



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

MEMORANDUM FOR: Field Office Directors
Public Housing Hub Office Directors
Public Housing Program Center Directors
Regional Directors

FROM: Milan M. Ozdinec, Deputy Assistant Secretary, Office of Public Housing and Voucher Programs, PE,
Deborah A. Hernandez, Deputy Assistant Secretary, Office of Field Operations, PQ,
Elizabeth Hanson, Deputy Assistant Secretary, Real Estate Assessment Center, PX

SUBJECT: Procedures for Transporting and Safeguarding Privacy-Protected and Sensitive Information to/from HUD Offices for RIM/UIV Reviews

In accordance with the “Safeguarding Information” memorandum issued by Assistant Secretary Cabrera on June 28, 2006 (see Attachment F), the Office of Public Housing and Voucher Programs has developed procedures to transport and safeguard Form HUD-50058 data to/from the HUD office for select residents served by PHAs undergoing Rental Integrity Monitoring (RIM) and Upfront Income Verification (UIV) reviews. It is essential that the consolidated reviews, including the RIM and UIV components, be completed on-schedule to comply with Management Plan goals, OIG concerns, and GAO findings to institutionalize the Rental Housing Integrity Improvement Project (RHIIP).

As you know, the current RIM/UIV review process involves accessing and transporting sensitive data in both electronic and hard copy formats between HUD Headquarters, HUD Field Offices, contractor offices and PHAs. ***A summary of the process to safeguard the RIM/UIV data will be supplied to HUD staff and contractors involved in the RIM/UIV review process.*** This document provides instructions for properly transporting, storing, and destroying sensitive data stored in electronic and hard copy formats.

The attachments to this memorandum include the documents mentioned above. Attachment A contains the process to request, store and destroy sensitive data. Attachment B contains a sample cover sheet for hard copy documents. Attachment C contains instructions for encrypting files using WinZip. Attachment D contains the “Safeguarding Information” memorandum from Assistant Secretary Cabrera.