



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of the Chief Information Officer
Office of Administration

Special Attention of:

Notice OCIO-09-03
OCHCO-09-03

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Cross References: 2400.1
2228.1

Subject: Records Management Policy Update

This notice is an interim policy to reiterate that the email system, including its backup tapes and archives, does not serve as a record keeping system.

This notice is to inform all staff that the Department has implemented National Archives and Records Administration (NARA) Records Management Training on HUD Virtual University (HVU). The NARA-sponsored training is titled "**Agency Assistance for Records Management**". All employees are encourage to take the NARA-sponsored training.

Distribution: W-3-1