

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-207-09-7	DATE RECEIVED 2-11-09
1 FROM (Agency or establishment) Department of Housing and Urban Development		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Assistant Secretary for Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3 MINOR SUBDIVISION Document Division/Records & Directives Branch		DATE	
4. NAME OF PERSON WITH WHOM TO CONFER Shirley Gray, Mgmt. Analyst	5. TELEPHONE (202) 402-7259	ARCHIVIST OF THE UNITED STATES LNU 10 [Signature]	

**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 2/4/09	SIGNATURE OF AGENCY REPRESENTATIVE Carmelita Bridges	TITLE Departmental Records Officer
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>RECORDS DISPOSITION SCHEDULE 3, ADMINISTRATIVE RECORDS, HUD CLIENT INFORMATION AND POLICY SYSTEM (HUDCLIPS)</b></p> <p>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.</p> <p>See the attached Description of Records and Disposition Instructions for the new record items.</p>	<p>Shirley Gray 1/29/09 Office of Administration, A</p> <p>Suzanne W. [Signature] 2-2-2009 Office of General Counsel, (OGC)</p> <p>[Signature] 2/11/09 Office of the Inspector General, (OIG)</p>	

**2225.6 REV-1 CHG-  
APPENDIX 3**

**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.

<b>ITEM NO.</b>	<b>DESCRIPTION OF RECORDS (Types of Directives)</b>	<b>DISPOSITION</b>
<b>1.</b>	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.	<b>TEMPORARY.</b> 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.)