

**U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

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[Insert System or Project Name]

[Insert Name of Program Office]

System of Records Notice

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[Date]

## BACKGROUND INFORMATION

It is HUD's policy to publish a system of records notice (SORN) in the *Federal Register* for any agency-maintained information technology (IT) or paper file system that contains personally identifiable information and retrieves the information by a personal identifier.

It is also HUD's policy to annually certify the accuracy and completeness of existing SORN publications and publish later revisions in the *Federal Register*.

The Department's Office of Administration reviews and approves all SORNs. Once approved, SORNs will be published in the *Federal Register* and placed on HUD's intranet.

Please refer to the [HUD SORN Reference Guide](#) for detailed guidance on completing this template.

- **Instructions and section descriptions are highlighted in yellow.**
- Certain sections have been prepopulated with default standard language.
  - Please replace [\[Blue Placeholder Text\]](#) with information pertaining to the system being described.

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**Docket No.** [FR-XXXX-N-XX] (Replace X's with correct docket number)

**Privacy Act of 1974; System of Records**

**AGENCY:** Department of Housing and Urban Development, Privacy Office

**ACTION:** Notice of a Rescindment of a System of Records.

**SUMMARY:** (Insert a plain-language description of the system and please use the following standard language.) Pursuant to the provisions of the Privacy Act of 1974, as amended, the Department of the Housing and Urban Development (HUD) is issuing a public notice of its intent to rescind the [Program Office] Privacy Act system of records, [Name of system of records], [Add reason for rescindment of system].

**DATES:** (Insert the date on which the agency stopped or will stop maintaining the system of records.)

**ADDRESSES:** You may submit comments, identified by docket number HUD-YYYY-XXXXX by one of the following methods: (Replace YYYY with the year in which the SORN is being filed. Replace XXXX with the correct docket number.)

**Federal e-Rulemaking Portal:** <http://www.regulations.gov>. Follow the instructions provided on that site to submit comments electronically.

**Fax:** 202-619-8365

**Email:** [www.privacy@hud.gov](mailto:www.privacy@hud.gov).

**Mail:** Attention: Privacy Office; LaDonne White, Chief Privacy Officer; The Executive Secretariat; 451 Seventh Street, SW, Room 10139; Washington, DC 20410-0001.

**Instructions:** All submissions received must include the agency name and docket number for this rulemaking. All comments received will be posted without change to <http://www.regulations.gov>, including any personal information provided.

**Docket:** For access to the docket to read background documents or comments received go to <http://www.regulations.gov>.

**FOR FURTHER INFORMATION CONTACT:** The Privacy Office; 451 Seventh Street, SW, Room 10139; Washington, DC 20410-0001; telephone number 202-708-3054 (this is not a toll-free number). Individuals who are hearing- or speech-impaired may access this telephone number via TTY by calling the Federal Relay Service at 800-877-8339 (this is a toll-free number).

**SUPPLEMENTARY INFORMATION:** (Insert background information about why the SORN is being terminated, including an account of what will happen to the records that were previously maintained in the system and references to any other SORN that will pertain to the records.)

**SYSTEM NAME AND NUMBER:** (Insert the name and number of the system that is being discontinued.) [System number], [Name of system of records].

**HISTORY:** (Add citation(s) to the last full *Federal Register* notice that includes the elements required to be in a SORN, and any later notices of revisions.)

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Nancy Corsiglia  
Senior Agency Official for Privacy