

**SYSTEM OF RECORDS NO.:** HSNB.SF/HWAA.01

**SYSTEM NAME:** Single Family Acquired Asset Management System.

**SYSTEM LOCATION:** 2020 Union Carbide Drive, South Charleston, WV 25303-2734, and at the HUD Headquarters building , 451 Seventh Street SW, Washington, DC 20410.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals who are covered by this system include successful bidders of a HUD-owned property. Also, individuals involved in the sale of HUD/FHA Single-Family homes: Management and Marketing contractors (M&M), HUD employees, Brokers, and Contractors.

**CATEGORIES OF RECORD IN THE SYSTEM:** Files contain identifying information about: Purchasers, such as name, Social Security Number, and current address. HUD Employees, such as Headquarters and Homeownership staff, Brokers, such as Selling Brokers and Closing Agents, Contractors, such as Management and Marketing (M&M) contractors: Mortgagee Compliance Monitor, Asset Managers and Field Service Managers, Vendors, such as appraisers, trade/service vendors, homeowner associations, local/state governments, nonprofit organizations, NSP grantees. In addition, the files contain: HUD-1 information, such as appraisal information, tax payments, sales offer information, contract information, and accounting transactions, 1099 information, such as payees (except tax-exempt organizations) who receive \$600.00 or more during a single tax year for services provided to HUD,

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** National Housing Act as amended (12 U.S.C. 1702 et seq.). HUD is authorized to collect the Social Security Number (SSN) by Section 165(a) of the Housing and Community Development Act of 1987, P.L. 100-242 and by 42 U.S.C. 3543.

**PURPOSE:** SAMS is a management and accounting system for HUD owned and HUD managed single-family properties. The re-engineered application was introduced into production

in 1996. SAMS supports HUD staff at Headquarters and Homeownership Centers (HOCs), and HUD's Management and Marketing (M&M) contractors to track single-family properties from their acquisition by HUD through the steps necessary to resell the properties. SAMS captures pertinent data relating to the properties, including acquisition, maintenance and sales cost, property description and value, bids and sales proceeds, and special program designations. Cases that have been in step 10, and subsequently without accounting activity for two years, are designated for archive and removed from SAMS. As a result of the archive process, all related case management and accounting data records are removed from the SAMS database. These case records do however; remain available in P260 and the Single Family Data Warehouse.

**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 other routine uses include:

- (a) General Accounting Office (GAO) for audit purposes.
- (b) Inspector General Office (IG) for audit purposes.
- (c) IRS for tax purposes to allow payees to submit their 1099 miscellaneous form.
- (d) Management and Marketing contractors for processing the sale of HUD Homes.
- (e) Financial Control Contractors for processing for data input.

Additionally, refer to Appendix 1, HUD's Inventory of Routine Uses''<sup>1</sup> section for a description of disclosures that may be applicable to this system.

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<sup>1</sup> <http://portal.hud.gov/hudportal/documents/huddoc?id=append1.pdf>

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

**STORAGE:** Records are stored electronically in a computer mainframe.

Asset Managers are required to keep closed case files for HUD properties sold for six months. After that, the AMs send the case files to storage. FHA is required to maintain all closed case files for properties for 40 years.

**RETRIEVABILITY:** Records are retrieved by computer search by the FHA Case Number, Property Address, or Purchaser's name and/or social security number.

**SAFEGUARDS:** Records are maintained in a secured computer network behind HUD's firewall. Access is limited to authorize personnel and requires a password and user ID before system access is granted.

**RETENTION AND DISPOSAL:** Information is archived electronically and stored on magnetic

tapes. 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. Paper base records are destroyed by burn or shredding. Electronic 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 "Guideline for media Sanitization" (September 2006).

**SYSTEM MANAGER AND ADDRESS:** TDB, Office of Single Family Asset Management, 451 Seventh Street, SW, Room 9184, Washington, DC 20410.

**RECORDS ACCESS AND NOTIFICATION 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:** Procedures for the amendment or correction of records, and for applicants want to appeal initial agency determination 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), 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:** Purchasers, brokers, appraisers, contractors, and HUD employees.

**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-2014-02-26/html/2014-04203.htm>