

APPENDIX 2

HUD GENERAL SUBJECT FILE CLASSIFICATION GUIDE

The primary subject categories in this Appendix cover administrative and program subject material accumulating in Headquarters and the Field. Each primary subject has secondary (e.g., ADS 4) and tertiary (e.g., ADS 4-1) breakdowns. The primary subjects and codes used in this Appendix are:

Primary Subject	Code	Starts on Page
Automated Data Processing	ADP	2
Administrative Services	ADS	4
Audits and investigations	ALM	6
Budget	BUD	8
Committees, Meetings, and Conferences	CMC	10
Community Planning and Development	CPD	11
Equal Employment Opportunity	EEO	13
Emergency Planning and Operations	EMP	15
Environment	ENV	17
Fair Housing	FHO	19
Financial Management	FIN	20
Grant Management	GMT	23
Housing Assistance	HOU	25
Information Services and Public Relations	INF	26
International Activities	INT	28
Land Sales Registration	LAN	29
Legal and Legislative	LEG	30
Mortgage Insurance	MOR	32
Organization, Planning and Management	OPM	34
Personnel	PER	36
Procurement and Contracting	PRC	40
Property Disposition	PRD	42
Records Management	REM	44
Research	RES	46
Travel and Transportation	TRV	47

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AUTOMATED DATA PROCESSING (ADP)

Use these subject categories for general correspondence and related papers pertaining to automated and electronic data processing equipment, systems, management, and operations. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

CODE	TITLE	COMMENT
ADP	AUTOMATED DATA PROCESSING	Information pertaining to general policies and procedures that cannot be put under specific

subjects of this outline.

ADP 1	REPORTS AND STATISTICS	General report, studies, surveys (within HUD), progress reports, and reports of significant accomplishments.
ADP 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's ADP program.
ADP 3	AUTOMATED SYSTEMS	General material regarding systems initiation, development, documentation, operation, and maintenance. Subdivide by name of system. Includes information and statistics systems and computer simulation systems.
ADP 4	DATA PROCESSING FACILITIES	
ADP 4-1	Accessories-Auxiliary Equipment	
ADP 4-2	Machine Utilization	
ADP 4-3	Maintenance and Repair	
ADP 5	EQUIPMENT SELECTION	
ADP 5-1	Requirements, Specifications and Standards	
ADP 5-2	Equipment Studies	
ADP 6	FEASIBILITY STUDIES	General correspondence relating to feasibility studies. For specific study projects, create a separate case file.

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CODE	TITLE	COMMENT
ADP 7	LIAISON AND INFORMATION EXCHANGE	General material regarding liaison with computer facilities and programs of other internal HUD components and other Federal

agencies.

ADP 8 STANDARDIZATION

General correspondence regarding data processing standards and standards development.

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ADMINISTRATIVE SERVICES (ADS)

Use these subject categories for general correspondence and related papers pertaining to office service functions, including buildings and grounds, mail facilities and services, office equipment and supplies, printing, property management, and telecommunications. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

See the RECORDS MANAGEMENT subject outline for material on library management.

See the PERSONNEL subject outline for material on the safety program.

CODE	TITLE	COMMENT
ADS	ADMINISTRATIVE POLICY	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
ADS 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
ADS 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's administrative services program.
ADS 3	BUILDINGS AND GROUNDS	
ADS 3-1	Acquisitions	General material on acquisition of buildings and grounds, leases, lease amendments, renewals, floor plans, etc.

ADS 3-2	Facilities and Maintenance	Cleaning, heating and air conditioning, utilities, moving, alterations, repairs, etc.
ADS 3-3	Space Management	
ADS 3-4	Parking	
ADS 3-5	Protection and Security	
ADS 4	MAIL FACILITIES AND SERVICES	

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CODE	TITLE	COMMENT
ADS 4-1	Mailing Lists	
ADS 4-2	Messenger Service	
ADS 4-3	Postage and Fees	
ADS 5	OFFICE EQUIPMENT AND SUPPLIES	General material on procurement, distribution, control.
ADS 5-1	Maintenance and Repair	
ADS 5-2	Purchase	
ADS 5-3	Surplus Property	
ADS 6	PERSONAL PROPERTY ACCOUNTABILITY	General material on control, identification, inventory loss or damage, and transfers.
ADS 7	PRINTING AND REPRODUCTION	
ADS 7-1	Graphic Services	Artwork, design, drafting, etc.
ADS 7-2	Copying Services	Internal copier control.
ADS 7-3	Printing and Binding	
ADS 7-4	Requisitions and Authorizations	General papers not regarding a specific requisition.
ADS 8	TELECOMMUNICATIONS	
ADS 8-1	Telegraph, Teletype, and Facsimile Service	

ADS 8-2 Telephone Service

ADS 8-3 Telephone Directories

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AUDITS AND INVESTIGATIONS (AUD)

Use these subject categories for general correspondence and related papers pertaining to audits and investigations. Do NOT use this outline for documentation that is appropriate for filing in specific audit or investigation case files.

CODE	TITLE	COMMENT
AUD	AUDITS AND INVESTIGATIONS	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
AUD 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
AUD 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's audit and investigation program.
AUD 3	STANDARDS AND PROCEDURES	Procedures for conducting, reporting, and reviewing audits and investigation.
AUD 3-1	Plans and Preparations	
AUD 3-2	Development of Findings	
AUD 3-3	Closure Resolution	
AUD 4	INTERNAL AUDITS	
AUD 4-1	Administrative and Program Operations	
AUD 4-2	Fiscal Administration	
AUD 4-3	Exceptions	

AUD 5 CONTRACT AUDITS
 AUD 6 GRANT AUDITS
 AUD 7 AUDIT TRAINING

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CODE	TITLE	COMMENT
AUD 8	COORDINATION WITH OTHER FEDERAL AGENCIES	List of Federal agencies cooperating with IG program activities. Subdivide if necessary.
AUD	INVESTIGATIONS	
AUD 9-1	Conflict of Interest	
AUD 9-2	Fraud and Embezzlement	
AUD 10	INVESTIGATIVE REFERRALS	
AUD 11	QUALITY CONTROL	
AUD 12	LIAISON ORGANIZATIONS	List of non-Federal organizations involved with IG program activities.
AUD 13	GENERAL ACCOUNTING OFFICE (GAO) AUDITS	

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BUDGET (BUD)

Use these subject categories for general correspondence and related papers pertaining to the preparation, review, and submission of HUD budget data, including budget estimates, justifications, policies, procedures, and financial plans. Do NOT use these subjects for documentation that is appropriately filed in a specific case file.

See the FINANCIAL MANAGEMENT subject outline for records of accounting and management of appropriated and other funds.

CODE	TITLE	COMMENT
BUD	BUDGET	Information pertaining to general policies and procedures that cannot be put

under specific subjects of this outline.

BUD 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
BUD 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's budget function.
BUD 3	BUDGET PREPARATION AND SUBMISSION	
BUD 3-1	Budget Estimates	Includes preliminary estimates.
BUD 3-2	Submissions and Justifications	Materials concerning submission of budget estimates to the Secretary, OMB, and the Congress. Subdivide by review organization if appropriate.
BUD 4	BUDGET EXECUTION	
BUD 4-1	Allotments and Authorizations	
BUD 4-2	Apportionment and Allocations	
BUD 4-3	Transfer of Funds	
BUD 5	FINANCIAL PLANS	Overall plans for expenditure of funds. Includes requests, consolidations, review work plans, approvals.

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CODE	TITLE	COMMENT
BUD 6	FUND AVAILABILITY	Appropriated funds, earned reimbursements, refunds, allocations received, transfer appropriations, etc.

BUD 7 OPERATING BUDGET
 BUD 7-1 Salaries and Expenses, HUD
 BUD 7-2 Working Capital Fund

APPENDIX 2

COMMITTEES, MEETINGS, AND CONFERENCES

Use this primary subject for material regarding committees, meetings, conferences, task forces, etc., ONLY when the subject matter is too broad or general to be filed by specific subject. Establish individual files by name of committee, conference, etc., and arrange in alphabetical order, omitting a subject numeric code.

See the ORGANIZATION, PLANNING AND MANAGEMENT (OPM) subject outline for "Committee Management".

CODE	TITLE	COMMENT
CMC	COMMITTEES, MEETINGS, AND CONFERENCES	General information which cannot be put under specific subjects of this outline.
CMC 1	HUD	
CMC 1-1	Departmental	
CMC 1-2	Headquarters	
CMC 1-3	Regional	
CMC 2	INTERAGENCY	
CMC 3	PRESIDENTIAL	
CMC 4	CONGRESSIONAL	
CMC 4-1	Joint	
CMC 4-2	House	
CMC 4-3	Senate	
CMC 5	NON-GOVERNMENTAL	

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COMMUNITY PLANNING AND DEVELOPMENT (CPD)

Use these subject categories for general material pertaining

to loan and grant programs which provide States, local governments, community-based organizations, and nonprofit groups with grants and loans to carry out a wide range of community development, rehabilitation, economic development, homeownership, and homeless assistance activities. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

See the ENVIRONMENT subject outline for material on the environment, energy and historic preservation.

CODE	TITLE	COMMENT
CPD	COMMUNITY PLANNING AND DEVELOPMENT	Information on general plans, policies, and procedures that cannot be put under specific subjects of this outline.
CPD 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
CPD 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's CPD programs.
CPD 3	PROGRAM SANCTIONS	
CPD 4	AGREEMENTS AND CONTRACTS	
CPD 5	AFFORDABLE HOUSING	
CPD 5-1	HOME Program	
CPD 5-2	Homeownership and Opportunities for People Everywhere - HOPE3 Program	

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CODE	TITLE	COMMENT
CPD 6	COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG)	
CPD 6-1	Entitlement Communities Program	
CPD 6-2	Nonentitlement Program for States & Small Cities	

CPD 6-3 Section 108 Loan Guarantee Program

CPD 6-4 Indian Tribe & Alaskan Native Villages Program

CPD 7 ECONOMIC DEVELOPMENT

CPD 7-1 Enterprise Zones Initiative

CPD 8 SPECIAL NEEDS ASSISTANCE PROGRAMS

CPD 8-1 Transitional Housing for the Homeless Program

CPD 8-2 Permanent Housing for Handicapped Homeless Program

CPD 8-3 Supplemental Assistance for Facilities to Assist the Homeless (SAFAH) Program

CPD 8-4 Surplus Property for Use to Assist the Homeless Program (Title V)

CPD 8-5 HUD-Owned Single Family Property Disposition Initiative

CPD 8-6 Emergency Shelter Grant Program (Indian Tribe Competition)

CPD 8-7 Housing Opportunities for Persons with AIDS Program

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CODE	TITLE	COMMENT
CPD 8-8	Shelter Plus Care (S+C) Program	
CPD 8-9	Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) Program	
CPD 8-10	Comprehensive Homeless Assistance Plan (CHAP)	
CPD 8-11	Safe Havens Program	
CPD 9	SPECIAL PURPOSE GRANTS	
CPD 9-1	Technical Assistance	

CPD 9-2 Historic Black Colleges and Universities (HBCU)

CPD 9-3 Community Development Work Study

CPD 9-4 Insular Areas CDBG Program

CPD 10 MINORITY BUSINESS ENTERPRISE (MBE)

CPD 11 NEIGHBORHOOD DEVELOPMENT DEMONSTRATION PROGRAM (NDDP)

CPD 12 COMPREHENSIVE HOUSING AFFORDABILITY STRATEGY (CHAS)

CPD 13 REVOLVING FUND (LIQUIDATING PROGRAMS)

CPD 50 INACTIVE LOAN AND GRANT PROGRAMS

CPD 50-1 Areawide Planning Requirements and Certification

CPD 50-2 Community Development Block Grants (CDBG) Secretary's Discretionary Fund

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CODE	TITLE	COMMENT
CPD 50-3	Demonstration Grants	
CPD 50-4	Model Cities Grants	
CPD 50-5	Neighborhood Facilities Grants	
CPD 50-6	Open Space Grants	
CPD 50-7	Rental Rehabilitation Grants	
CPD 50-8	312 Rehabilitation Loan Program	
CPD 50-9	Solar Bank Grants	
CPD 50-10	Title VIII - Community Development Training Grants	
CPD 50-11	Title IX - Urban Information and Technical Assistance Grants	
CPD 50-12	Urban Beautification Grants	

- CPD 50-13 Urban Development Action Grants (UDAG)
- CPD 50-14 Urban Homesteading Program Grants
- CPD 50-15 Urban Renewal Grants
- CPD 50-16 Urban Systems Engineering Grants
- CPD 50-17 Water and Sewer Facilities Grants
- CPD 50-18 New Communities Loans and Grants

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APPENDIX 2

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Use these subject categories for general correspondence and related papers pertaining to equal employment opportunity. Do NOT use this outline for documentation that is appropriate for filing in specific discrimination case files.

CODE	TITLE	COMMENT
EEO	EQUAL EMPLOYMENT OPPORTUNITY	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
EEO 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
EEO 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's EEO program.
EEO 3	AFFIRMATIVE ACTION PLANNING	
EEO 4	COMPLAINTS	
EEO 4-1	Formal	Includes EEO Advisory Committee.
EEO 4-2	Informal	
EEO 5	DISCRIMINATION	Materials that relate to

discrimination in equal
opportunity matters.

EEO 5-1 Age

EEO 5-2 Ethnic Origin

EEO 5-3 Handicapped Persons

EEO 5-4 Race

EEO 5-5 Reverse Discrimination

EEO 5-6 Sex

EEO 5-7 Religion

EEO 6 FEDERAL WOMEN Information concerning
Department or Government-wide
programs concerning
women's rights and
opportunities.

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CODE	TITLE	COMMENT
EEO 7	SPECIAL OBSERVANCES	Special programs or events relating to equal employment.
EEO 8	COUNSELING AND COUNSELORS	
EEO 9	SUPERVISORS	General correspondence regarding evaluation, responsibilities, and training of agency supervisors with regard to EEO.

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EMERGENCY PLANNING AND OPERATIONS (EMP)

Use these subject categories for general material on civil
defense and natural disaster emergencies of all types. Do NOT use this
outline for documentation that is appropriate for filing specific
case files.

See the RECORDS MANAGEMENT subject outline for material on
vital records.

CODE	TITLE	COMMENT
EMP	EMERGENCY PLANNING AND OPERATIONS	Information on general policies and procedures that cannot be put under specific subjects of this outline.
EMP 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
EMP 2	REPORTS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's emergency planning and operations programs.
EMP 3	COORDINATION	
EMP 3-1	Other Federal Agencies	
EMP 3-2	State and Local Agencies	
EMP 4	EMERGENCY PREPAREDNESS	
EMP 4-1	Contingency Plans	
EMP 4-2	Continuity of Essential Functions	
EMP 4-3	Operation Alert	
EMP 4-4	Relocation Sites	
EMP 5	NATURAL DISASTERS	
EMP 5-1	Contingency Plans	
EMP 5-2	Damage Assessment	
EMP 5-3	Minimal Repairs	
EMP 5-4	Temporary Housing	

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CODE	TITLE	COMMENT
EMP 5-4-1	Eligibility	
EMP 5-4-2	Hotel-Motel	

EMP 5-4-3 Mobile Homes

EMP 5-4-4 Rental Properties

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ENVIRONMENT (ENV)

Use these subject categories for general correspondence and other material related to the environment. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

CODE	TITLE	COMMENT
ENV	ENVIRONMENT	Information on general policies and procedures that cannot be put under specific subjects of this outline.
ENV 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
ENV 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's environmental activities.
ENV 2-1	HUD Processing	
ENV 2-2	Recipient Processing	
ENV 3	URBAN HAZARDS	
ENV 3-1	Criteria and Standards	
ENV 3-1-1	Noise	
ENV 3-1-2	Explosives and Flammable Materials	
ENV 3-1-3	Clear Zones and Accident Potential Zones	
ENV 3-2	Indoor Pollution	
ENV 3-2-1	Lead	
ENV 3-2-2	Asbestos	

ENV 3-2-3 Radon

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CODE TITLE

ENV 3-3 Toxics

ENV 3-3-1 Site Analysis

ENV 3-4 Solid Waste

ENV 3-4-1 Methane

ENV 4 NATURAL SYSTEM

ENV 4-1 Floodplains and Wetlands

ENV 4-1-1 Flood Insurance

ENV 4-1-2 Floodplain Management

ENV 4-1-3 Wetlands Protection

ENV 4-2 Water Resources

ENV 4-2-1 Aquifers

ENV 4-3 Ecology

ENV 4-3-1 Endangered Species

ENV 4-4 Climate

ENV 4-4-1 Global Warming

ENV 4-5 Coastal Areas

ENV 4-5-1 Coastal Barrier Resources

ENV 4-5-2 Coastal Zone Management

ENV 5 URBAN DEVELOPMENT

ENV 5-1 Land Use

ENV 5-1-1 Farmland Protection

ENV 5-2 Historic Preservation

ENV 5-2-1 Archeology

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CODE	TITLE
ENV 5-3	Urban Design
ENV 5-3-1	Sustainable Development
ENV 6	ENERGY
ENV 6-1	Energy Conservation
ENV 6-1-1	Codes and Standards
ENV 6-1-2	Energy Efficient Housing
ENV 6-1-3	Energy Performance Contracting
ENV 6-2	Energy Production
ENV 6-2-1	Community Energy Systems (District Heating and Cooling)
ENV 6-2-2	Waste to Energy
ENV 6-3	Energy Planning
ENV 6-4	National Energy Strategy
ENV 6-5	Department of Energy-HUD Initiative
ENV 6-5-1	Assessment
ENV 6-5-2	Five Year Plan
ENV 6-6	Solar Assistance
ENV 6-6-1	Solar Bank
ENV 6-6-2	Solar Assistance Financing Entity

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FAIR HOUSING (FHO)

Use these subject categories for general correspondence and other material related to discrimination in housing on the basis of race, color, religion, sex, national origin, handicap, or familial status; the investigation of such complaints; and attempts to resolve them through conciliation. Do NOT use this outline for documentation that is appropriate for filing in

specific case files.

See the EQUAL EMPLOYMENT OPPORTUNITY (EEO) subject outline for material on discrimination in employment.

CODE	TITLE	COMMENT
FHO	FAIR HOUSING	Information on general policies and procedures that cannot be put under specific subjects of this outline.
FHO 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
FHO 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's fair housing program.
FHO 3	COMPLAINTS	
FHO 4	COMPLIANCE	
FHO 4-1	Contracts	
FHO 4-2	Lending Institutions	
FHO 4-3	Rental Properties	
FHO 4-4	Sale Properties	
FHO 5	COUNSELING	
FHO 6	ENFORCEMENT	
FHO 7	FAIR HOUSING ORDINANCE	
FHO 8	HOUSING SUPPLY	
FHO 9	INVESTIGATIONS	
FHO 9-1	Hearings	
FHO 10	RESTRICTIVE COVENANTS	

Use these subject categories for general correspondence and related papers pertaining to disbursement and collection activities and the maintenance, control, and accountability of HUD finances. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

See the BUDGET subject outline for "Budget Preparation and Submission", "Budget Execution", and other aspects of HUD budget documentation.

See the TRAVEL AND TRANSPORTATION subject outline for policies and procedures regarding the travel of individuals and movement of household goods, etc.

See the AUDITS AND INVESTIGATIONS subject outline for audit papers.

CODE	TITLE	COMMENT
FIN	FINANCIAL MANAGEMENT	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
FIN 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
FIN 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's financial management program.
FIN 3	AUTHORIZATIONS AND DESIGNATIONS	Designations of personnel to perform paying, collecting, timekeeping, and similar functions.
FIN 4	BONDING OF EMPLOYEES	
FIN 5	ACCOUNTING SYSTEMS	
FIN 5-1	Accounting Codes and Symbols	
FIN 5-2	Automated Accounting Systems	
FIN 6	COLLECTIONS AND RECEIPTS	
FIN 6-1	Accounts Receivable	

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CODE	TITLE	COMMENT
FIN 6-2	Adjustments	
FIN 6-3	Checks, Money Orders, Currency	Except payroll and travel.
FIN 7	DISBURSEMENTS	Except payroll and travel.
FIN 7-1	Accounts Payable	
FIN 7-2	Adjustments	
FIN 7-3	Imprest Fund	
FIN 7-4	Letters of Credit	
FIN 7-5	Voucher Examination and Certification	
FIN 8	GENERAL LEDGER	Correspondence concerning general ledger accounting, including journal vouchers, subsidiary ledgers, trial balances, balance sheets, etc.
FIN 9	GRANTEE ACCOUNTING	Includes material regarding grantee financial reports.
FIN 10	CONTRACTOR ACCOUNTING	
FIN 11	OBLIGATION FUND CONTROL AND FLOW	
FIN 12	PAYROLL ACCOUNTING	
FIN 12-1	Deductions	
FIN 12-2	Paychecks	
FIN 12-3	Salary Changes	
FIN 13	TRAVEL ACCOUNTING	
FIN 13-1	Advances	
FIN 13-2	Per Diem	
FIN 13-3	Transportation	

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CODE	TITLE
FIN 14	MORTGAGE INSURANCE ACCOUNTING
FIN 15	INTEREST RATES
FIN 16	TREASURY BORROWING
FIN 17	AGREEMENTS
FIN 18	CLAIMS

APPENDIX 2

GRANT MANAGEMENT (GMT)

Use these subject categories for general correspondence and related papers pertaining to the development and implementation of comprehensive policies and procedures for managing HUD grants. Included is correspondence involving grant application, processing, award, monitoring, and closeout policies and procedures. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

CODE	TITLE	COMMENT
GMT	GRANT MANAGEMENT	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
GMT 1	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's grant programs.
GMT 2	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
GMT 3	PROGRAM PLANNING AND TRACKING	General material on manpower and budget allocations, regional reports, and program objectives.
GMT 4	PROGRAM COMPLIANCE	Site inspections, Regional and Head-quarters program reviews,

inspection agreements,
and investigations and
compliance standards.

GMT 5	COORDINATION	All programs, issues, and special projects coordinated with other Federal agencies and within HUD. May be subdivided as necessary.
GMT 5-1	Within HUD	
GMT 5-2	Other Federal Agencies	
GMT 6	APPLICATION, SUBMISSION, REVIEW, AND AWARD	General correspondence on application format, submission requirements, and procedures for processing, review, approval/disapproval, and grant award.
GMT 7	GENERAL GRANT PROJECT ADMINISTRATION AND MONITORING	Grantee financial and administrative management standards, grantee reports, and HUD monitoring of grant progress.

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CODE	TITLE	COMMENT
GMT 8	GRANT CLOSEOUT AND AUDIT	
GMT 8-1	Administrative and Program Operations	Audit and compliance with applicable laws and regulations, management and organization, utilization and control of properties and supplies, and program performance.
GMT 8-2	Financial Administration	Financial audit of account structure; records of accountability; matching requirements; indirect costs, overhead, and administrative expenditures; interest material funds; and cost allowability procedures.

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APPENDIX 2

HOUSING ASSISTANCE (HOU)

Use these subject categories for general correspondence and related papers pertaining to leased or rented public housing units and rental assistance payments to lower income groups. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

CODE	TITLE	COMMENT
HOU	HOUSING ASSISTANCE	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
HOU 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
HOU 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's housing assistance programs.
HOU 3	ALLOCATION OF FUNDS	
HOU 4	COMMUNITY SERVICES	
HOU 5	CONTRACTS AND AGREEMENTS	
HOU 5-1	Annual Contributions Contract	
HOU 6	CONSOLIDATED SUPPLY	
HOU 7	ELIGIBILITY	
HOU 8	HOUSING ASSISTANCE PLANS	
HOU 9	INCOME	
HOU 9-1	Certification	
HOU 9-2	Limits	
HOU 10	RENTS	
HOU 10-1	Adjustments	
HOU 10-2	Fair Market	
HOU 10-3	Supplements	

APPENDIX 2

INFORMATION SERVICES AND PUBLIC RELATIONS (INF)

Use these subject categories for general correspondence and related papers pertaining to public affairs functions, including responses to public inquiries, the preparation of publications containing program information, the clearance of publications and audiovisual materials for issuance and distribution, and the promotion of program activities. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

See the ADMINISTRATIVE SERVICES subject outline for "Printing and Reproduction".

CODE	TITLE	COMMENT
INF	INFORMATION SERVICES AND PUBLIC RELATIONS	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
INF 1	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's information services and public relations program.
INF 2	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
INF 3	AUDIOVISUAL	Subdivide by type if volume warrants; i.e., maps, charts, posters, motion pictures, recordings, photographs, and slides. Includes promotional aids and publication materials.
INF 4	BRIEFING MATERIALS	
INF 5	EXHIBITS, CEREMONIES, AND COMMUNITY PROJECTS	
INF 6	INVITATIONS AND ENGAGE- MENTS	

INF 7	FREEDOM OF INFORMATION ACT	Do not use for case files or non-FOIA inquiries.
INF 8	PRIVACY ACT	Do not use for case files or non-Privacy Act inquiries.
INF 9	PUBLICATIONS	
INF 9-1	Annual Reports	
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CODE	TITLE	COMMENT
INF 9-2	Articles	
INF 9-3	Biographies	
INF 9-4	Newsletters and House Organs	
INF 9-5	Press Releases	
INF 9-6	Public Service Announcements	
INF 10	PUBLIC OPINION	
INF 10-1	Congratulations, Commendations, Appreciation	
INF 10-2	Criticism and Advice	
INF 11	PRESS RELATIONS	
INF 12	RADIO, TELEVISION AND MOTION PICTURES	HUD relations with these groups.
INF 13	SPEECHES	
INF 14	VISITORS, REPRESENTATIVES, GUESTS	

APPENDIX 2

INTERNATIONAL ACTIVITIES (INT)

Use these subject categories for general correspondence and related papers pertaining to all aspects of HUD's relations with international organizations and governments. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

CODE	TITLE	COMMENT
INT	INTERNATIONAL ACTIVITIES	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
INT 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
INT 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's international activities program.
INT 3	BILATERAL AGREEMENTS	
INT 4	FOREIGN VISITORS	
INT 5	INTERNATIONAL ORGANIZATIONS	

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APPENDIX 2

LAND SALES REGISTRATION (LAN)

CODE	TITLE	COMMENT
LAN	LAND SALES REGISTRATION	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
LAN 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
LAN 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's interstate land sales registration program.

LAN 3 COMPLAINTS

LAN 4 FILING FEES

LAN 5 FULL DISCLOSURE

LAN 5-1 Exceptions

LAN 5-2 Noncompliance

LAN 6 HEARINGS

LAN 7 PROMOTIONAL PLANS

LAN 7-1 Property Reports

LAN 8 RECREATION FACILITIES

LAN 9 SALES OPERATIONS

LAN 10 SUBDIVISION PLANNING

LAN 11 SUSPENSIONS

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APPENDIX 2

LEGAL AND LEGISLATIVE (LEG)

Use these subject categories for general correspondence and related papers pertaining to HUD's legislative programs, relations with the Congress, and legal matters that are so general in nature that they cannot be filed under more specific subjects. Do NOT use this outline for documentation that is appropriate for filing in specific legal and legislative case files.

CODE	TITLE	COMMENT
LEG	LEGAL AND LEGISLATIVE	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
LEG 1	COPYRIGHTS AND PATENTS	
LEG 2	FEDERAL REGISTER	Information concerning regulations and policies.
LEG 3	LEGAL FEES	
LEG 4	LEGAL LIBRARY	

LEG 5	LEGISLATION	Proposed and enacted legislation. Subdivide as necessary.
LEG 5-1	Federal	Other than HUD's.
LEG 5-2	State	
LEG 5-3	Local	
LEG 5-4	HUD	
LEG 6	LITIGATION AND APPEALS	
LEG 6-1	Civil Actions	
LEG 6-2	Criminal Actions	
LEG 7	OPINIONS AND DECISIONS	
LEG 7-1	Field Attorneys	
LEG 7-2	U. S. Attorney	
LEG 7-3	U.S. Courts and Judges	
LEG 7-4	Attorney General	

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APPENDIX 2

CODE	TITLE
LEG 7-5	Comptroller General
LEG 7-6	HUD General Counsel
LEG 8	EXECUTIVE ORDERS

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APPENDIX 2

MORTGAGE INSURANCE (MOR)

Use these subject categories for general correspondence and related papers pertaining to HUD insured mortgages for single family and multifamily housing. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

CODE	TITLE	COMMENT
MOR	MORTGAGE INSURANCE	Information pertaining to

general policies and procedures that cannot be put under specific subjects of this outline.

MOR 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
MOR 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's mortgage insurance programs.
MOR 3	AMOUNT INSURABLE	
MOR 4	APPRAISALS	
MOR 5	CLAIMS	
MOR 6	COMMITMENTS	
MOR 7	CONTRACTS	
MOR 7-1	Fee Appraisers	
MOR 8	CREDIT STANDING	
MOR 9	DEBENTURES	
MOR 10	ELIGIBILITY	
MOR 11	FEES AND CHARGES	
MOR 12	INTEREST	
MOR 12-1	Rates	
MOR 12-2	Reduction Payments	
MOR 13	MORTGAGE	

CODE	TITLE
MOR 13-1	Backed Securities
MOR 13-2	Insurance Fund
MOR 13-3	Pools

MOR 14 MORTGAGE SERVICING

MOR 14-1 Default

MOR 14-2 Forbearance Relief

MOR 14-3 Partial Payments

MOR 14-4 Refinancing

MOR 15 PROPERTY STANDARDS

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APPENDIX 2

ORGANIZATION, PLANNING AND MANAGEMENT (OPM)

Use these subject categories for general correspondence and related papers pertaining to the establishment, organization, reorganization, and termination of organizational units; the assignment and reassignment of functions; operational planning, management analysis, and surveys; manpower requirements and utilization; and emergency planning. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

CODE	TITLE	COMMENT
OPM	ORGANIZATION, PLANNING AND MANAGEMENT	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
OPM 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
OPM 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to organization, planning, and management in HUD.
OPM 3	COMMITTEE MANAGEMENT	General correspondence regarding the management and administration of HUD committees. Do not use for papers

on a committee meeting that should be filed under the specific subject category or CMC.

OPM 4	DELEGATIONS OF AUTHORITY	
OPM 5	ADMINISTRATIVE SURVEYS	Administrative and operational surveys of a general nature.
OPM 6	MANAGEMENT ANALYSIS AND IMPROVEMENT	Management improvement, evaluation, and cost reduction activities other than inspections, audits, and surveys.
OPM 7	EMERGENCY PLANNING	Material relating to continuation of operations in an emergency.
OPM 8	ORGANIZATION AND REORGANIZATION	Organization charts, statements of functions, organization and reorganization plans, history and background of HUD elements, and the establishment and jurisdiction of Regional Offices.

APPENDIX 2

CODE	TITLE	COMMENT
OPM 9	STAFF CONTROL AND UTILIZATION	
OPM 9-1	Staff Requirements	
OPM 9-2	Work Distribution	
OPM 9-3	Work Measurement	
OPM 9-4	Work Simplification	
OPM 10	PROGRAM PLANNING AND EVALUATION	General material on the overall planning, direction, coordination, supervision, review, and evaluation of program goals.
OPM 11	PROJECTS MANAGEMENT	General correspondence relating to the management and administration of HUD

projects.

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APPENDIX 2

PERSONNEL (PER)

Use these subject categories for general correspondence and related papers pertaining to personnel. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

CODE	TITLE	COMMENT
PER	PERSONNEL	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
PER 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
PER 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's personnel management program.
PER 3	ATTENDANCE AND LEAVE	Annual, sick, and military leave; leave without pay; holidays; and absence for jury duty. Subdivide by type as volume warrants.
PER 4	EMPLOYEE RELATIONS AND SERVICES	
PER 4-1	Appeals and Grievances	General material on the appeals system and policies and procedures for handling appeals, complaints, and grievances.
PER 4-2	Campaigns and Drives	Combined Federal Campaigns, savings bond drives, blood

		donations, etc.
PER 4-3	Conduct of Employees	General materials relating to regulations and procedures governing conflicts of interest, political activities, acceptance of gratuities, etc. Subdivide as necessary.
PER 4-4	Disciplinary and Adverse Actions	
PER 4-5	Groups and Associations	Do not use for material on union activities.

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APPENDIX 2

CODE	TITLE	COMMENT
PER 5	EMPLOYMENT	
PER 5-1	Former Employees	
PER 5-2	Job Retention and Restoration	
PER 5-3	Special Categories	Students, handicapped veterans, consultants, etc.
PER 6	HEALTH AND MEDICAL	Injuries, alcoholism, physical examinations, etc. Subdivide as necessary.
PER 7	HOURS OF DUTY	
PER 8	INSURANCE AND ANNUITIES	
PER 8-1	Life Insurance	
PER 8-2	Health Insurance	
PER 8-3	Retirement	
PER 8-4	Unemployment Compensation	
PER 9	LABOR MANAGEMENT RELATIONS	Material on union activities.

PER 10 PAY ADMINISTRATION

PER 10-1 Allowances and Differential

PER 10-2 Deductions

PER 10-3 Name and Record Changes

PER 10-4 Consultants

PER 11 PERFORMANCE EVALUATION

PER 11-1 Documentation and Processing

PER 11-2 Ratings and Appraisals

PER 11-3 Performance Standards

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APPENDIX 2

CODE	TITLE	COMMENT
PER 12	PERSONNEL MANAGEMENT	Program inspections and surveys.
PER 13	POSITION CLASSIFICATION	
PER 13-1	Appeals	
PER 13-2	Job Descriptions	
PER 13-3	Series and Standards	
PER 13-4	Surveys and Evaluations	
PER 14	POSITION MANAGEMENT	Requests for, establishment of, and control over authorization of staffing levels or personnel ceilings.
PER 14-1	Personnel Ceilings	
PER 14-2	Staffing Patterns	
PER 15	PROMOTION AND INTERNAL PLACEMENT	
PER 15-1	Assignments and Demotion	
PER 16	RECRUITMENT, SELECTION AND APPOINTMENT	

PER 16-1	Advertising and Publicity	General material relating to vacancy announcements.
PER 16-2	Application for Employment	
PER 16-3	Appointment	Subdivide by type of appointment (competitive service, excepted service, etc.) if volume warrants.
PER 16-4	Certification of Eligibles	
PER 16-5	Examination and Testing	
PER 16-6	Qualifications	
PER 16-7	Requirements	

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APPENDIX 2

CODE	TITLE	COMMENT
PER 17	SAFETY PROGRAM	
PER 18	SEPARATION AND DISPLACEMENT	
PER 18-1	Death	
PER 18-2	Reduction in Force	
PER 18-3	Resignation	
PER 18-4	Separation for Cause	
PER 18-5	Transfer	
PER 19	TRAINING AND CAREER DEVELOPMENT	
PER 19-1	Career Planning and Counseling	
PER 19-2	Orientation	
PER 19-3	Training Courses and Seminars	Subdivide by type of training if volume warrants.
PER 19-4	Training Facilities and Equipment	
PER 20	AWARDS AND COMMENDATIONS	Subdivide by type of award if volume warrants.

APPENDIX 2

PROCUREMENT AND CONTRACTING (PRC)

Use these subject categories for general correspondence and related papers pertaining to procurement of HUD supplies, equipment, and services; contracting for supplies and services; and interagency agreements. Do NOT use this outline for documentation that is appropriate for filing in a specific contract or procurement case file.

CODE	TITLE	COMMENT
PRC	PROCUREMENT AND CONTRACTING	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
PRC 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
PRC 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's procurement and contracting activities.
PRC 3	AUTHORIZATIONS AND APPOINTMENTS	Contracting officers, purchase limitations, etc.
PRC 4	PROCUREMENT METHODS	Formal advertising, negotiations, small purchases, and blanket purchase agreements.
PRC 5	SUPPLIERS AND CONTRACTORS	
PRC 5-1	Bidder Lists	
PRC 5-2	Ineligible Bidders	
PRC 5-3	Small Business and Minority Businesses	
PRC 5-4	Catalogs, Price Lists, and Schedules	
PRC 6	PURCHASE ORDERS AND	Policies and procedures

PRD 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
PRD 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's property disposition programs.
PRD 3	CONTRACTS	
PRD 3-1	Management Broker	
PRD 3-2	Real Estate Broker	
PRD 4	DEMOLITION	
PRD 5	PROPERTY ACQUISITION	
PRD 5-1	Default	
PRD 5-2	Natural Disasters	
PRD 6	PROPERTY MANAGEMENT	
PRD 6-1	Evictions	
PRD 6-2	Inspections	
PRD 6-3	Leasing	
PRD 6-4	Maintenance and Repairs	
PRD 6-5	Vandalism	

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APPENDIX 2

CODE	TITLE
PRD 7	SALES
PRD 7-1	Appraisals
PRD 7-2	Financing
PRD 7-3	Listings

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APPENDIX 2

RECORDS MANAGEMENT (REM)

Use these subject categories for general correspondence and related papers pertaining to such records management functions as records maintenance and disposition, document security, and the management of correspondence, forms, directives, and reports. Do NOT use this outline for documentation that is appropriate for filing in a specific case file.

CODE	TITLE	COMMENT
REM	RECORDS MANAGEMENT	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
REM 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
REM 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's records management programs.
REM 3	CORRESPONDENCE MANAGEMENT	Procedures, instructions, etc.
REM 4	DIRECTIVES MANAGEMENT	Correspondence on systems for issuing policy and procedures and for giving guidance to HUD personnel and outsiders. Do NOT use for copies of directives.
REM 5	DOCUMENT AND INFORMATION SECURITY	Systems and procedures regarding the handling and control of information and documents. Includes material on technical, administrative, and physical safeguards to ensure the confidentiality of records containing personal and proprietary

information.

REM 6	FORMS MANAGEMENT	General correspondence on forms clearance and control, design and development, analysis, storage, and distribution.
REM 7	LIBRARY MANAGEMENT	
REM 8	MAIL MANAGEMENT	
REM 9	MICROFORM MANAGEMENT	General correspondence regarding the management of microfilm, microfiche, microcards, etc.

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APPENDIX 2

CODE	TITLE	COMMENT
REM 10	RECORDS DISPOSITION	General correspondence on policy and procedures to be followed in administering and operating HUD's records disposition programs as a whole.
REM 10-1	Disposition Schedules	General correspondence about scheduling records. Exclude SF 115's themselves.
REM 10-2	Records Retirement	
REM 10-2	Records Retirement	
REM 10-3	Statistical Reports of Records Holdings	
REM 11	RECORDS EQUIPMENT AND SUPPLIES	
REM 12	RECORDS MAINTENANCE	Filing systems.
REM 13	RECORDS MANAGEMENT	General matters regarding the preparation, submission, control, and cost of reports.
REM 14	VITAL RECORDS	General correspondence on

policy and procedures to be followed in handling records essential to HUD's operations in an emergency situation.

REM 15 WORD PROCESSING

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APPENDIX 2

RESEARCH (RES)

Use these subject categories for general correspondence and related papers pertaining to research, new methods and materials, new technology, analysis, and studies. Do NOT use this outline for documentation that is appropriate for filing in specific case files.

CODE	TITLE	COMMENT
RES	RESEARCH	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
RES 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
RES 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's research programs.
RES 3	ANALYSIS	
RES 3-1	Economic	
RES 3-2	Housing Market	
RES 3-3	Program	
RES 4	CONTRACTS	
RES 5	HOUSING	
RES 5-1	Design	
RES 5-2	Finance	
RES 6	NEW METHODS AND TECHNOLOGY	

RES 7 PROPOSALS
 RES 8 STUDIES
 RES 9 TESTING

APPENDIX 2

TRAVEL AND TRANSPORTATION (TRV)

Use these subject categories for general correspondence and related papers pertaining to the travel of individuals and the movement of household goods; the shipment of equipment, supplies, and materials; and the acquisition, maintenance, use, and disposition of motor vehicles. Do NOT use this outline for documentation that is appropriate for filing in a specific case file.

See the FINANCIAL MANAGEMENT subject outline for "Travel Accounting".

CODE	TITLE	COMMENT
TRV	TRAVEL AND TRANSPORTATION	Information pertaining to general policies and procedures that cannot be put under specific subjects of this outline.
TRV 1	REPORTS AND STATISTICS	General reports, studies, surveys, progress reports, and reports of significant accomplishments.
TRV 2	LAWS AND REGULATIONS	Proposed laws and regulations, and any revisions, relating to HUD's travel and transportation activities.
TRV 3	FREIGHT AND EXPRESS SHIPMENTS	
TRV 3-1	Carriers	General information on rates, fares, tariffs, routes, and schedules.
TRV 3-2	Bills of Lading	Procedures regarding preparation and submission.

TRV 3-3	Claims	Loss and damage.
TRV 4	GOVERNMENT VEHICLES	General material on acquisition, assignments and use, credit cards, operator permits, ,maintenance and repairs, and motor vehicle reporting. Includes GSA Interagency Pool vehicles and HUD vehicles.
TRV 5	ITINERARIES AND RESERVATIONS	
TRV 6	TRANSPORTATION OF PERSONAL AND HOUSEHOLD EFFECTS	
TRV 7	TRAVEL ALLOWANCES	Per diem and mileage rates, travel advances, etc.

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APPENDIX 2

CODE	TITLE	COMMENT
TRV 8	TRAVEL ORDERS AND AUTHORIZATIONS	General material of a regulatory or procedural nature. Includes transportation requests.
TRV 9	TRAVEL VOUCHERS	Procedures regarding preparation and sub-mission. See FIN for accounting matters.

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