

TABLE OF CONTENTS

Chapter 1. Subject Outlines and File Plans

Paragraph	Page
1-1 File Groups	1-1
A. Case Files	1-1
B. Case Working Papers	1-1
C. Subject Files	1-1
D. Convenience or Reference Files	1-1
E. Special Media Files	1-2
1-2 HUD General Subject File Classification Guide	
A. Subject-Numeric System	1-2
B. Guide	1-2
1-3 Office Subject Outline	
A. Using Guide to Prepare Outline	1-3
B. Filing the Outline	1-4
C. Updating the Outline	1-4
D. Assistance	1-5
1-5 Files Maintenance and Disposition Plan	
A. Prepare the Plan on Form HUD-21001	1-5
B. Forward to RMLO for review and signature	1-5
C. File the approved plan with the office subject outline	1-5
D. Updating Files Maintenance and Disposition Plan	1-5

Chapter 2. Filing Operations

Section 1. How to Set Up Files

2-1 Arrange Files for Easier Disposition	2-1
2-2 How To Set Up Case or Project Files	2-2
2-3 How to Set Up Subject Files	2-3
2-4 Labeling Permanent Folders	2-3
2-5 How-to Set Up Alphabetical Name Index Files	2-4
2-6 How to Set Up Follow-Up Files	2-5
2-7 Arranging Labels on Folders	2-5
2-8 Drawer Labels	2-6
2-9 Filing Authority	2-6
2-10 Completeness of File Material	2-6
2-11 Classifying	2-7
2-12 Cross Reference	2-9
2-13 Continuity Reference	2-10

-1-

Paragraph	Page
2-14 Sorting and Arranging Material for File	2-10
2-15 General Filing Rules	2-11
2-16 Project Filing	2-12
2-17 Subject Filing	2-13

2-18 Alphabetical Name Index Filing	2-13
2-19 Filing Press Clippings	2-14
2-20 Filing Transitory Correspondence	2-14
2-21 Handling Electronic Storage Media (e.g. Diskettes)	2-14

### Chapter 3. Reference Service

#### Section 1. General

3-1 Access to Files	3-1
3-2 Requests	3-1
3-3 Release of Records to Sources Outside HUD	3-1
3-4 Materials Marked "FOR OFFICIAL USE ONLY"	3-2
3-5 Searching	3-2
3-6 Chargeout Systems	3-3
3-7 Chargeout Forms	3-3

#### Section 2. Procedures for Using Chargeout Cards Alone

3-8 Scope	3-4
3-9 How To Fill Out and File Chargeout Card	3-5
3-10 How To Prepare Files for Loan	3-5
3-11 How To Charge Out Microfiche	3-5
3-12 Restrictions	3-5
3-13 Refiling	3-5
3-14 Requests for Loaned Material	3-6
3-15 Transferring Loaned Material	3-6
3-16 Follow-Up	3-6

#### Section 3. Procedures for Using Suspense File for Chargeouts

3-17 Scope	3-6
3-18 How To Fill Out Form HUD-29	3-7
3-19 Filing Chargeout Card and Form HUD-29	3-7
3-20 How To Prepare Files for Loan	3-7
3-21 Restrictions	3-8
3-22 Re-filing	3-8
3-23 Requests for Loaned Material	3-8
3-24 Transferring Loaned Material	3-8
3-25 Follow-Up	3-8

-2-

### Chapter 4. Evaluating Files Operation or Systems

Paragraph	Page
4-1 General	4-1
4-2 Files Audit	4-1
4-3 Files Survey, Form HUD-67	4-1
4-4 Assistance	4-2

-3-