

**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 CO.:** CFO/FY.05

**SYSTEM NAME:** Personal Services Cost Subsystem (PSCS, A75I).

**SYSTEM LOCATION:** HUD Headquarters in Washington, DC 20410.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Current and former HUD employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:** This system contains the following employee information: name, social security number, and payroll costs. Also included

are HUD organizational code, pay rate, grade, pay and leave records, health benefits, debts owed to the government as a result of overpayment, refunds owed, and time and attendance 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). Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information that will be used by HUD to protect data from fraudulent actions. The Housing and Community Development Act of 1987, 42 U.S.C.3543 authorizes HUD to collect the SSN.

**PURPOSE(s):** To obtain payroll costs from NFC, a bureau of the Department of Agriculture. Additionally, PSCS converts the NFC codes to HUD organizational codes and transmits the converted codes and payroll costs to HUD's Central Accounting and Program System (HUDCAPS) for accounting of the payroll. PSCS is necessary since it sends HUD's payroll costs to HUDCAPS and impacts HUD's financial reporting to the Office of Management and Budget (OMB). There is no public access to this system. This is for internal use only. The system has 8 users with update privileges.

**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 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:** Electronic files are stored on servers. There are no paper records that are maintained for this system.

**RETRIEVABILITY:** Records are retrieved by name, social security number, and HUD organizational code.

**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), 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 official personnel records of employees.

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