

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-207-10-1	DATE RECEIVED 3/12/2010
1 FROM (Agency or establishment) Department of Housing and Urban Development		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Field Policy and Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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		DATE	
4 NAME OF PERSON WITH WHOM TO CONFER Pauline Grant, Mgmt. Analyst	5 TELEPHONE 202 402-7297	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	

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 10/2/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>SCHEDULE 17, FIELD POLICY MANAGEMENT</p> <p>The Department of Housing and Urban Development, (HUD) is submitting a new record schedule, Schedule 17, Field Policy Management, which is to be added to our handbook, 2225.6, HUD Records Disposition Schedules, for approval. These descriptions of records and disposition instructions for Schedule 17, Field Policy Management will provide descriptions of records and disposition instructions for this new record schedule.</p> <p>See the attached descriptions of records and disposition instructions for Schedule 17, Field Policy Management for your approval.</p>	<p><i>[Signature]</i> 4/1/09 Office of Field Policy Management</p> <p><i>[Signature]</i> 4/15/2009 Office of General Counsel, (OGC)</p> <p><i>[Signature]</i> 3/1/09 Office of the Inspector General, (OIG)</p>	

HUD RECORDS DISPOSITION SCHEDULE 17

OFFICE OF FIELD POLICY AND MANAGEMENT

This schedule provides descriptions and disposition instructions for the records created by the Department of Housing and Urban Development (HUD) Field Policy and Management Staff. The Office of Field Policy and Management (FPM) coordinate administrative and cross-program efforts with a team of 10 Regional and 70 Field Offices. It provides management and oversight for Regional and Field Office Directors. FPM communicates priorities and policies of the Secretary to these managers and ensures the effective pursuit of the Secretary's initiatives and other special projects. In addition, the Office ensures that critical field program delivery issues are addressed and program impacts and customer service at the local level are addressed.

The Office of Field Policy and Management is concerned with management and administrative functions in the local field offices. Some of FPM's cross-cutting priorities are:

- ✓ Increase Minority Homeownership,
- ✓ End Chronic Homelessness, and
- ✓ Support Faith-Based and Community Initiatives Organizations

Item No.	Description of Record	Disposition
1	Planning Files: Contains files related to the management and strategic planning of FPM. The documents include copies of the Presidential Management Agenda, the Regional Management Plans and supporting materials.	Temporary. Cut off files at the end of calendar year upon approval of planning document. Retire to Records Center 2 years after cut off. Destroy 3 years after cut off.
2	Correspondence: Contains responses to inquiries about Regional and Field Offices. Activities from Congressional members, federal agencies and the public.	Temporary. Cut off at end of calendar year. Retire to Record Center 1 year after cut off. Destroy 2 years after cut off.
3	Program Subject Files: Contains various responses, inquiries, memos, booklets and other related materials by Program Area.	
	a Substantive records which may include internal memoranda, meeting notes, minutes and agendas, interagency and internal or one year	Permanent. Break files annually. Retire to Federal Records Center 3 years after file break, or one year after

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Item No.	Description of Record	Disposition
	after correspondence not tracked through the Executive Secretariat, notes of conversations, routing slips with substantive tasking, internal reports, briefing materials, drafts and proposals for new programs, speeches, termination of functions, decisions and recommendations, agreements, memorandums of understanding, and studies	incumbent leaves office, whichever is sooner Transfer to National Archives 5 years after break or 3 years after incumbent leaves office, whichever is sooner (Covered by N1-207-95-1, Item 1b, but requesting media neutral)
	b Non-substantive records which may include copies of correspondence tracked through the Executive Secretariat, extra copies of publications and news releases, travel plans, personnel matters, routine invitations to speak and replies, routine and facilitative correspondence of a non-substantive nature and other records that do not document substantive policies and procedures of the office	Temporary Cut off files at the end of calendar year Retire to Records Center 2 years after cut off Destroy 3 years after cut off (Covered by N1-207-95-1, Item 1b, but requesting media neutral)
4	Travel Contains materials collected to facilitate travel for the Assistant Deputy Secretary such as maps, directions, meeting/conference schedules Also includes travel receipts and other supporting materials for travel of other FPM staff members, arranged alphabetically.	Temporary Cut off after calendar year Retire to Record Center after 3 years Destroy when 6 years old (GRS9, Item 3a)
5	Personnel Correspondence Files: Correspondence, reports and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels	Temporary Destroy when 3 years old (GRS1, Item 3)

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Item No.	Description of Record	Disposition
6	Equal Employment Opportunity Records: Official Discrimination Complaint Case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings and other records as described in 29 CFR 16133-222 Cases resolved within the agency, by EEOC, or by a U.S. Court	Temporary—Destroy 4 years after resolution of case (GRS1, Item 25a)
7	Copies of Complaint Case Files—Containing case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files	Temporary—Destroy 1 year after resolution of case (GRS1, Item 25b)
8	Preliminary and Background Files: Contains records not filed in the Official Discrimination Complaint Case Files	Temporary—Destroy 2 years after final resolution of case (GRS1, Item 25c)
9	Administrative Grievance Files—Records relating to grievances raised by agency employees, except EEO complaints—These case files include statements of witnesses, reports of interviews and hearings, examiner’s findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request	Temporary—Destroy no sooner than 4 years but no later than 7 years after case is closed (GRS1, Item 30a)
10	Adverse Action Files (5 CFR 752) and Performance-Based Actions (5 CFR 432): Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction in grade, furlough) against the employees	Temporary—Destroy no sooner than 4 years but no later than 7 years after case is closed (GRS1, Item 30b)
11	Budget Files: Correspondence files informally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered	Temporary—Destroy when 2 years old (GRS5, Item 1)

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Item No.	Description of Record	Disposition
	elsewhere in this schedule EXCLUDING files relating to agency policy and procedures maintained informally organized budget offices	
12	Budget Working Papers Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements and related schedules, and originating offices' copies of reports submitted to the budget offices	Temporary Destroy 1 year after the close of the fiscal year covered by the budget (GRS5, Item 2)
13	Electronic Records that support Administrative Housekeeping Functions: Documents such as letters, memoranda, reports, handbooks, directives and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes	Temporary Delete from the word processing system when no longer needed for updating or revision (GRS20, Item 13)
14	Electronic Spreadsheets Spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports	Temporary Cut off 1 year after the close of calendar year. Delete when no longer needed to update or produce hard copy (GRS20, Item 15)