RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO. **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Housing and Urban Development

2. MAJOR SUBDIVISION
Assistant Secretary for Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Carol L. Hutzell

5. TEL. EXT.
755-5200

LEAVE BLANK

JOB NO

NC1-207-81-4

DATE RECEIVED
March 10, 1981

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-29-81
Date

Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of __3__ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3/9/81	Robert J. Devlin	Departmental Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	RECORDS DISPOSITION SCHEDULE 3		
	ADMINISTRATIVE RECORDS		
	When HUD Records Disposition Schedule 3, Administrative Records, was submitted to NARS on 4/9/80, it contained an item 19 which covered the Office of Procurement and Contracts (OPC) Management Information System. By October, NARS had not decided how to appraise the item. Since it was the only item delaying approval of the schedule, the Department withdrew the item. The schedule was approved by the Archivist on 11/6/80. The Department wants to add item 19 to the schedule again.		
	The wording of item 19 is the same as in the 4/9/80 submission. Since the General Accounting Office approved this item on 2/22/80 as part of Schedule 3, it was not resubmitted to them.		
	Item 19 supersedes item 22 of HUD Records Disposition Schedule 17, item 22 of predecessor agency Federal Housing Administration (FHA) Schedule 17 and item 22 of NARS Job NN-167-89.		

7 items

Closed Out: 7-2-81; R.D.
Copy to Agency, NNR & NNF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
19.	Attachments A through G provide background material on the ADP system. They include a description of the system taken from the "HUD Inventory of Automated Systems," data elements descriptions, and record layouts.		

Attachments A through G provide background material on the ADP system. They include a description of the system taken from the "HUD Inventory of Automated Systems," data elements descriptions, and record layouts.

The Department requests that an item 19, reading as follows, be added to HUD Records Disposition Schedule 3:

Office of Procurement and Contracts (OPC) Management Information System. This ADP system will provide a systematic procedure and reporting structure to monitor procurement actions in both pre-award and post-award phases of a contract. It will report contract status for each procurement action processed and also provide summary reports concerning overall OPC Division performance/workload and contract specialist performance/workload.

a. Documentation files. Cover those records required for servicing machine-readable records--for converting them from human-readable information to encoded data and vice versa. These are an organized series of descriptive documents required to initiate, develop, operate and maintain specific applications of ADP systems.

Proposed Disposition

Destroy 1 year after system is placed on inactive list.

b. Input documents.

(1) Forms, reports and other documents intended solely to serve as inputs to the system.

~~Proposed~~ Disposition

Destroy after third update cycle.

(2) Forms, reports and other documents which serve other program uses in addition to serving as inputs to the System.

~~Proposed~~ Disposition

Use the appropriate item elsewhere in this Schedule.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	c. Processing files. Those machine-readable files (from work files and raw data input files to publication files and security backup files) which are used to create and use a master file. ~~Proposed~~ Disposition Scratch after third update cycle. d. Master files. Constitute the definitive state of a data file in a system at a given time. (1) While the system is operational. ~~Proposed~~ Disposition Scratch after third update cycle. (2) When the system is deleted from the inventory of active systems. ~~Proposed~~ Disposition Destroy 1 year after system is placed on inactive list. e. Printouts, output reports. ~~Proposed~~ Disposition Destroy when superseded, obsolete, or no longer needed for reference.		

Four copies, including original, to be submitted to the National Archives