



**FEDERAL HOUSING FINANCE AGENCY**  
**INVENTORY FORM – INFORMATION SYSTEM RECORDS**

FHFA FORM #049  
(10/2008)

Note: Instructions for completing this form are on page 3

<b>1. Date:</b>	<b>Prepared by:</b>	<b>2. Office:</b>	<b>3. Telephone #:</b>
<b>4. Name of system:</b>		<b>Popular name of system:</b>	
<b>5. System owner:</b>		<b>System Administrator:</b>	
<b>6. Purpose/function and content of the system:</b>			
<b>7. Does this system support an agency mission/program?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, please describe:</b>			
<b>Does this system support an agency administrative function?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, please describe:</b>			
<b>8. Who has access to the system?</b>			
<b>9. Program or legal authority for creation of the system:</b>			
<b>10. Date the system was initiated:</b>		<b>Inclusive dates of system content:</b>	
<b>11. System data inputs:</b>			
<b>12. System major outputs:</b>			
<b>13. System documentation:</b>			
<b>14. System data:</b>			
<b>15. System software:</b>			

**16. Are these vital records?**  Yes  No

*Vital records are records that would be needed in the event of an emergency or disaster.*

**17. Is this a Privacy Act System of Records?**  Yes  No

**If yes, please note the System of Records Notice that covers this system:**

**18. Disposition Authority:** *(To be completed by FHFA's Records Officer)*

**Software disposition authority**

**Input data disposition authority**

**System data disposition authority**

**Output disposition authority**

**Documentation disposition authority**

## INSTRUCTIONS – INVENTORY OF INFORMATION SYSTEMS

An “information system” is the organized collection, processing, transmission and dissemination of information in accordance with defined procedures. The system may contain administrative or program related information in support of FHFA’s programs and management responsibilities.

Entries 1, 2, 3, 4, 5, 7, 8, 10, and 15 are self explanatory.

**6. Purpose/function/content of the system** - Complete an inventory form for each information system and describe the purpose and the content of the system. Examples of FHFA’s information systems are HPI, RBCSim, FIMS, etc.

**9. Program or legal authority** - What laws, directives, etc. authorize these programs?

**11. System data inputs** – The primary sources or providers of data to the system. Does this system receive information from other systems from outside or within FHFA?

**12. System major outputs** – The principle products of the system (i.e. reports, tables, correspondence, etc.) Is information from this system transferred to other systems?

**13. System documentation** – Where is system documentation maintained?

**14. System data** – Describe the primary data in the system.

**16. Vital records** – Essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by the Government’s actions (legal and financial rights records).

**17. Privacy Act System of Records** – A group of records from which information is retrieved by the name of the individual or by some other identifying number, symbol or some other identifying particular assigned to an individual such as a finger, voice print, or photograph.

**18. Disposition Authority** – Legal approval empowering an agency to transfer permanent records to the National Archives or carry out the disposal of temporary records. Program or mission records of an agency must be scheduled. The disposition authority for administrative records (records common to all agencies in the Federal government) can be found in the General Records Schedule (GRS) which is issued by the National Archives.