

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

24 Nov 82

LEAVE BLANK

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 Office of Organization and
 Management Information

4 NAME OF PERSON WITH WHOM TO CONFER
 John Svatek

5. TEL EXT
 755-5361

JOB NO
 NCI-207-82-6

DATE RECEIVED
 March 29, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-20-82 *Robert K. Voss*
 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 3-9-82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert J. Swelin</i>	E. TITLE Departmental Records Management Officer
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>HUD RECORDS DISPOSITION SCHEDULE 3 ADMINISTRATIVE RECORDS</p> <p>This is a request to revise item 51e of HUD Records Disposition Schedule 3, dated 2/81. Schedule 3 is Appendix 3 of HUD Handbook 2225.6. The description of records in item 51e is being revised to reflect the implementation of a Computer Output Microfilm system. The Regional Employee Time Reporting System (RETRS) now generates most output reports in microfiche. However, a few less voluminous reports are still produced in paper form.</p> <p>GAO clearance is not required since only the description of the records is being changed, not the disposition.</p> <p><i>M.D. Change Sheet Not Required.</i></p>	<p>NCI-207- 80-5 Item 51e</p>	<p>7 items</p>

*Closed Out: 4-26-82: R.T.D.
 Copy to Agency & UNF*

Records Disposition Schedule 3

ADMINISTRATIVE RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
51.	<p>Regional Employee Time Reporting System (RETRS). This ADP system applies time expended against HUD programs by Regional and Field Offices. It produces detailed reports which assist Administrators in tracking personnel expenditures by program area against projected program budgets. The system also produces data used for budget formulation and execution, monitoring staff resource expenditures against the Regional Operating Plan, work measurement and productivity analyses and for billing other Federal agencies for reimbursable work performed.</p> <p>* * * * *</p> <p>(There are no changes to 51a through d.)</p> <p>e. Printouts, output reports. Most output reports are produced in microfiche. A few, less voluminous output reports are generated in paper form.</p> <p>(1) Research set maintained by system sponsor in Headquarters Office of Organization and Management Information.</p> <p>(a) Monthly reports.</p> <p>(b) Quarterly reports.</p> <p>(c) National year-end reports and the program/activity summary data from the Regional year-end reports.</p> <p>(d) Regional year-end report except the program/activity summary data.</p>	<p>Destroy upon receipt of quarterly report incorporating those monthly reports.</p> <p>Destroy when 2 years old.</p> <p>Destroy when 6 years old.</p> <p>Destroy when 2 years old.</p>

Records Disposition Schedule 3
ADMINISTRATIVE RECORDS

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
51 (cont.)		
	(2) Field copies.	
	(a) Monthly reports.	Destroy when 1 year old.
	(b) Year-end reports.	Destroy when 3 years old.
	(3) All other copies, wherever maintained.	Destroy when superseded, obsolete, or no longer needed for reference.