

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Department of Housing and Urban Development

2. MAJOR SUBDIVISION  
Fair Housing and Equal Opportunity (FHEO)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Ronald Holloway, RMLO, FHEO  
Pauline Grant, Mgmt. Analyst

5. TELEPHONE  
(202) 708-0614x6940  
(202) 708-0614 x7297

LEAVE BLANK (NARA use only)

JOB NUMBER  
NI-207-03-2

DATE RECEIVED  
JAN. 22, 2003

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 6-25 40 6-25 03 ARCHIVIST OF THE UNITED STATES -  
*John W. Cal*

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE: 1/16/03  
SIGNATURE OF AGENCY REPRESENTATIVE: *Brenda Smoot*  
TITLE: Departmental Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
6-1	<p>RECORDS DISPOSITION SCHEDULE 50</p> <p>FAIR HOUSING AND EQUAL OPPORTUNITY (FHEO)</p> <p>TITLE VIII AUTOMATED PAPERLESS OFFICE TRACKING SYSTEM (TEAPOTS)</p> <p>The Department of Housing and Urban Development (HUD) is proposing to add item 6-1, Title VIII Automated Paperless Office Tracking System, (TEAPOTS), Schedule 50, Fair Housing and Equal Opportunity.</p> <p>The proposed new item will provide disposition instructions and descriptions of records for TEAPOTS records. These files are not used for HUD activities, therefore, General Accounting Office, (GAO) concurrences is not required.</p> <p>See the attached Description of Records and Disposition instructions for the Office of Fair Housing and Equal Opportunity, FHEO TEAPOTS records for your approval.</p>	<p><i>Les M Swann 1/16/03</i></p> <p>Fair Housing and Equal Opportunity (FHEO)</p> <p><i>Patricia Howard 1/16/03</i></p> <p>Office of General Counsel (OGC)</p> <p><i>Mary Dicker 1-16-03</i></p> <p>Office of Inspector General (OIG)</p>	

RECORDS DISPOSITION SCHEDULE 50

OFFICE OF FAIR HOUSING & EQUAL OPPORTUNITY (FHEO)

TITLE VIII AUTOMATED PAPERLESS OFFICE TRACKING SYSTEM  
(TEAPOTS)

**System Name:** TEAPOTS (Title VIII Automated Paperless Office Tracking System)

**System Code:** E08A

**System Description:** TEAPOTS is an automated case management system used to process fair housing discrimination inquiries and complaints nationally. It is used to record cases, develop their investigation, provide management reports and produce case documents, for cases filed under Title VIII of the Civil Rights act of 1968, as amended by the Fair Housing Act of 1988, and to track other enforcement authorities. It is a real time client-server based application that runs via the Internet/Intranet, residing in HUD HQ and is accessible 24 hours a day by authorized users. TEAPOTS currently has a user base consisting of up to 800 possible HUD and business partner case investigators, management and legal staff, in 42 HUD offices and 95 State and local Fair Housing Assistance Program (FHAP) agencies (certified by HUD to investigate cases). It is designed for direct entry of data during all phases of an investigation, to eventually eliminate the need for all hard copy documents and allow the transfer of cases and documents electronically from office to office. TEAPOTS supports the Government Paperwork Elimination Act (GPEA), Government Performance and Results Act (GPRA), Clinger-Cohen Act and other legislative requirements.

**Item**

<b>No.</b>	<b>Description of Records</b>	<b>Disposition</b>
1.	<b>Master Data Files.</b>	
a.	<b>Historical Copy of Master Data Files.</b> (Include listing of restricted data fields. Restrictions remain in place until 30 years after transfer to NARA.)	<b>Permanent.</b> Transfer a copy of entire TEAPOTS' electronic Master Data Files to the National Archives every 5 years beginning in 2002 and prior to system data purging. (NARA No. N1-207-03-X, item 1a.)

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(TEAPOTS)

Item	Description of Records	Disposition
No.		
b.	<b>On-Site Master Data Files.</b>	<b>Temporary.</b> Delete or overwrite when superseded, obsolete, or no longer needed for administrative, legal, or fiscal reference. (NARA No. N1-207-03-X, item 1b.)
2.	<b>System Documentation.</b>	
a.	<b>Record Copy Documentation.</b> Contains user manuals that describes the function and usage of the system; data dictionary that provides a listing of field names, terms used in TEAPOTS, and their definition; TEAPOTS Q & A describing the system, how it works, the type of help available through the System and other related facts; office codes for offices and FHAP agencies who use TEAPOTS; and other related materials as appropriate.	<b>PERMANENT.</b> Transfer all system documentation with TEAPOTS electronic Master Data Files to the National Archives every 5 years and prior to system data purging. (NARA No. N1-207-03-X, item 2a.)
b.	<b>Reference Copy System Documentation.</b> Contains reference copies of user manuals that describes the function and usage of the system; data dictionary that provides a listing of field names, terms used in TEAPOTS, and their definition;	<b>TEMPORARY.</b> Delete or overwrite when superseded, obsolete, or no longer needed for administrative, legal, or fiscal reference. (NARA No. N1-207-03-X, item 2b.)

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Item No.	Description of Records	Disposition
3.	<b>Input Screens.</b> Web template screens.	<b>TEMPORARY.</b> Delete or overwrite when superseded, obsolete, or no longer needed for administrative, legal, or fiscal reference. (NARA No. N1-207-03-X, item 3.)
4.	<b>Outputs.</b> Regular and ad hoc reports and outgoing form letters.	<b>TEMPORARY.</b> File to designated record series or delete when no longer needed for administrative, legal, or fiscal reference, as is appropriate. (NARA No. N1-207-03-X, item 4.)
5.	<b>Backups.</b>	
a.	<b>Mirror Database.</b> Copy of on-line database that is periodically updated that resides on the TEAPOTS server.	<b>TEMPORARY.</b> Delete or overwrite when superseded or obsolete. (NARA No. N1-207-03-X, item 5a.)

2225.6 REV-1 CHG-  
APPENDIX 50

RECORDS DISPOSITION SCHEDULE 50

OFFICE OF FAIR HOUSING & EQUAL OPPORTUNITY (FHEO)

TITLE VIII AUTOMATED PAPERLESS OFFICE TRACKING SYSTEM  
(TEAPOTS)

Item	Description of Records	Disposition
b.	Backup Tapes.	<b>TEMPORARY.</b> Delete or overwrite when superseded or obsolete. (NARA No. N1-207-03-X, item 5b.)