

**78 FR 02672**  
**FEDERAL REGISTER**  
**Implementation of the Privacy Act of 1974, as amended;**  
**Republication to Delete and Update Privacy Act System of Records Notifications**  
[Docket No. 2013-02672; FR-5693-N-02]  
**BILLING CODE 4210-67-P**

February 6, 2013

**ACTION:** Notice Republication.

**SUMMARY:** Pursuant to the Privacy Act of 1974 (U.S.C. 552a (e) (4)), as amended, and Office of Management and Budget (OMB), Circular No. A-130, notice is hereby given that the Department of Housing and Urban Development (HUD), Office of the Chief Information Officer (OCIO) republishes in the Federal Register, after a comprehensive review, actions for program component system of records. The revisions implemented under this republication are corrective and administrative changes that refine previously published details for each system of records in a clear and cohesive format.

**DATES:** **EFFECTIVE DATE:** All revisions included in this republication are complete and accurate as of December 14, 2012.

**TEXT:** **SYSTEM OF RECORDS NOTICE**

**SYSTEM OF RECORDS NO:** **CFO/FY.01**

**SYSTEM NAME:** HUD Central Accounting and Program System (HUDCAPS, A75).

**SYSTEM LOCATION:** HUD Headquarters, Washington, DC 20410 and Hewlett-Packard Data Center, South Charleston, WV 25303.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Grant, subsidy, project, and loan recipients; HUD personnel; vendors; brokers; bidders; managers; individuals within Disaster Assistance Programs: builders, developers, contractors, and appraisers; subjects of audits.

**CATEGORIES OF RECORDS IN THE SYSTEM:** The system contains the following employee/vendor (non-employee) information: name, social security number, address, and financial data. Also included are funds control records, accounts receivable records, purchase order and contract records, travel records including orders, vouchers, and advances, payment voucher records, deposit and receipt records, disbursement and cancelled check records, and financial records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sec. 113 of the Budget and Accounting Act of 1950 31 U.S.C. 66a. (Pub. L. 81-784); Chief Financial Officers Act of 1990; Federal Financial Management Improvement Act of 1996; Housing and Community Development Act of 1987, 42 U.S.C.3543 authorizes HUD to collect the SSN.

**PURPOSE(S):** These records are an integral part of HUDCAPS, which provides an integrated general ledger and core accounting for the Department's grant, subsidy, and loan programs. The general ledger posts and maintains account balances for all financial transactions recorded in the subsidiary systems. HUDCAPS performs core accounting functions, which includes but is not limited to keeping track of all payments to individuals, supporting and documenting expenses incurred in the performance of official agency duties, accounting for goods and services received, accounting for funds paid and received, and processing travel authorizations and claims.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, HUD may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

1. To U.S. Treasury—for transactions such as disbursements of funds and related adjustments;
2. To Internal Revenue Service--for reporting payments for goods and services and for reporting of discharge indebtedness;
3. To any other Federal agency including, but not limited to the Internal Revenue Service (IRS) pursuant to 31 U.S.C. 3720A, for the purpose of effecting an administrative offset against the debtor for a delinquent debt owed to the U.S. Government by the debtor;
4. To Federal Agencies--for the purpose of debt collection to comply with statutory reporting requirements;
5. To the General Service Administration's Federal Procurement Data System, a central repository for statistical information on Government contracting, for purposes of providing public access to Government-wide data about agency contract actions;
6. To consumer reporting agencies: Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from the system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966, 31 U.S.C. 3701(a)(3)). The disclosure is limited to information necessary to establish the identity of the individual, including name, social security number, and address; the amount, status, and history of the claim, and the agency or program under which the claim arose for the sole purpose of allowing the consumer reporting agency to prepare a credit report.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING,  
RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:** Electronic files are stored on magnetic tape/disc/drum. There are no paper records that are maintained for this system.

**RETRIEVABILITY:** Records are retrieved by name, social security number, schedule number, receipt number, voucher number, and contract number.

**SAFEGUARDS EMPLOYED:** All HUD employees have undergone background investigations. HUD buildings are guarded and monitored by security personnel, cameras, ID checks, and other physical security measures. Access is restricted to authorized personnel or contractors whose responsibilities require access. System users must take the mandatory security awareness training annually as mandated by the Federal Information Security Management Act (FISMA). Users must also sign a Rules of Behavior form certifying that they agree to comply with the requirements before they are granted access to the system.

**RETENTION AND DISPOSAL:** The electronic records are maintained indefinitely and destroyed in accordance with schedule 20 of the National Archives and Records Administration General Records Schedule as specified in HUD Handbook 2225.6 Records Disposition Schedule Appendix 14, HUD Handbook 2228.1 Records Disposition Schedule Management Chapter 9, and HUD Handbook 2228.2 General Records.

**SYSTEM MANAGER(S) AND ADDRESS:** Assistant Chief Financial Officer for Systems, Office of the Chief Financial Officer, Department of Housing and Urban Development, 451 Seventh Street SW, Room 3100, Washington, DC 20410.

**NOTIFICATION AND RECORD ACCESS PROCEDURES:** For information, assistance, or inquiry about the existence of records, contact the Privacy Act Officer, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 4178, Washington, DC 20410. (Attention: Capitol View Building, 4<sup>th</sup> Floor). Provide verification of your identity by providing two proofs of official identification. Your verification of identity must include your

original signature and must be notarized. The Department's rules for providing access to records to the individual concerned appear in 24 CFR part 16.

**CONTESTING RECORD PROCEDURES:** The procedures for requesting amendment or correction of records appear in 24 CFR part 16. If additional information is needed, contact:

- (i) In relation to contesting contents of records, the Privacy Act Officer at HUD, 451 Seventh Street, SW, Room 4178 (Attention: Capitol View Building, 4<sup>th</sup> Floor), DC 20410;
- (ii) In relation to appeals of initial denials, HUD, Departmental Privacy Appeals Officer, Office of General Counsel, 451 Seventh Street, SW, Washington, DC 20410.

**RECORD SOURCE CATEGORIES:** These records contain information obtained from the individual who is the subject of these records, current and former HUD employees seeking reimbursement from HUD for travel expenses personally incurred financial institutions, private corporations or other business partners, and Federal agencies.

**EXEMPTIONS FROM CERTAIN PROVISIONS OF THE ACT:** None