
CHAPTER 7. ACCOUNTABILITY AND CONTROL
OF CLASSIFIED DOCUMENTS

- 7-1. TOP SECRET CONTROL OFFICER. The Assistant Director for Security, Office of Investigation, is the Top Secret Control Officer for the Department and as required, will receive, transmit, and maintain current access and accountability records for Top Secret information.
- 7-2. MATERIAL SUBJECT TO ACCOUNTABILITY. The Office of Assistant Director for Security, Office of Investigation, will maintain Form [HUD-1448](#), Document Control Register, for the accountability and control of all incoming and outgoing Top Secret, Secret and Confidential information.
- 7-3. DESIGNATION AND RESPONSIBILITY OF "ACCOUNTABILITY RECORDS CLERK".
- a. Designation. Custodians of classified information will designate one or more "accountability records clerks" responsible for insuring the recording of all accountable information.
 - b. Security Clearance. All such personnel will be cleared to at least the designation of security classification on the information which they process and will be adequately indoctrinated with respect to the provisions of this Handbook.
- 7-4. CLASSIFIED DOCUMENT RECEIPT.
- a. Top Secret and Secret Information. Form [HUD-1447](#), Classified Document Receipt, will be used to transmit all Top Secret and Secret information within and outside the Department.
 - b. Confidential Information. No classified document receipts are prescribed for material which is classified Confidential. However, confidential information which, in exceptional instances, is considered particularly important by the originator or other appropriate authority may be accounted for by the use of the [HUD-1447](#).

a. Control Numbering System.

- (1) The Assistant Director for Security, Office of Investigation, shall be responsible for insuring that each item of classified information, indicated in paragraph 7.2, incoming or outgoing in the Department is assigned an individual control number.
- (2) Control numbers will be assigned serially within a calendar year.
- (3) The first digit of each control number will indicate the calendar year in which the document was received in the Department. For example:

20001 (First document controlled in calendar year 1982)

20057 (Fifty-seventh document in calendar year 1982).

- b. Affixing Numbers to Controlled Documents. The control number will be placed on the cover sheet, first page, and on the back of the last sheet or back cover of every controlled document and all its copies, including appendices, supplements, and enclosures.

7-6. INVENTORY OF CLASSIFIED DOCUMENTS.

- a. Basic Control Document. Accounting systems for control of classified documents will be effected through the use of Form [HUD-1449](#), Inventory of Classified Documents.

- b. Custodian. Custodians of classified information using Form [HUD-1449](#) will:

- (1) Register an accurate unclassified description of all documents, assigned control number, date received, classification, and the disposition of the document.
- (2) Record all changes in status or custody of the document during the period it is retained.
- (3) Forward to the Assistant Director for Security, Office of Investigation at the end of each calendar year, a current inventory of all Classified Documents.

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- c. The Office of Inspector General will:

- (1) Conduct a physical inventory of all Top Secret documents at least annually.
- (2) Conduct inventories of Secret and Confidential documents at irregular and unannounced intervals.

7-7. USE OF CLASSIFIED COVER SHEETS.

- a. Each Secret document within HUD will have a Secret cover sheet, Form [HUD-1444](#), securely attached so as to completely cover the top surface of the document at all times, unless the document is actively being prepared for immediate destruction or transmission outside the Department.
- b. Each Confidential document within HUD will have a Confidential cover sheet, Form [HUD-1445](#), securely attached so as to completely cover the top surface of the document at all times, unless the document is actively being prepared for immediate destruction or transmission outside the Department.
- c. Top Secret cover sheets will be maintained and controlled by the Office of Assistant Director for Security, Office of Investigation.