

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.02

SYSTEM NAME: Audit Resolution and Corrective Action Tracking System
(ARCATS, P136)

SYSTEM LOCATION: HUD Headquarters, Washington, DC 20410 and South
Charleston, WV 25303.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: HUD
Headquarters, Office of the Inspector General (OIG) and Field Office Personnel; subjects of
audits.

CATEGORIES OF RECORDS IN THE SYSTEM: This system contains the following client information: name, social security number, date of birth, home address, home telephone number, personal e-mail address, race/ethnicity, gender, marital status, spouse name, number of children, income/financial data, employment history, education level, medical history, and disability information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Federal Managers Financial Integrity Act of 1982(Pub. L. 97-255, HR 1526); Sec. 113 of the Accounting and Auditing Act of 1950 (31 U.S.C. 66a). ARCATS has been designed to conform with the requirements of the Inspector General Act of 1978 as amended (5 USC APP. 3), Office of Management and Budget (OMB) Circular A-50 revised “Audit Follow-up” and OMB Circular A-133 “Audits of States, Local Governments, and Non-Profit Organizations.”

PURPOSE(s): To provide an improved tool for management planning and oversight of corrective actions needed to address audit recommendations in a timely manner. ARCATS tracks HUD's audit resolution process.

ROUTINE USES ARE AS FOLLOWS: 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 in accordance with its discretionary disclosures, when such disclosure is compatible with the purpose for which the record was collected. Refer to this notice “Prefatory Statements of General Routine Uses” section for a description of these disclosures.

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

STORAGE: Records are stored on electronic files or magnetic tape/disc/drum. Paper printouts or original input documents may be stored in locked file cabinets at HUD or as imaged documents on magnetic media.

RETRIEVABILITY: Records are retrieved only by those who have the authority to view a specific document which may contain personally identifiable information. Lotus Notes security is based on roles and determines if a person is authorized to view a document.

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. Other materials, including hard copy printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs, are burned when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

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, 4th 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, 4th Floor), (202) 402-8073 Washington, 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, the OIG, and HUD personnel who have access to Lotus Notes and have a specifically defined role in the system.

EXEMPTIONS FROM CERTAIN PROVISIONS OF THE ACT: None