

Requests For Access and Amendments to Records

Under the Privacy Act of 1974

U.S. Department of Housing and Urban Development

Office of Chief Human Capital Officer

(See instructions on reverse before completing this form.)

Part I - Access and Amendment (All Privacy Act Systems of Records)

	Access	Amendment
1. Total Number of Requests for Access, Amendment		
A. Number granted in full		
B. Number granted in part		
C. Number denied in full		

2. Number of individuals who requested access to an accounting of the records released about them

Part II - Access and Amendment to Exempt Systems

HUD has only six Privacy Act systems with exemptions. They are HUD/DEPT-15, Equal Opportunity Housing Complaints; HUD/DEPT-25, Legal Action Files, HUD/OIG-1, Investigative Files of the Office of Inspector General; HUD-OIG-2, Hotline Complaint Files of the OIG; HUD/OIG-3, Name Indices System of the OIG; and HUD/PIH-1, Tenant Eligibility Verification Files. Report in this part only Privacy Act requests for access or amendment to records in one of these six systems

	Access	Amendment
A. Total number of requests		
B. Number granted in full		
C. Number partially denied		
D. Number denied in full		
E. Exemption or exemptions relied on to deny access		

4. Number of Privacy Act requests for Access, Amendment to HUD/DEPT-25, Legal Action Files:

	Access	Amendment
A. Total number of requests		
B. Number granted in full		
C. Number partially denied		
D. Number denied in full		
E. Exemption or exemptions relied on to deny access		

5. Number of Privacy Act requests for Access, Amendment to HUD/OIG-1 Investigative Files of the Office of Inspector General:

	Access	Amendment
A. Total number of requests		
B. Number granted in full		
C. Number partially denied		
D. Number denied in full		
E. Exemption or exemptions relied on to deny access		

6. Number of Privacy Act requests for Access, Amendment to HUD/OIG-2, Hotline Complaint Files of the OIG:

	Access	Amendment
A. Total number of requests		
B. Number granted in full		
C. Number partially denied		
D. Number denied in full		
E. Exemption or exemptions relied on to deny access		

7. Number of Privacy Act requests for Access, Amendment to HUD/OIG-3, Name Indices System of the OIG:

	Access	Amendment
A. Total number of requests		
B. Number granted in full		
C. Number partially denied		
D. Number denied in full		
E. Exemption or exemptions relied on to deny access		

8. Number of Privacy Act requests for Access, Amendment to HUD/PIH-1, Tenant Eligibility Verification Files:

	Access	Amendment
A. Total number of requests		
B. Number granted in full		
C. Number partially denied		
D. Number denied in full		
E. Exemption or exemptions relied on to deny access		

Reporting Period Ending	Responding Office	Name, Title and Telephone Number of Respondent	RMS Number
			HI-00463R



02487

**Instructions for Completing Form HUD-2726,
Requests for Access and Amendment to Records Under the Privacy Act of 1974**

Do not count Freedom of Information Act requests as Privacy Act Requests.

Total number of requests for access, amendment should include all Privacy Act requests for access and amendment, **including** requests reported in Part II, Access and Amendment to Exempt Systems.

When reporting denials and partial denials of requests for access to exempt systems (items 3.E, 4.E, 5.E, 6.E, 7.E and 8.E) be sure to cite the exemption(s) relied on to deny access. **Do not confuse with Freedom of Information Act exemptions.** Cite only exemptions under the Privacy Act. (For further information, see HUD Handbook 1325.1, Appendix 2, pages 8 and 9.)

Be sure to include as respondent the name, title, and telephone number of the person who can answer questions about the report.

Typed, printed or legible handwriting is acceptable.