

SYSTEM OF RECORDS NO.: PD&R/RPT.09

SYSTEM NAME: HUD USER File for Research Products, Services and Publications.

SYSTEM LOCATION: HUD USER Warehouse located at 44077 Mercure Circle, Sterling, VA 20166 and HUD USER Clearinghouse System located at 11491 Sunset Hills Road, Suite 350, Reston VA 20190.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: The system contains information on those individuals who have expressed an interest in receiving research products and services publications.

CATEGORIES OF RECORDS IN THE SYSTEM: The system provides a record of individuals who request research products which includes name, title and address; telephone and fax numbers; emails; organizations affiliation and areas of interest; publications of interest; and order information including what was ordered and when.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Title V of the Housing and Urban Development Act of 1970, section 501.

PURPOSE: The information is collected for the purpose of fulfilling order requests from individuals to receive PD&R research products including publications, data sets, brochures, and other materials.

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 that may apply this this system of records.

1. Records from the system are provided to the contractor providing service on behalf of PD&R, with funds provided by PDR for the purpose of disseminating PD&R research products.

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

STORAGE: Hard copy files are stored at the HUD User Information Center and electronically on office automation equipment.

RETRIEVABILITY: Records are retrieved by the name of the individual.

SAFEGUARDS: These records are available only to those persons whose official duties require such access. Hard copy records are stored in locked file cabinets. Access to electronic records are restricted and granted by User ID and password.

RETENTION AND DISPOSAL: Written and electronic records are maintained in accordance with the HUD’s Records Disposition Schedules, Handbook 2225.6, Appendix 9. Hard copy records are held for a period of three years, and then destroyed by shredding. Hard copy files of an historical value are converted to electronic format after a (3) month period and destroyed afterwards by shredding. All electronic files are of historical value and are stored for an indefinite period at the HUD User Information Center as part of the HUD User Order Processing System.

SYSTEM MANAGER(S) AND ADDRESS: Director, Research Utilization Division, 451 Seventh Street, SW, Room 8110, Washington, DC 20410.

NOTIFICATION AND ACCESS PROCEDURE: Individuals seeking to determine whether this system of records contains information about them, or those seeking access to such records, should address inquiries to Donna Staton-Robinson, Chief Privacy Officer, Department of Housing and Urban Development, 451 Seventh Street SW, Room 4156, Washington, DC 20410. (Attention: Capitol View Building, 4th Floor). Record access requestors must provide identity verification by providing two proofs of official identification. Your verification of identity must include your original signature and must be notarized. The procedures for requesting access to records appear in 24 CFR parts 16 and 2003.

CONTESTING RECORD PROCEDURES: The rules for contesting the contents of records and appealing initial denials, by the individual concerned, appear in 24 CFR part 16. The procedures for requesting amendment or correction of records appear in 24 CFR parts 16 and 2003. Individuals seeking to contest records contained in this system are as follows:

- (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), Washington, DC 20410; or
- (i) 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: Information in this system of records is obtained from requests for information made from HUD User or individuals identified to receive notification of new products or initiatives. The requests for information or printed material may come through the Internet, phone, fax, mail, or a site visit.

EXEMPTIONS FROM CERTAIN PROVISIONS OF THE ACT: None.