

## CHAPTER 2. INFORMATION MANAGEMENT POLICIES

## 2-1. Policies.

- a. The Office of Administration is responsible for the development and administration of IRM policies.
- b. Requirements for Automated Data Processing (ADP) support or services must be approved by the Assistant Secretary for Administration in accordance with the priorities of the IRMPB. (The review process will not apply to research projects when the information processing activity is not the primary purpose of the project and only supports it, and the activity does not involve the creation of HUD program information.)
- c. Information and systems requirements are derived from programmatic or functional needs. The Office of Administration has the overall responsibility for ensuring that efficient and effective automated procedures are established to meet those needs.
- d. Every effort will be made to meet management information needs through the use of data and information generated as inherent parts of the work process in the delivery of HUD programs in lieu of requiring them as an overhead to those processes.
- e. Field Office systems may be established within the available capacities of equipment and resources. However, these systems must have written authorization from IPS, on behalf of the Assistant Secretary for Administration, as well as concurrence of the appropriate Headquarters Program Area. They also must be developed in accordance with the provisions of this handbook and other related issuances.
- f. Information is a Departmental resource and does not belong to any one user or organizational component. To the maximum extent possible, information resources will be shared among all authorized users subject only to such restrictions as are necessary to protect privacy and confidentiality and to guard against fraudulent

or other illicit use. Users must coordinate with the sponsor to ensure correct interpretation of information in automated systems.

- g. To the extent practicable, information should be captured once at its origination source.
- h. New information needs will be satisfied through legally authorized interagency or intergovernmental sharing of information or through commercial sources, where appropriate.
- i. Appropriate training will be provided to HUD staff to ensure they are trained to safeguard information resources.
- j. As required by law, information will be disseminated describing Departmental organizations, activities, programs, meetings, systems of records, and other information holdings and how the public may gain access to these information resources.
- k. A safeguarded process will be implemented that ensures reasonable continuity of support to Departmental information systems should normal operations be disrupted in an emergency.
- l. IRM policies stated in this handbook will comply with all regulatory statutes or guidance, as applicable (e.g., the Paperwork Reduction Act of 1980, the Paperwork Reduction Reauthorization Act of 1986, ADP Security Act of 1987; the Computer Matching and Privacy Protection Act of 1988; OMB Circulars, Federal Property Management Regulations (FPMR), Federal Information Resources Management Regulations (FIRMR), and Federal Acquisition Regulation (FAR)).