

U.S. Department of Housing and Urban Development
Office of Administration
Office of Information Policies and Systems

Special Attention of: Transmittal for Handbook No. 2135.1 REV-3
Primary Organization Heads
Regional Administrators Issued 4/92
Forms Management Officers
Administrative Officers
Administrative Service Directors

1. This Transmits Handbook 2135.1 REV-3, Forms Management last revised in November, 1984.
2. Significant Changes:
 - a. This handbook contains Departmental Forms Management policy and procedures in accordance with 41 CFR 201-405.104 (formerly 41 CFR 101-11.208).
 - b. Section 1-3 defines forms and their various configurations within the Department's system.
 - c. Section 1-3 categorizes Departmental forms as controlled or non-controlled forms (formerly record and non-record).
 - d. Section 5-5 clarifies the Department's policies regarding the reproduction of HUD forms by private entities.
 - e. Chapter 6 addresses management issues of electronic forms.

3. Filing Instructions:

Remove:
Handbook 2135.1 REV-2
dated 11/84

Insert:
Handbook 2135.1 REV-3
dated 4/92

Handbook 2135.1 CHG-1
dated 12/88

Handbook

2135.1 REV-3

U.S. Department of Housing and Urban Development
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Departmental
Staff

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Forms Management
