

## CHAPTER 5. INFORMATION COLLECTION AND DISPOSITION POLICIES

## 5-1. Policies

- a. The processes which govern the collection and utilization of data from manually prepared reports (i.e., public use, interagency, and HUD internal reports), will follow appropriate OMB guidelines and the Department's implementation of those guidelines through the reports management process. HUD Handbook 2400.3 , Reports Analysis and Clearance Process, provides further information concerning these policies.
- b. The Department will submit to OMB an annual comprehensive Information Collection Budget (ICB) for all collections of information from the public to be conducted or sponsored in the succeeding 12 months. During the course of the year, if the collection of information is proposed that was not included in the ICB, HUD may either make offsetting reductions in other items or obtain authorization for additional collections.
- c. Information collection requests required by law or necessary to obtain a benefit and which are submitted to nine or fewer persons will contain a statement to inform the person receiving the request that it is not subject to the requirements of the Paperwork Reduction Act of 1980.
- d. Procedures will be developed and implemented for assessing the paperwork and reporting burden of proposed legislation affecting HUD programs.
- e. Whenever an information collection requirement is imposed on ten or more members of the public, HUD will seek OMB approval of the requirement. Approval is required regardless of whether the collection of information is mandatory, voluntary, or required to obtain a benefit.
- f. Departmental managers will create or collect only that information necessary for the proper performance of HUD functions and that has

practical utility. Appropriate planning will be made for processing, transmission, dissemination,

use, storage, and disposition of the information.

- g. The collection of individually identifiable information and proprietary information will be limited to that which is legally authorized and necessary for the proper performance of HUD functions; such information will be maintained and protected in accordance with appropriate guidelines.
- h. Consistent with the Privacy Act, individuals will be provided with access to, and the ability to amend errors in systems of records covered by the Act.
- i. Consistent with the Freedom of Information Act (FOIA), individuals will be provided public access to HUD information. HUD will charge requestors for computing services used in response to FOIA requests. The purpose of the charges is to recover costs to the Government that would not have been incurred if the FOIA request had not been made. The charges will be reasonable; the requestor is entitled to information at the lowest possible cost. The costs will be estimated before the HUD response is prepared and the requestor will be notified in advance if the cost is expected to exceed \$25.00.
- j. An integral part of improving the management of HUD information is taking positive action to identify and eliminate or prevent duplicative data collection or reporting processes. Inherent in this policy will be a concerted effort to require manual reports rejustification, consolidation of automated systems wherever possible, or elimination of systems found to be redundant.
- k. The Department encourages the sharing of automated data bases by all authorized users, subject only to such restrictions as are necessary to protect privacy and confidentiality

and to guard against fraudulent or other unauthorized use of information. Due to programmatic complexity, users must coordinate with the sponsor of the automated system to ensure correct interpretation of information.