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To: Board of Directors

From: [Name/Title of Compliance Officer or Management]

Date: [Insert Date]

Subject: Briefing on Home Mortgage Disclosure Act (HMDA) Data Corrections

Purpose

The purpose of this briefing is to inform the Board of Directors regarding identified inaccuracies in our Home Mortgage Disclosure Act (HMDA) Loan Application Register (LAR) and the subsequent corrective actions taken to ensure regulatory compliance.

Background

During a recent [Internal Audit/Compliance Review/Regulatory Examination], errors were identified within the data fields of the [Year] HMDA LAR. These errors primarily involved [briefly list categories, e.g., Debt-to-Income ratios, Ethnicity coding, or Action Taken dates].

Summary of Findings

- **Total Records Reviewed:** [Number]
- **Error Rate Identified:** [Percentage]%
- **Primary Cause:** [e.g., Manual data entry error, software mapping issue, or staff turnover]

Corrective Actions Taken

Management has initiated the following steps to mitigate risk and prevent recurrence:

- **Data Resubmission:** The HMDA LAR for [Year] has been corrected and resubmitted to the [Regulatory Agency, e.g., CFPB] as of [Date].
- **Training:** Enhanced training sessions have been scheduled for all mortgage loan processing and compliance staff.
- **Systems Update:** [If applicable, describe software updates or new validation rules implemented].
- **Enhanced Audit Schedule:** We have increased the frequency of HMDA data integrity audits from [Annual to Quarterly].

Regulatory and Risk Impact

While the resubmission corrects the public record, the institution may face [minimal/moderate] risk of regulatory scrutiny. Currently, there are [no/pending] civil money penalties associated

with this correction. Maintaining accurate data is critical for our Fair Lending performance evaluation.

Next Steps

Management will provide a follow-up report to the Board upon completion of the next quarterly audit to confirm the effectiveness of the new controls.

Respectfully submitted,

[Signature]

[Name and Title]