

**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 aforementioned republication are complete and accurate as of December 14, 2012.

**FOR FURTHER INFORMATION CONTACT:** Donna Robinson-Staton, Chief Privacy Officer, 451 Seventh Street SW, Washington, DC 20410 (Attention: Capitol View Building, 4<sup>th</sup> Floor), telephone number: (202) 402-8073. [The above telephone number is not a toll free numbers.] A telecommunications device for hearing- and speech-impaired persons (TTY) is available by calling the Federal Information Relay Service's toll-free telephone number (800) 877-8339.

**TEXT: SYSTEM OF RECORDS NOTICE**

**SYSTEM OF RECORDS NO.:** PIH-REAC/PE.01

**SYSTEM NAME:** Tracking-at-a-Glance® (TAAG)

**SYSTEM LOCATION:** Department of Housing and Urban Development, 451 Seventh Street, SW, Washington DC 20410

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** DHAP participants who were displaced by Hurricanes Katrina or Rita, who received rental subsidy through the DHAP and agreed to all program requirements including case management.

**CATEGORIES OF RECORD IN THE SYSTEM:** Files contain identifying information about program participants: and their household members at the time of program implementation: such as name, social security number, FEMA ID number of the eligible head of household member, birth date, current telephone number, and current address. The files hold sensitive information about education level, criminal records, income/financial data, employment and training, disability status, medical history information, and information that were used to assess any barriers to permanent housing attainment and/or increased self- sufficiency.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Legal authority for the data maintained in DHAP is based on the Department of Homeland Security's general grant authority under section 102(b)(2) of the Homeland Security Act, 6 U.S.C. §112, and sections 408(b)(1), 426 and 306(a) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. § 5174(b)(1), § 5189d and § 5149(a), respectively.

**PURPOSE:** The data was collected to support DHAP grantees in their case management efforts and HUD staff in their program monitoring activities in order to provide required reports to FEMA in fulfillment of its responsibilities outlined within the Inter Agency Agreement. The case management and program monitoring activities for DHAP ended February 28, 2009. Subsequently, the DHAP data still requires further analysis and evaluation by the Department's

Office of Policy Development and Research (PD&R), Program Management and Research Division to conduct research and evaluation of national program outcomes. In such cases, PD&R and its approved researchers will further evaluate the data presented by DHAP to produce research reports that will include aggregate level data based on higher level demographic variables that will not disclose information that can be used to identify any individual represented in the system. The records stored hold pertinent data relating to family self-sufficiency, permanent housing status and service needs. The system was procured through contract number: C-DEN-02199 and allowed DHAP grantees to implement and report case management services for FEMA's DHAP- Ike program, for which HUD was the servicing agent. This system and grantee data inputs assisted with the implementation and administration of rental housing assistance and case management services to individuals and families whose residence was rendered uninhabitable as a result of the disaster caused by Hurricanes Katrina and Rita.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE 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 use:

1. To contractors, grantees, experts, consultants, Federal agencies, and non-Federal entities including but not limited to state and local governments, and other research institutions or their parties entities and their agents with whom HUD has a contract, service agreement, grant, cooperative agreement with HUD, when necessary to accomplish an agency function

related to a system of records for the purposes of statistical analysis and research in support of program operations, management, performance monitoring, evaluation, risk management, and policy development, or to otherwise support the Department's mission. Records under this routine use may not be used in whole or in part to make decisions that affect the rights, benefits or privileges of specific individuals. The results of the matched information may not be disclosed in identifiable form. Any data presented will be provided at the aggregate level.

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

**STORAGE:** Records are stored on the hard drive of a desktop computer. At the HUD level, no manual records are retained. At the grantee level, hard copy files are locked, secured, and reviewed by limited agency staff.

**RETRIEVABILITY:** Records are retrieved by PHA name, participant's name, city, zip code, or general demographic characteristics. Clients cannot be searched through the use of a social security number. The data is located on the hard drive of a desktop computer that resides in a locked cabinet, within a locked office. The desktop computer requires a user id and password to log on to the machine. In order to access the data, a user name and password must be utilized to enter the site where the data is housed.

**SAFEGUARDS:** Data is housed on a desktop computer hard drive located within a locked cabinet that resides in a locked office. Access to data records are limited to staff who work with the data. Hard copy files retained by grantees are stored by the PHA in locations that are locked and secured, with access granted only to a limited number of authorized agency users in accordance with HUD's approved retention schedule.

**RETENTION AND DISPOSAL:** Data is archived and stored via hard drive. Records will be retained and disposed of in accordance with the General Records Schedule included in HUD Handbook 2228.2, appendix 14, items 21–26 and HUD Record Schedule 8<sup>1</sup>: Departmental Grant Financial Assistance Records. System records are retained and disposed of in accordance with the HUD Record Schedule 8. Records will be retired to a record center within a sufficient amount of time as appropriate to meet program business needs. Inactive records shall be retained for a minimum of six years, and then destroyed (shredded (or burned) at the end of their retention schedule of lifecycle) when no longer needed for reference or 20 years after cutoff, whichever is sooner. (NARA Job No. NI-207-04-3, item Sb).

**SYSTEM MANAGER AND ADDRESS:** Iyabo Morrison, Office of Public Housing and Voucher Programs, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 4232, Washington, DC, 20410.

**NOTIFICATION AND RECORD ACCESS PROCEDURES:** The Department's rules for providing access to records to the individual concerned are in accordance with 24 CFR Part 16 – Implementation of the Privacy Act of 1974. Individuals seeking information, assistance, or inquiry about the existence of records should contact the Departmental Privacy Act Officer, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 2256, Washington, DC 20410. Written requests must include the full name, current address, and telephone number of the individual making the request, as well as proof of identity, including a description of the requester's relationship to the information in question.

**CONTESTING RECORD PROCEDURES:** The procedures for contesting the contents of records and appealing initial denials appear in 24 CFR part 16 – Implementation of the Privacy Act of 1974. If additional information or assistance is required, contact:

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<sup>1</sup> <http://portal.hud.gov/hudportal/documents/huddoc?id=22256x8ADMH.pdf>

- (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; or
- (ii) The Departmental Privacy Appeals Officer, Office of General Counsel, Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, DC, 20410, for appeals of initial denials.

**RECORD SOURCE CATEGORIES:** Basic participant information was initially transmitted electronically to the TAAG system through an upload from the HUD Disaster Information System in December 2007. Housing assistance information about program participants was uploaded to TAAG on a weekly basis from December 2007 until February 2009.

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