The Department of Housing and Urban Development (HUD) is adding Schedule 2, Legal Records, Office of General Counsel, Enterprise Tracking System, to HUD handbook, 2225.6, HUD Records Disposition Schedules. The proposed new items will provide descriptions of records and disposition instructions for the new Enterprise Tracking Electronic System.

These files are not used for financial matters related to HUD activities, therefore, GAO concurrence is not required.

See the attached Description of Records and Disposition Instructions for the electronic records of the Enterprise Tracking Electronic System.
System Name: Enterprise Tracking System (ETS)

System Code: P195

System Description: The Enterprise Tracking System (ETS) merges the functionality and data requirements of four legacy systems into one Web-based enterprise system. ETS allows the Office of General Counsel (OGC) to create, track, and process Federal Regulations, Directives, Dockets, and Cases through HUD, both at Headquarters and in the Field offices.

System Scope

ETS is an umbrella system that replaces and merges the Legal Assessment of Workload System (LAWS), Regulation Information System (RIS), Defensive Litigation Tracking System (DLTS), and Office of Program Enforcement Tracking System (OPETS) for OGC. ETS is a Web-based, non-distributed database system that utilizes Oracle 9i database.

ETS allows assignment and tracking of work and work-related activities at all levels of management for all HUD programs. ETS reduces or eliminates the duplication in data input, tracking, and reporting.

Item 1. Input Data

The ETS System receives case tracking data electronically through a web-based application. Data relates to rulemaking cases.

TEMPORARY. Destroy/delete data after it is edited, merged, formatted, and loaded into ETS database (GRS 20, Item 2 (b)).
RECORDS DISPOSITION SCHEDULE 2

LEGAL RECORDS

ENTERPRISE TRACKING SYSTEM

Item 2. ETS Database

These data are used to monitor and track the status of the rulemaking process in the Office of the General Counsel. Data includes information about developing regulations, policies, final rules, and guidance to implement laws.

TEMPORARY. Cut off after final rule goes into effect. Destroy 20 years after cut off for public docket and internal clearance data or 5 years after cut off for Federal Register publication data.

Item 3. Outputs

Ad hoc and recurring reports produced for monitoring, evaluating, and/or managing cases.

TEMPORARY. Destroy when superseded, obsolete, or no longer needed.

Item 4. System Documentation

ETS System Technical Documentation. Records potentially include data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and related records.

TEMPORARY. Destroy when superseded, obsolete, or no longer needed (GRS 20, Item 11 (a) (1)).