

# Records Survey

**U.S. Department of Housing  
and Urban Development  
Office of Administration**

Date Prepared
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1. NAME OF OFFICE (Include Division, Branch, Section and Unit)	2. REPORTED By (Name, extension, and room number)
	3. LOCATION OF FILES (Room number)
4. TITLE OF FILES	5. INCLUSIVE DATES

6. DESCRIPTION OF FILES (Summary of contents, purpose, relation to what program or function)

7. NUMBER OF FILE DRAWERS/SHELVES			
TYPE	NUMBER	TYPE	NUMBER
A. Legal		C. Legal, Lateral	
B. Letter		D. Letter, Lateral	
		E. Shelves/ Bookcases	

8. TYPE OF FILES (Check one)

<input type="checkbox"/> A. Case or Project File	<input type="checkbox"/> C.. Transitory Correspondence	<input type="checkbox"/> E. Extra Copy Convenience File (Reading, suspense, follow-up, etc.)
<input type="checkbox"/> B. Subject File (Attach List of subject topics)	<input type="checkbox"/> D. Technical Reference File	<input type="checkbox"/> F. Special Types (Maps, photographs, tab cards, index cards, etc.)

9. Medium

<input type="checkbox"/> Paper	<input type="checkbox"/> Microform	<input type="checkbox"/> Electronic	<input type="checkbox"/> Audiovisual
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10. ARRANGEMENT OF FILES

(Check appropriate block. If more than one arrangement pattern, number blocks to show first breakdown, second breakdown, etc.)

<input type="checkbox"/> A. Subject Classification System (attach folder listing)	<input type="checkbox"/> C. Alphabetical (Subject) (Attach folder listing)	<input type="checkbox"/> E. Chronological	<input type="checkbox"/> G. Other (Specify)
<input type="checkbox"/> B. Alphabetical (Name) (Attach folder listing)	<input type="checkbox"/> D. Numerical by (Specify) Location	<input type="checkbox"/> F. Geographical	

11. ARE COPIES OF DOCUMENTS KEPT IN THESE FILES AVAILABLE ELSEWHERE? If "Yes," explain where)  Yes  No

12. Number of Active Records	13. Number of Inactive Records
Access Activity	Access Activity
Weekly	Weekly
Monthly	Monthly
Quarterly	Quarterly
Other	Other

14. DISPOSITION AUTHORITY (Schedule and item number and disposition instructions, if any)

15. NUMBER OF YEARS FILES NEEDED TO CONDUCT CURRENT BUSINESS

<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years	<input type="checkbox"/> 5 Years	<input type="checkbox"/> Other (Specify)
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16. Finding Aids

17. Restrictions on Accesss & Use (if any)

18. Remarks

## INSTRUCTIONS

Prepare a survey form for each file and records series, remembering that a series is composed of filing units organized in some relationship to each other.

- Block 1. Self Explanatory
- Block 2. Self Explanatory
- Block 3. Self Explanatory
- Block 4. The name of the file as used by the operating personnel. Title should be concise.
- Block 5. Indicate the year file starts and the year it ends.
- Block 6. A brief description of the file which answers questions such as: What are the files? What are they used for? What function do they relate to? What programs do they result from?
- Block 7. Indicate the number of file drawers the file physically occupies for the appropriate type of files. If the file is housed in more than one type of filing equipment, note all. For unhoused records (not kept in filing equipment), estimate how many file drawers the records would occupy if put there. Lateral legal or letter files refer to covered shelving where the shelves pull out, such as conserva-files.
- Block 8. Indicate what type of files are inventoried on this records survey form. If it is a subject file, attach a list of subject topics that make up the file.
- Block 9. Self Explanatory
- Block 10. Check the box that indicates how your files are arranged or set up. If there is more than one arrangement pattern, then number the boxes to show the first pattern of arrangement, the second pattern, etc.
- Block 11. If copies of documents kept this file are located in another office, indicate the office where they are located and which documents are duplicated.
- Block 12. Indicate number of active files currently housed in file drawers. Indicate how often these files are accessed under "Access Activity".
- Block 13. Indicate number of inactive files currently housed in file drawers. Indicate how often these files are accessed under "Access Activity".
- Block 14. Cite disposition authority including schedule and item number and disposition instructions from the Department's records disposition schedules or General Records Schedules.
- Block 15. Indicate how long the file is needed to conduct current business. Check the appropriate box for one, two, five or other. If other, indicate the number of years.
- Block 16. List any indexes or tables.
- Block 17. List any access restrictions.