

U.S. Department of Housing and Urban Development

Special Attention of: Transmittal Handbook No.: 2400.3 REV-2

Issued: 5/88

1. This Transmits

Handbook 2400.3 REV.2, Reports Analysis and Clearance Process.

2. Explanation of Materials Transmitted

This Handbook is a complete revision of the Reports Analysis and Clearance Process Handbook, 2400.3 REV.1. It provides information relating to the reports management function and is intended to serve as a resource manual for all affected HUD personnel. Also, it describes the reports management and clearance processes for public use, interagency, internal reports, and related Information Resource Management (IRM) activities. Although this Handbook is a revision, there are no asterisks because the material has been rewritten and completely reorganized. It is therefore essential that the material be read in its entirety by the user.

3. Cancellations

Form HUD-131, dated 7-75, has been revised, and only the new revision, dated 12/86, may be used.

Handbook 2400.3 REV.1, dated 9/79 is cancelled.

Previous Edition is obsolete

HUD-21 (9-81)

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