

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 (HUD)

2 Major Subdivision

Office of the General Counsel, OGC

3 Minor Subdivision

Legal Records

4 Name of Person with whom to confer

Pauline Grant, Mgmt. Analyst (202) 402-7297

5 Telephone (include area code)

Leave Blank (NARA Use Only)

Job Number

N1-20709-5

Date Received

12-1-2008

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

5/6/09

Archivist of the United States

(Shirine Thomas)

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

☐ has been requested

Signature of Agency Representative

Carmelita Bridges

Title

Departmental Records Officer

Date (mm/dd/yyyy)

11/20/08

7
Item
Number

8 Description of Item and Proposed Disposition

9 GRS or
Superseded
Job Citation

10 Action
taken (NARA
Use Only)

RECORDS DISPOSITION SCHEDULE 2

LEGAL RECORDS

ENTERPRISE TRACKING SYSTEM

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.

(Signature) 11/20/08
OFFICE OF THE INSPECTOR
GENERAL, OIG

(Signature) 11/20/08
OFFICE OF THE GENERAL
COUNSEL, OGC

**2225.6 REV-1 CHG-
APPENDIX 2**

RECORDS DISPOSITION SCHEDULE 2

LEGAL RECORDS

ENTERPRISE TRACKING 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)).

*GRS 2
Item 2b*

**2225.6 REV-1 CHG-
APPENDIX 2**

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.

GRS 20/Item 5

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)).

*GRS 20
Item 11(a)(1)*