transmits

Change 17 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 2, Legal Records.

2. Summary. The Office of General Counsel decided that they did not need to retire the litigation case files to the Federal Records Center 1 year after judgment. General Counsel decided to retire case files to the Federal

Records Center after entry of order or last appeal (final judgment).

3. Filing Instructions:

Remove:

Appendix 2, pages 5 and 6,
dated 10/88

Insert:

Appendix 2, pages 5 and 6,
dated 5/96

ARSDR:Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2225.6 REV-1
CHG-16

Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

Issued: April 3, 1996

1. This Transmits

Change 16 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules:
Schedule 10, Records Relating to Multifamily Insured Programs (Flexible
Subsidy Records).

2. Summary. Item 13 is being added to Schedule 10 to provide disposition
instructions for Flexible Subsidy Records in the Headquarters and Field Offices.

3. This change was approved by the National Archives and Records
Administration on January 17, 1996, NARA Job N1-207-94-6.

4. Filing Instructions.

Remove:

Appendix 10, Item 11 and 12,
page 4, dated 10/88

Insert:

Appendix 10, Item 11 and 12, page 4,
dated 10/88

Appendix 10, Item 13, pages 5
through 7, dated 4/96

ARSDR: Distribution: W-3-1, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development
Administration

Special Attention of: Transmittal Handbook No. 2225.6 REV-1
CHG-15

HQ Records Management Liaison
Officers
Field Office Records Management
Liaison Officers

Issued: November 28, 1995

1. This Transmits

Change 15 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules:

Schedule 3, Administrative Records (Audiovisual Records).

2. Summary. Item 70 is being added to Schedule 3 to provide disposition instructions for Audiovisual Records.
3. This change was approved by the National Archives and Records Administration on April 22, 1993, NARA Job N1-207-93-3.
4. Filing Instructions:

Remove:

Appendix 3, pages 55 and 56
dated 10/88.

Insert:

Appendix 3, page 55 dated 10/88,
page 56 dated 11/95 and page
56.1 dated 11/95.

ARSDR: Distribution: W-3-1,W-1,W-2, W-3, W-4, R-1, R-2, R-3-2, R-3-3, R-6,
R-6-2, R-7, R-7-2, R-8, R-9, SPECIAL (Direct by ARSDR)

U.S. Department of Housing and Urban Development

Special Attention of: Transmittal for Handbook No.: 2225.6

REV-1 CHG-14

Issued: October 17, 1995

1. This Transmits

Revised Schedule 69, Community Planning and Development
Records, for incorporation into Handbook 2225.6 REV-1, HUD
Records Disposition Schedules.
2. The introduction has been revised to update the list of
active Community Planning and Development (CPD) programs.
3. Items 1a and 2a have been revised to make the 3-year retention
period apply across the board to all CPD subject correspondence
files and chronological files.

The descriptions of the files were revised, and a
restriction was added to the disposition instructions for
chronological files to prevent their retirement to a Federal
Records Center.

4. The previous item 3 was deleted and item 4 renumbered as
item 3.
5. Item 5 renumbered as item 4 and revised for clarification.
 - (a) Item 4a was revised to cross reference generic item
17-3 of HUD Records Disposition Schedule 3 which covers
unsuccessful applications for assistance.
 - (b) Item 4b the retention period was increased from 3 years
to 6 years for cancelled, suspended, or terminated
projects on which a contract was executed. The retention

period had to be increased to accommodate the 5-year 30-day public access period for competitive assistance applications required by section 102 of the HUD Reform Act.

- (c) Item 4c was completely revised and simplified. This item now provides separate disposition instructions for (1) formula entitlement grants maintained on a program year basis and (2) all other grants, including discretionary or competitive grants.
- (d) Item 4d covers (1) program and technical review and processing copies related to applications for discretionary or competitive grants, and (2) copies related to applications for formula entitlement grants.
- (e) New item 4e covers final grant reports of the Comprehensive Assistance (Program 701) Program, dated 1951- 1981, kept in the HUD Headquarters Library.

6. Item 6 was renumbered as item 5. Item 7 was deleted and item 8 was renumbered as item 6.

- (a) The National Archives and Records Administration (NARA) approved the revised items on July 3, 1995 (NARA Job N1-207-94-4).

7. Filing Instructions:

Remove:

Appendix 69, pages 1
through 12, dated 10/88

Insert:

Appendix 69, pages 1
through 15, dated 10/95

Transmittal Handbook No. 2225.6 REV-1
CHG-13

Issued: July 13, 1995

1. This Transmits

Revised HUD Records Disposition Schedule 30, Administrative Records," for incorporation into Handbook 2225.6 REV-1, HUD Records Disposition Schedules.

2. Explanation of Material Transmitted:

- a. This schedule covers records related to the defunct Solar Energy and Energy Conservation Bank (also called the Solar Bank). This schedule also covers the records related to the Solar Energy Advisory Committee and the Energy Conservation Advisory Committee.

The records were transferred to Community Planning and Development (CPD) after the Solar Bank was abolished. The program was phased out with the final allocation going to 10 States in 1989. The last three projects

closed in 1992.

3. Summary:

a. Item 1 has been subdivided to designate the correspondence files of the manager of the Solar Energy and the Energy Conservation Bank as permanent.

(1) sub-item 1a as permanent, and sub-item 1b to the 3-year retention.

b. Item 4 specifies that the item covers the records related to the Solar Energy Advisory Committee and the Energy Conservation Advisory Committee.

(1) The disposition schedule has also been revised to provide for the Committee records to be retired to the records center.

c. Item 5 has been corrected, correcting the cross reference to General Records Schedule (GRS) 23 in the disposition instructions for item 5. GRS has been revised so item 2 no longer covers daily activities files; item 5a does.

d. Item 7 has been subdivided to designate as permanent the records related to the State/Territorial Files which The National Archives and Records Administration (NARA) has appraised as archival (sub-item 7a). The rest of the files are proposed to be destroyed 6 years after the last project is closed out (sub-item 7b).

c. Items 2, 3 and 6 have not been changed.

4. This schedule will be abolished after the permanent records have been transferred to the National Archives and the remaining temporary records destroyed as required by the disposition instructions in this schedule.

5. The National Archives and Records Administration (NARA) approved the revised schedule on May 8, 1995 (NARA Job N1-207-94-2).

6. Filing instructions:

Remove:

Schedule 30, dated 10/88

Insert:

Schedule 30, dated 7/95

This schedule covers records related to the defunct Solar Energy and Energy Conservation Bank (also called the Solar Bank). The records were transferred to Community Planning and Development (CPD) after the Solar Bank was abolished.

This schedule also covers the records related to the Solar Energy Advisory Committee and the Energy Conservation Advisory Committee. The Committees were established on June 30, 1980 to

advise the Secretaries of HUD, Agriculture, Commerce, Treasury and Energy on matters related to the Solar Energy and Energy Conservation Bank.

The Solar Bank provided loan subsidies and matching grants for low- and moderate-income individuals to purchase energy conservation and solar energy improvements. The Bank was authorized in June 1980 by the Energy Security Act of 1980, and amended in November 1983 by the Housing and Urban-Rural Recovery Act.

The Solar Bank operated through the States. Eligible consumers applied through a designated State agency which, in turn, drew funds from the Solar Bank through the Treasury Financial Communication Systems (TFCS). Program funding began in 1983.

Five members on each Committee were drawn from the following groups: (1) Consumers, (2) Financial institutions, (3) Builders, (4) Architects/engineers and (5) Producers or installers of solar energy conservation improvements. The Committees were terminated on September 30, 1987.

The program was phased out with the final allocation going to 10 States in 1989. The last three projects closed in 1992, but CPD is awaiting the return of unused funds from Massachusetts.

This schedule will be abolished after the permanent records have been transferred to the National Archives and the remaining temporary records destroyed as required by the disposition instructions in this schedule.

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2225.6 REV-1
Headquarters Records CHG-12
Liaison Officers Issued: July 13, 1995
Field Office Records Management
Liaison Officers

1. This Transmits

Page 4, Item 15c, of HUD Records Disposition Schedules Handbook, Schedule 7, Records Relating to Property Disposition, for incorporation into Handbok 2225.6 REV-1.

2. Summary:

Item 15c is being added to page 4 to cover the disposition of the "Claims Without Conveyance of Title (CWCOT) Case Files."

3. Filing Instructions:

Remove:

Appendix 7, pages 3 and 4
dated 10/88

Insert:

Appendix 7, page 3 dated 10/88 and
Appendix 7, page 4 dated 7/95

Appendix 7, pages 5 and 6
dated 10/88

Appendix 7, pages 5 and 6
dated 10/88

Appendix 7, pages 7 and 8
dated 10/88

Appendix 7, pages 7 and 8
dated 10/88

ARSDR: Distribution: W-3-1, W-1, W-2, W-3, W-4, R-1, R-2, R-3-2, R-3-3,
R-6, R-6-2, R-7, R-7-2, R-8, R-9, SPECIAL (Direct by ARSDR)
2225.6 REV-1

ADMINISTRATION

Special Attention of: Transmittal: Handbook 2225.6 REV-1
CHG-11

Issued: July 13, 1995

Headquarters Records Management
Liaison Officers
Field Office Records Management
Liaison Officers

1. This Transmits Change 11 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules, Schedule 20, "Single Family Home Mortgage Insurance Records, Pre-Foreclosure Sale Records."
2. Summary: Item 32 is being added to Schedule 20 of the HUD Records Disposition Schedules Handbook to cover the disposition of the Pre-Foreclosure Sale Records.
3. This addition was requested by the Office of Housing, Single Family Home Mortgage Insurance Program, responsible for the pre-Foreclosure Sale Program.

4. Filing Instructions:

Remove:

Appendix 20, page 21,
dated 10/88.

Insert:

Appendix 20, page 21,
dated 7/95

ARSDR: Distribution: W-3-1, WI, W-2, W-3, W-4, RI, R-2, R-3-2,
R-3-3, R-6, R-6-2, R-7, R-7-2, R-8, R-9,
SPECIAL (Direct by ARSE)

2225

U.S. Department of Housing and Urban Development

Office of Administration

Special Attention of: Transmittal

Transmittal Handbook No. 2225.6 REV-1
CHG-10

1. This Transmits

Revised item 16b(1) and new items 17-2 of HUD Records Disposition Schedule 3, "Administrative Records," for incorporation into Handbook 2225.6 REV-1, HUD Records Disposition Schedules.

2. Explanation of Material Transmitted:

a. Item 16b(1) is revised to reflect the addition of item 17-2.

b. New item 17-2 is an exception to items 3a(1) and (2) of General Records Schedule (GRS) 3. GRS 3 was published as Appendix 3 to HUD Handbook 2228.2 Rev 2, General Records Schedule.

(1) "Interagency acquisitions" has been added to the description of routine procurement files.

(2) The disposition instructions for the procurement office copies are the same as the GRS. However, the descriptions are being changed to distinguish between formal contracts in (1) and small/simplified purchases and interagency acquisitions in (2), rather than using the dollar thresholds in the GRS which are subject to change.

c. The National Archives and Records Administration (NARA) approved the revised/new items on May 10, 1995 (NARA Job N1-207-95-3).

3. Filing Instructions:

Remove:

Insert:

Appendix 3, pages 11 through dated 1/95 Appendix 3, pages 11 through 12.4, dated 6/95

Community Planning and Development Handbook No: 2225.6
REV-1, CHG-9
Issued: May 25, 1995

1.This Transmits Change 9 of Handbook 2225.6 REV-1, HUD Records Disposition Schedules: Schedule 66, "Records Relating to Rehabilitation Loans and Grants".

2.Summary. Item 4a of HUD Records Disposition Schedule 66, Records Relating to Rehabilitation Loans and Grants, is being revised by deleting the first sentence in the Disposition column which reads: "Return to Housing Management Staff in Field Office for appropriate action."

Item 4a covers the copy of Deed of Release on loans where HUD did not take action to remove the mortgage from city or county property records. These copies are kept in Headquarters and no longer returned to the Field Office.

3.This change was requested by Community Planning and Development staff responsible for the Rehabilitation Loans

program.

4.While no new Rehabilitation loans are being made, Schedule 66 is still needed to dispose of the files on loans made in the past as they are closed out. Once all related records have been destroyed, Schedule 66 will be cancelled.

5.This change does not require approval by the National Archives and Records Administration (NARA) since it does not affect the retention period. However, NARA will receive printed copies of the Handbook change.

6.Filing Instructions:

Remove: Insert:

 Appendix 66, pages 1 Appendix 66, page 1,
and 2, dated 10/88 dated 10/88, and page 2,
 dated 5/95

ADMINISTRATION

Transmittal Handbook No.:

Special Attention: 2225.6 REV-1, CHG-8

Headquarters Records Management
Liaison Officers
Regional Records Management
Liaison Officers

Issued: May 25, 1995

1.This Transmits

Revised item 6, Schedule 2, Legal Records, for incorporation into Handbook 2225.6 REV-1, HUD Records Disposition Schedules.

2. Summary:

 a.Item 6 is revised to reflect the addition of these words "HUD-IRS Administrative Offsets," and " but is not limited to".

3. Filing Instructions:

Remove:

Insert:

Appendix 2, page 7, dated 10/88.

Appendix 2, page 7,
dated 5/95.

: Distribution:

ADMINISTRATION

Transmittal Handbook No.: 2225.6 REV-1 CHG-7

Issued: January 30, 1995

1.This Transmits:

Revised item 16 and new items 17-3 and 17-4 of HUD Records Disposition Schedule 3, "Administrative Records," for incorporation into Handbook 2225.6 REV-1, HUD Records Disposition Schedules.

2.Explanation of Material Transmitted:

a.Item 16 is revised to reflect the addition of items 17-3 and 17-4.

b.New item 17-3 is an exception to item 13 of General Records Schedule (GRS) 3. Item 17-3 covers unsuccessful application files for grants and other forms of assistance including loans, cooperative agreements, and contracts not subject to the Federal Acquisition Regulations (FAR) (48 CFR Chapter 1).

(1)Unsuccessful application files for competitive assistance were given the 5-year 30-day retention period required by Subpart B of 24 CFR Part 12, the regulations implementing the public inspection requirement of section 102(a)(4)(E) of the HUD Reform Act.

(2)Unsuccessful application files for noncompetitive assistance have the same 3-year retention period as item 13 of GRS 3.

c.New item 17-4 was developed to cover files on grants and other forms of assistance created and maintained by the procurement office. These records were given a 6-year 3-month retention period.

d.The National Archives and Records Administration (NARA) approved the new/revised items on November 7, 1994 (NARA Job N1-207-93-4).

ARSE: Distribution: W-3-1, W-2, W-3, R-3-2, R-3-3, R-6, R-7, R-8,
R-9, SPECIAL (Direct by ARSE)
2225.6 REV-1 CHG-7

e.Items 16b(1) and 17-2 are reserved, pending NARA's approval of HUD's request for an exception to items 3a(1) and (2) of GRS 3. The General Accounting Office approved the request on December 28, 1994. The exception proposes:

(1)Adding "interagency acquisitions" to the description of routine procurement files in item 3 of GRS 3.

(2)Changing the descriptions of the procurement office copies in items 3a(1) and (2) of GRS 3 to

distinguish between formal contracts in (1) and small/simplified purchases and interagency acquisitions in (2), in place of using the current dollar thresholds which are subject to change. The disposition instructions for (1) and (2) would stay the same.

3.Filing Instructions:

Remove:

Appendix 3, pages 11 and 12,
dated 9/92

Insert:

Appendix 3, pages 11
through 12.4, dated 1/95

ADMINISTRATION

Special Attention of:

Transmittal Handbook No. 2225.6 REV-1

Issued: October 12, 1988

1. This Transmits

A revised Handbook 2225.6, HUD Records Disposition Schedules. The Handbook title was shortened and clarified.

2. Explanation of Material Transmitted: This Handbook was revised to:

- a. Update the information in Chapter 1.
- b. Give the National Archives and Records Administration (NARA) authority for each disposition. The NARA authority (NARA Job or General Records Schedule and item number) follows each set of disposition instructions in the HUD records disposition schedules. This meets a new NARA requirement.
- c. Make sure the schedule items are worded the same as their authorizing NARA Job or General Records Schedule (GRS) items, except for updating certain organizational titles.
- d. Incorporate the latest version of HUD Records Disposition Schedule 10, "Records Relating to Multifamily Insured Programs," approved by NARA on August 3, 1978 (NARA Job NC1-207-78-12). The printing and distribution of the 8/78 version were delayed pending development of a more comprehensive Schedule 10 to cover Field Office as well as Headquarters multifamily insured records. Since work on the comprehensive schedule has been suspended, the 8/78 version must be used in this Handbook.
- e. Add a new item 12 to Schedule 10 to provide a three-year retention period for multifamily monthly subsidy billings/documentation. These records were previously retired under GRS 6, item 1b, which had the same retention period. When NARA reduced the retention period for GRS 6,

item 1b, to one year, it was not adequate for these records.

- f. Consolidate the changes issued to the original Handbook. Over 30 changes were issued to the original Handbook, dated 6/74. To stock and distribute these changes is time-consuming and costly. Consolidating the changes in this revised Handbook cuts costs and saves storage space.

3. Filing Instructions:

Remove:

Entire Handbook 2225.6,
dated 6/74 and later

Insert:

Handbook 2225.6 REV-1,
dated 10/88

2

W-3-1, W-1, W-2, W-3, W-4, R-1, R-2, R-3-2,

R-3-3, R-6, R-6-2, R-7, R-7-2, R-8, R-9, SPECIAL

(Direct by ASE)

HUD-23 (9-81)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)
W-1 Assistant Secretaries, Deputy Assistant Secretaries,
General Counsel, staff offices reporting to the Secretary
W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries
W-3 HQ Division Directors, those reporting directly to Office
Directors, multiple copies for staff
W-4 Branch Chiefs, multiple copies for staff
R-1 Regional Administrators, Deputy Regional Administrators
R-2 Office Directors, Principal Assistants in Regional
Administrators' offices
R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs
R-3-3 Category D offices - bulk
R-6 Category A offices - Office Managers and Deputy Office
Managers
R-6-2 Category A offices - Division Directors
R-7 Category B offices - Office Managers and Deputy Office
Managers
R-7-2 Category B offices - Division Directors
R-8 Category C offices - Office Managers and Deputy Office
Managers
R-9 Directors and Deputy Directors, Offices of Indian Programs

.SO RPW 000

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2225.6 REV-1
CHG-1

Issued: September 18, 1989

1. This Transmits
Revised items 2 and 3 of HUD Records Disposition Schedule 20, "Single Family Home Mortgage Insurance Program Records," for incorporation into Handbook 2225.6 REV-1, HUD Records Disposition Schedules.
2. Explanation of Material Transmitted:
 - a. Item 2 was revised to reflect this Housing policy change: Starting on October 1, 1987, documents formerly filed as separate Field Office case files are now interfiled in the single family insured case binder.
 - b. Item 3 covering non-insured cases was revised for clarity at the request of the Atlanta Regional Office.
 - c. The National Archives and Records Administration (NARA) approved the revised items on August 10, 1989 (NARA Job N1-207-89-3).
3. Filing Instructions:

Remove:

Appendix 20, pages 3 and 4,
dated 10/88

Insert:

Appendix 20, pages 3 and 4,
dated 9/89

W-3-1, W-2 (Housing), W-3 (Housing), R-3-1 (Housing),

R-3-2, R-3-3, R-6-2, R-7-2, R-8, SPECIAL (Direct by ASE)

- W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)
- W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries
- W-3 HQ Division Directors, those reporting directly to Office
Directors, multiple copies for staff
- R-3-1 Bulk shipment to Regional Offices for selective
distribution by program area
- R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs
- R-3-3 Category D offices - bulk
- R-6-2 Category A offices - Division Directors
- R-7-2 Category B offices - Division Directors
- R-8 Category C offices - Office Managers and Deputy Office

Managers

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2225.6 REV-1
CHG-2
Issued: October 31, 1989

1. This Transmits
Revised items 9, 12, and 15 of HUD Records Disposition Schedule 3, "Administrative Records," for incorporation into Handbook 2225.6 REV-1, HUD Records Disposition Schedules.
2. Explanation of Material Transmitted:
 - a. Item 15 was developed to provide a 5-year retention period for case files on adopted employee IDEAS; a 2-year retention period for rejected ones. The 5-year retention is required for audit purposes to be able to verify that the awards were based on fair, objective and thorough evaluations. Item 15 was previously reserved for "TEACH," a Regional-unique automated system which never became operational.
 - b. Item 9 was revised to require that item 15 be used in place of General Records Schedule (GRS) 1, item 12a(1), for Employee IDEAS Case Files. Item 15 is an approved deviation from GRS 1, item 12a(1), which requires a 2-year retention for both approved and disapproved cash award files.
 - c. The National Archives and Records Administration (NARA) approved revised items 9 and 15 on February 8, 1989 (NARA Job N1-207-89-1).
 - d. Item 12 is also being revised by deleting the reference to item 15 as an item covering ADP systems files.
3. Filing Instructions:

Remove:	Insert:
Appendix 3, pages 5 and 6, dated 10/88	Appendix 3, pages 5 and 6, dated 10/89
Appendix 3, pages 11 and 12, dated 10/88	Appendix 3, pages 11 and 12, dated 10/89

W-3-1, W-1, W-2, W-3, R-1, R-2, R-3-2, R-3-3, R-6,
R-6-2, R-7, R-7-2, R-8, R-9, SPECIAL (Direct by ASE)
W-3-1 Directives Management Officers--Headquarters and Regions,

library, ACIR (Advisory Commission on Intergovernmental Relations)

W-1 Assistant Secretaries, Deputy Assistant Secretaries, General Counsel, staff offices reporting to the Secretary

W-2 HQ Office Directors, Special Assistants, those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office Directors, multiple copies for staff

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional Administrators' offices

R-3-2 Directors, Administrative Services Divisions and Administrative and Management Services Divisions, and Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office Managers

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office Managers

R-7-2 Category B offices - Division Directors

R-8 Category C offices - Office Managers and Deputy Office Managers

R-9 Directors and Deputy Directors, Offices of Indian Programs

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2225.6 REV-1
CHG-3
Issued: May 17, 1990

1. This Transmits
New item 1 of new HUD Records Disposition Schedule 14, "Finance and Accounting Automated Systems Files," for incorporation into Handbook 2225.6 REV-1, HUD Records Disposition Schedules.
2. Explanation of Material Transmitted:
 - a. Item 1 covers the files of the Single Family Distributive Shares and One-Time Refunds System (F26), a finance and accounting automated system. The F26 system was the subject of an Office of Inspector General audit which led to the development of HUD Handbook 2229.1, Records Disposition Scheduling for Automated Systems. Item 1 is the first to be developed using the procedures in the Handbook.
 - b. Since there are 34 finance and accounting systems to be scheduled, a new HUD Records Disposition Schedule 14 was created to eventually contain items covering all those systems.
 - c. The Insurance In Force (IIF) Small Homes System (F22) is the only

finance and accounting automated system already scheduled. F22 system files are covered by item 30 of HUD Records Disposition Schedule 20, "Single Family Home Mortgage Insurance Program Records." Since the F22 system files were scheduled in 1980, before Handbook 2229.1 was developed, the item will need to be revised at some future date and added to new Schedule 14.

- d. The National Archives and Records Administration (NARA) approved the new item 1 of Schedule 14 on April 6, 1990 (NARA Job N1-207-89-5).

3. Filing Instructions:

Remove:

None

Insert:

Appendix 14, pages 1 through 4,
dated 5/90

W-3-1, W-2 (ADMIN), W-3 (ADMIN), R-3-2, SPECIAL

(Direct by ASE)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office
Directors, multiple copies for staff

R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs

U.S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal for Handbook No.: 2225.6 REV-1 CHG-4

Issued: September 30, 1992

1. This Transmits

A revised Table of Contents and Chapter 1 and new or revised items 16, 17, 17-1, 18, 79-1, 80, 81, 84 and 85 of HUD Records Disposition Schedule 3, "Administrative Records," for incorporation into Handbook 2225.6 REV-1, HUD Records Disposition Schedules.

2. Explanation of Material Transmitted:

- a. The Table of Contents was updated to add the title of Schedule 14 which was incorporated into the Handbook in Change 3. The Table of Contents also lists the sponsoring organization(s) for each records disposition schedule.

- b. Chapter 1 reflects the issuance of a revised Handbook 2228.1 which cancelled Records Disposition Management Procedural Supplement, 2228.1 SUPP-1.
- c. Item 16 is revised to clarify which records disposition schedules to use for HUD contracts/grants. (NARA Job N1-207-91-1, approved 2/4/91)
- d. New item 17-1 provides disposition instructions for the records of a Government Technical Monitor (GTM). The GTM's files are to be screened and combined with the Government Technical Representative (GTR) case files when the contract/grant is closed out. The disposition in item 17 for the GTR files applies to the combined files. (NARA Job N1-207-91-1, approved 2/4/91)
- e. Minor editorial changes are made to the records descriptions in items 17 and 18.
- f. Item 79-1 updates schedule/item references.
- g. Items 80 and 81 were revised and items 84 and 85 were added to identify records for permanent retention and schedule records which were previously unscheduled. (NARA Jobs N1-207-90-02, approved 10/31/90, and N1-207-91-2, approved 5/10/91)

2225.6 REV-1 CHG-4

3. Filing Instructions:

Remove:

Table of Contents, pages i and ii, dated 10/88

Chapter 1, page 1-1, dated 10/88

Appendix 3, pages 11 and 12, dated 10/89

Appendix 3, pages 61-66, dated 10/88

Insert:

Table of Contents, pages i and ii, dated 9/92

Chapter 1, page 1-1, dated 9/92

Appendix 3, pages 11 and 12, dated 9/92

Appendix 3, pages 61-68, dated 9/92

W-3-1, W-1, W-2, W-3, R-1, R-2, R-3-2, R-3-3, R-6,

R-6-2, R-7, R-7-2, R-8, R-9, SPECIAL (Direct by ASE)

W-3-1 Directives Management Officers--Headquarters and Regions,

library, ACIR (Advisory Commission on Intergovernmental Relations)

W-1 Assistant Secretaries, Deputy Assistant Secretaries, General Counsel, staff offices reporting to the Secretary

W-2 HQ Office Directors, Special Assistants, those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office Directors, multiple copies for staff

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional Administrators' offices

R-3-2 Directors, Administrative Services Divisions and Administrative and Management Services Divisions, and Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office Managers

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office Managers

R-7-2 Category B offices - Division Directors

R-8 Category C offices - Office Managers and Deputy Office Managers

R-9 Directors and Deputy Directors, Offices of Indian Programs

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2225.6 REV-1
Issued: February 2, 1993 CHG-5

1. This Transmits revised Item 21 of HUD Records Disposition Schedule 20, "Single Family Home Mortgage Insurance Program Records," for incorporation into handbook 2225.6 REV-1, HUD Records Disposition Schedules.
2. Explanation of Material Transmitted:
 - a. Item 21 has been revised to add indemnification agreements to the types of documentation included in the Lenders' File, and to lengthen the retention period of this file from three to five years.
 - b. The National Archives and Records Administration (NARA) approved the revised item on January 5, 1993 (NARA Job N1-207-93-1).
3. Filing Instructions:

Remove:

Insert:

Appendix 20, pages 9 and 10
dated 10/88

Appendix 20, page 9,
dated 10/88 and page 10,
dated 2/93,

W-3-1, W-2 (Housing), W-3 (Housing),

R-3-1 (Housing), R-3-2, R-3-3, R-6-2, R-7-2,

R-8 SPECIAL (Direct by ASES)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office
Directors, multiple copies for staff

R-3-1 Bulk shipment to Regional Offices for selective
distribution by program area

R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs

R-3-3 Category D offices - bulk

R-6-2 Category A offices - Division Directors

R-7-2 Category B offices - Division Directors

R-8 Category C offices - Office Managers and Deputy Office
Managers

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of:	Transmittal Handbook No.: 2225.6 REV-1,
Headquarters Records Management	CHG-6
Liaison Officers	Issued: April 1, 1993
Regional Records Management	
Liaison Officers	

1. This Transmits Handbook 2225.6 REV-1, CHG-6 HUD Records
Disposition Schedule. This change updates schedule 62
covering records maintained by the Executive Secretariat.

2. Summary:

This schedule provides records disposition standards for the
Official Department of Housing and Urban Development file
maintained in the Executive Secretariat. This schedule covers
correspondence to and from the Secretary as well as calendars,
appointment books, logs, diaries, and all records documenting
meetings, appointments, telephone calls, visits and other high
level activities.

3. Filing Instructions:

Remove:

Appendix 62, dated (10/88)

Insert:

Appendix 62, dated

W-3-1, W-1, W-2, W-3, W-3-1, W-4, R-1, R-2, R-3-2,

R-3-3, R-6, R-6-2, R-7, R-7-2, R-8, R-9, Special

(Direct by ASE)

HUD-23 (9-81)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-1 Assistant Secretaries, Deputy Assistant Secretaries,
General Counsel, staff offices reporting to the Secretary

W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office
Directors, multiple copies for staff

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-4 Branch Chiefs, multiple copies for staff

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional
Administrators' offices

R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office
Managers

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office
Managers

R-7-2 Category B offices - Division Directors

R-8 Category C offices - Office Managers and Deputy Office
Managers

R-9 Directors and Deputy Directors, Offices of Indian Programs
