

**SYSTEM OF RECORDS NO.:** CFO/FY.03

**SYSTEM NAME:** Financial Data Mart (FDM, A75R).

**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.

**CATEGORIES OF RECORDS IN THE SYSTEM:** The system contains the following employee/vendor information: name, social security number, home 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); The Chief Financial Officers Act of 1990 (Pub. L. 101-576); Executive Order 9397, as amended by Executive Order 13478; The Housing and Community Development Act of 1987, 42 U.S.C. 3543.

**PURPOSE(s):** To allow the Department decision makers to view financial data in desired report format. Financial Data Mart (FDM) is a warehouse of data extracted from a variety of the Department's financial systems and supported by a number of query tools for the purpose of improved financial and program data reporting. FDM is the primary reporting tool used to generate internal ad-hoc reports, scheduled event driven reports, and queries. This system supports program area managers, budget officers, and management staff by providing

centralized, uniform financial information, event driven reports, and an ad-hoc financial analysis tool.

**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, *discretionary*

*disclosures that may be applicable to this system of records notice are found on the*

*Department's Privacy website under Appendix 1.*

Disclosure to consumer reporting agencies: N/A

**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, home address,

user-id, deposit account number, and bank routing 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) (44 U.S.C. 3541, *et seq.*). 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:** Retention and disposal is in accordance with Records

Disposition Schedule 21, HUD Handbook 2225.6. Records are destroyed or deleted when no

longer necessary for agency business in accord with applicable federal standards or in no less than seven years after last action in accord with limitations on civil actions by or against the U.S. Government (28 U.S.C. 2401 and 2415). Data records are purged or deleted from the system when eligible to be destroyed using one of the methods described by the NIST SP 800-88 “Guidelines for Media Sanitization” (September 2006).

**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, 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 the records, HUD personnel, financial institutions, private corporations or business partners, and Federal agencies.

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

Click the following link to review this SORN publication in the Federal Register:

<http://www.gpo.gov/fdsys/pkg/FR-2014-03-26/html/2014-06714.htm>