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
Office of Assistant Secretary for Administration

3 MINOR SUBDIVISION
Document Division/Records & Directives Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Shirley Gray, Mgmt. Analyst

5. TELEPHONE
(202) 402-7259

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 ________ 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 ☑ 01/14/09
SIGNATURE OF AGENCY REPRESENTATIVE Carmelita Bridges

TITLE Departmental Records Officer

7 ITEM NO 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

RECORDS DISPOSITION SCHEDULE 3, ADMINISTRATIVE RECORDS, HUD CLIENT INFORMATION AND POLICY SYSTEM (HUDCLIPS)

The Department of Housing and Urban Development, (HUD) is proposing to add Schedule 3, Administrative Records, HUDCLIPS to HUD Records Disposition Schedules, 2225.6. This new electronic record system schedule will provide descriptions of records and disposition instructions for the HUDCLIPS record items. These files are not used for financial matters related to HUD activities, therefore, General Accounting Office, (GAO) concurrence is not required.

See the attached Description of Records and Disposition Instructions for the new record items.

Shirley Gray 1/10/09
Office of Administration, A

Office of General Counsel, (OGC)

Office of the Inspector General, (OIG)

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
RECORDS DISPOSITION SCHEDULE 3

OFFICE OF ADMINISTRATION

HUD CLIENT INFORMATION AND POLICY SYSTEM
(HUDCLIPS)

System Name: HUD Client Information and Policy System
System Code: D41

System Description: HUDCLIPS is a HUD mission critical web-based information system. HUDCLIPS provides 24 hours, 7 days a week electronic access to all HUD-Related laws, regulations, directives, handbooks, and forms. This system is the major vehicle by which HUD staff and clients, i.e., State and local governments, lenders, real estate agencies, homebuyers, sellers, and the public access directives, regulations, policies and other housing related information in an electronically distributed process.

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<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF RECORDS (Types of Directives)</th>
<th>DISPOSITION</th>
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<tbody>
<tr>
<td>1.</td>
<td>Master Data Files. Contains copies of all HUD Program policy issuances and related laws including Forms, Guidebooks, Handbooks, CPD Notices, PIH Notices, Housing Notices, Legal Opinions, HUD Program Letters, OGC Preservation Documents, Acts, HUD Bulletins and other policy related and informational materials.</td>
<td>TEMPORARY. Destroy or delete when superseded or obsolete or when no longer needed for reference purposes, whichever is later. (NARA Job No. N1-207-09-7/Item 1.)</td>
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