

Privacy Act Handbook

Directive Number: 1325.1

U.S. Department of Housing and Urban Development
Office of Administration

SPECIAL ATTENTION OF:

TRANSMITTAL

Handbook No.: 1325.01 REV-01
ISSUED: September 1, 1995

- 1. This Transmits Handbook 1325.01 REV-01, Privacy Act Handbook.
- 2. Summary. The entire handbook has been revised to clarify the policies, procedures, and guidelines for the implementation of the Department's Privacy Act Program and to incorporate new OMB Circular A-130 requirements. It should be read in its entirety.

3. Filing Instructions

Remove

Insert

Handbook 1325.1 dated 10/76

Revised Handbook 1325.1

REV-1

AMII: Distribution: W-3-1,W-1,W-3,R-1,R-2,R-6,R-7,R-8

U.S. Department of Housing and Urban Development
Office of Administration

SPECIAL ATTENTION OF:

TRANSMITTAL

Handbook No: 1325.01 CHG-5
Issued: August, 1993

- 1. This Transmits Handbook 1325.01 CHG-5, Privacy Act Handbook.
- 2. Summary. CHG-5 provides information concerning the policies and procedures to be followed when implementing a computer matching program.

Background. Notice 91-0012 ADM issued October 22, 1991 and due to expire on October 30, 1993, provided highlights of the Computer Matching and Privacy Protection Act. That Notice is being incorporated herewith as Chapter 6 to the Privacy Act Handbook.

3. Filing Instructionsi

Remove

Insert

Table of Contents

Table of Contents

Pgs. i, ii, iii

Pgs. i, ii, iii, dated 8/93

Pgs. 6-1 to 6-5, dated 8/93

Appendices 7 and 8, dated 8/93

AII : Distribution : W-3-1, W-1, W-3, R-1, R-2, R-6, R-7, R-8.

W-3-1, W-1, W-3, R-1, R-2, R-6, R-7, R-8

W-3-1 Directives Management Officers--Headquarters and Regions, library, ACIR (Advisory Commission on Intergovernmental Relations)

W-1 Assistant Secretaries, Deputy Assistant Secretaries, General Counsel, staff offices reporting to the Secretary

W-3 HQ Division Directors, those reporting directly to Office Directors, multiple copies for staff

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional Administrators' offices

R-6 Category A offices - Office Managers and Deputy Office Managers

R-7 Category B offices - Office Managers and Deputy Office Managers

R-8 Category C offices - Office Managers and Deputy Office Managers

Special Attention of:

Transmittal Handbook No. 1325.1 CHG-4

Regional Administrators
Area Office Managers
Service Office Supervisors

Issued: March 1984

1. This Transmits:

Changes to Handbook 1325.1, Privacy Act Handbook.

2. Explanation of changes:

These changes clarify the criteria for identifying Privacy Act systems of records; highlight the more significant responsibilities of Privacy Act system managers (Appendix 5); provide guidelines for establishing safeguards for records subject to the Privacy act (Appendix 6); and reflect current organizational structures. Chapter 5 has been added to describe Privacy Act reporting requirements.

3. Filing instructions:

Remove:

Insert:

Pages i, ii, and iii

Pages i, ii, and iii dated 3/84

Pages 1-1 through 1-6

Pages 1-1 through 1-7 dated 3/84

Pages 2-3 and 2-4

Pages 2-3 and 2-4 dated 3/84a

| | |
|-------------------------|--|
| Pages 3-1 and 3-2 | Pages 3-1, 3-2, and 3-2.1 dated 3/84 |
| Pages 3-41 through 3-45 | Pages 3-41 through 3-46 dated 3/84 |
| Pages 4-1 through 4-4 | Pages 4-1 through 4-4 dated 3/84 |
| Pages 5-1 and 5-2 | Pages 5-1 and 5-2 dated 3/84 |
| | Appendix 5, pages 1 through 3 dated 3/84 |
| | Appendix 6, pages 1 and 2 dated 3/84 |

U. S. Department of Housing and Urban Development
ADMINISTRATION

Special Attention of: Transmittal Handbook No. 1325.1 CHG-3
Issued: November 19, 1981i

Regional Administrators
Area Office Managers
Service Office Supervisors

1. This Transmits changes to Handbook 1325.1, Privacy Act Handbook.
2. Explanation of changes:
These changes contain reporting requirements for information which must be sent to Headquarters by no later than January 25 of each year. They also contain an updated table of contents.
3. Filing instructions:

Remove:

Pages i and ii dated 10/76
Page iii dated 10/76

Insert:

Pages i dated 10/76 and ii CHG-3 dated 11/81
Page iii CHG-3 dated 11/81
Chapter 5, Reporting Requirements, dated 11/81.i

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

TRANSMITTAL

1325.1 CHG-2

1. This transmits:
Changes to Handbook 1325.1, Privacy Act Handbook.
2. Explanation of changes:
These changes delete references to the Civil Service Commission and replace them with references to the Office of Personnel Management.

3. Filing instructions:

| Remove: | Insert:i |
|--|---|
| Pages 1-1 dated 10/76 and 1-2 CHG-1 dated 1/8/81 | Pages 1-1 CHG-2 dated 7/81 and 1-2 CHG-1 dated 1/81 |
| Pages 3-23 dated 10/76 and 3-24 dated 10/76 | Pages 3-23 CHG-2 dated 7/81 and 3-24 dated 10/76 |
| Pages 3-25 and 3-26 dated 10/76 | Pages 3-25 dated 10/76 and 3-26 CHG-2 dated 7/81 |
| Pages 1 and 2 Appendix 4 dated 10/76 | Page 1 Appendix 4 dated 10/76 and page 2 CHG-2 Appendix 4 dated 7/81. |

U. S. Department of Housing and Urban Development
ADMINISTRATION

TRANSMITTAL

1325.1 CHG-1

January 14, 1981i

1. This transmits:

Changes to Handbook 1325.1, Privacy Act Handbook.

2. Explanation of changes:

These changes clarify the role of the Departmental Privacy Act Officer; change office titles to comply with current practices; describe the responsibilities of Privacy Act Coordinators; clarify the responsibilities of Privacy Act System Managers; delete Appendix 3 containing a reprint of 24 CFR 16 (a copy of Departmental Rules and Regulations concerning the Privacy Act); reserve Appendix 3 until 24 CFR 16 is revised and published; clarify that the Assistant Secretary for Administration, rather than the Secretary, submits the report of a new/altered system to Congress and the Office of Management and Budget, and publishes the notice of existence and character of the systems of records; update the list of contents of the Privacy Act system notice; add the requirement that any Advanced Requirements Notice involving a computer matching program be cleared by the Departmental Privacy Act Officer; delete reference to a Departmental Privacy Act Committee; delete reference to the Privacy Protection Study Commission; and state a more realistic time frame for obtaining internal Departmental clearance of Privacy Act system notices.

3. Filing instructions:

| Remove: | Insert: |
|---------------------------------|---|
| Pages 1-1 and 1-2 dated 10/76 | Pages 1-1 dated 10/76, 1-2 CHG-1 dated 1/81 and 1-2.1 CHG-1 dated 1/81. |
| Pages 3-11 and 3-12 dated 10/76 | Pages 3-11 dated 10/76, 3-12 CHG-1 |

dated 1/81.

Remove:

Insert:

| | |
|---|--|
| Pages 3-13 and 3-14 dated 10/76 | Pages 3-13 CHG-1 dated 1/81, 3-14 CHG-1 dated 1/81, and 3-14.1 CHG-1 dated 1/81. |
| Pages 3-39 and 3-40 dated 10/76 | Pages 3-39 CHG-1 dated 1/81, 3-40 CHG-1 dated 1/81 and 3-40.1 CHG-1 dated 1/81. |
| Pages 3-41 and 3-42 dated 10/76 | Pages 3-41 CHG-1 dated 1/81, 3-41.1 CHG-1 dated 1/81, and 3-42 CHG-1 dated 1/81. |
| Pages 3-43 and 3-44 dated 10/76 | Pages 3-43 CHG-1 dated 1/81, and 3-44 CHG-1 dated 1/81. |
| Pages 3-45 and 3-46 dated 10/76 | Pages 3-45 dated 10/76 and 3-46 CHG-1 dated 1/81. |
| Pages 4-1 and 4-2 dated 10/76 | Pages 4-1 CHG-1 dated 1/81 and 4-2 dated 10/76. |
| Pages 4-3 and 4-4 dated 10/76 | Pages 4-3 CHG-1 dated 1/81 and 4-4 dated 10/76. |
| Appendix 1, Pages 15, 16 and 17 dated 10/76 | Appendix 1, Pages 15 dated 10/76 16 CHG-1 dated 1/81 and 17 CHG-1 dated 1/81. |
| Appendix 3, Pages 1 through 12 dated 10/76 | Appendix 3, Page 1 CHG-1 dated 1/81. |

1/81

Transmittal

1325.1

October 27, 1976

1. This Transmits:
Handbook 1325.1, Privacy Act Handbook.
2. Purpose:
 - a. To provide every employee of the Department with information on their rights and responsibilities under the Privacy Act of 1974.
 - b. To establish policies, procedures, requirements and guidelines for the implementation of the Department's Privacy Act responsibilities.

3. Filing Instructions:

Insert Handbook 1325.1

W-1, W-2, W-3, W-3-1, R-1, R-2, R-4, R-5
W-1 Assistant Secretaries, Deputy Assistant Secretaries,
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W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries
W-3 HQ Division Directors, those reporting directly to Office
Directors, multiple copies for staff
W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)
R-1 Regional Administrators, Deputy Regional Administrators
R-2 Office Directors, Principal Assistants in Regional
Administrators' offices

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