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BOOK 4 OF 4 BOOKS
FRIDAY, SEPTEMBER 30, 1977

PART X



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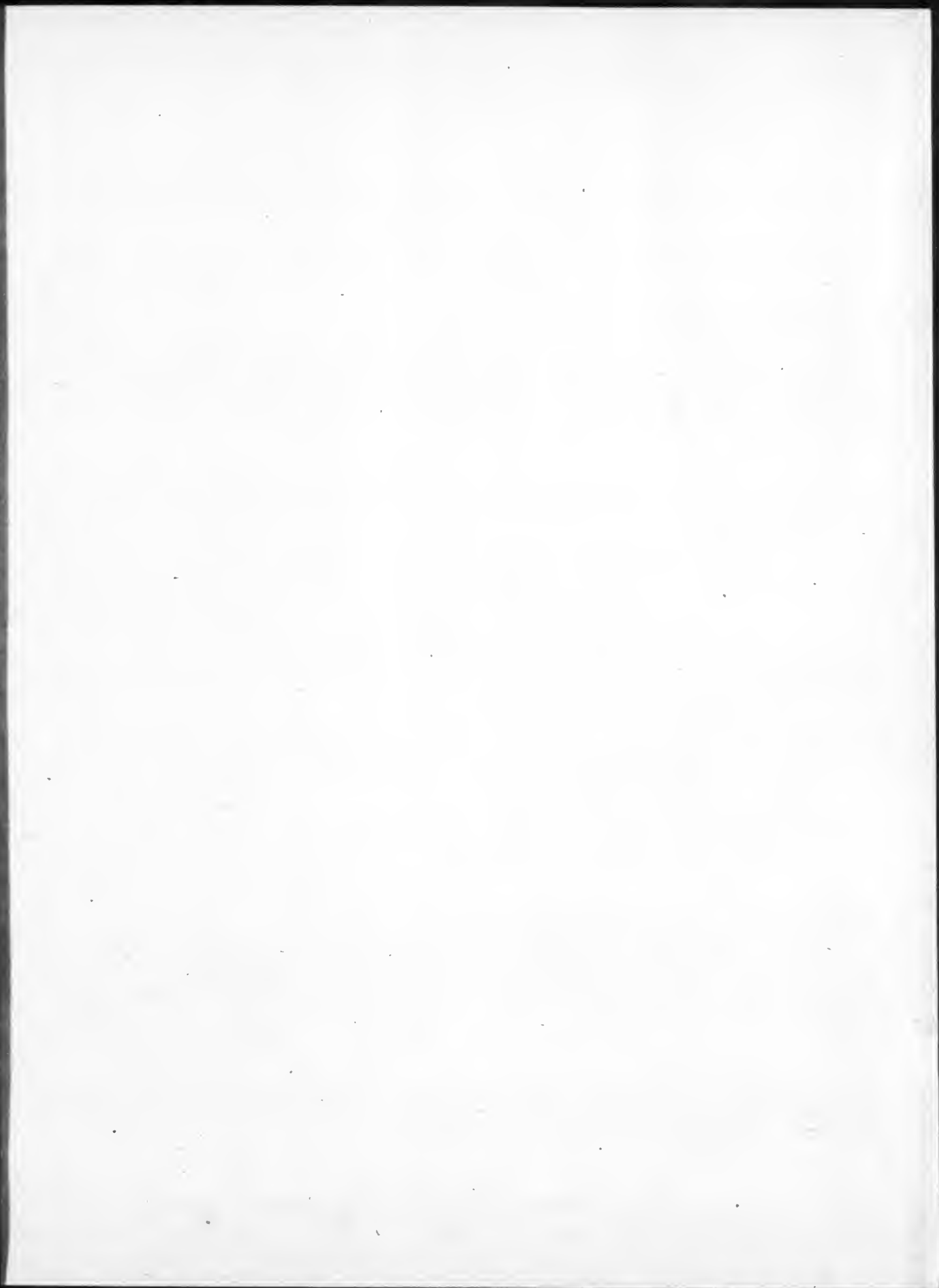
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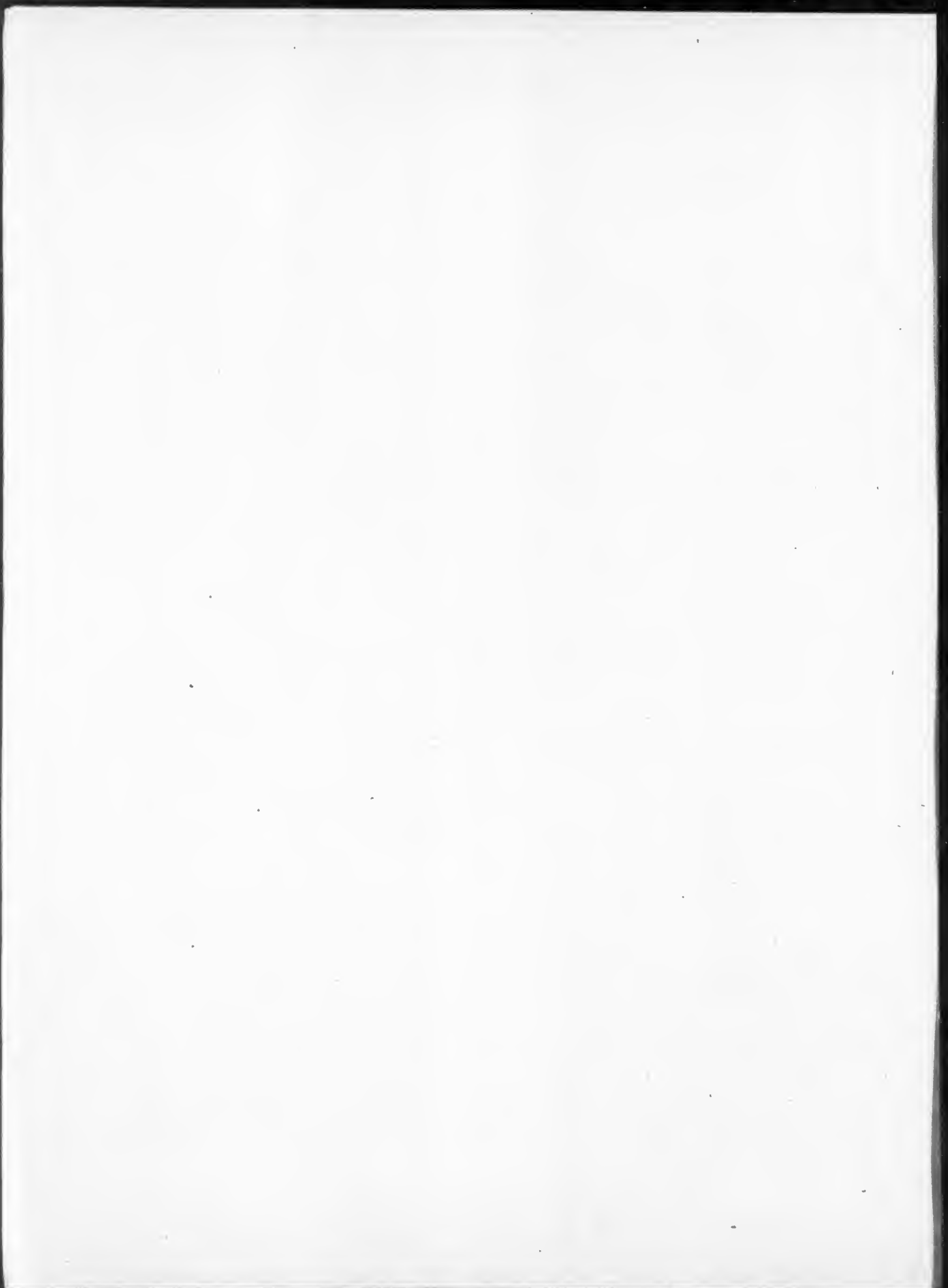
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INFORMATION AND ASSISTANCE Mr. William Rose, 202-275-2867





responsibility of defending the Government before a court, magistrate or administrative tribunal; (4) Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders at the applicable address listed above.

Retrievability: Records are indexed by name of the individual.

Safeguards: Records are kept in a locked office or file cabinet.

Retention and disposal: Records are maintained until file is closed or no longer needed or as otherwise provided in agency directives and disposed of or sent to appropriate records centers in accordance with such directives.

System manager(s) and address: Director, APHIS Division, OGC, USDA, Washington, D.C. 20250.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the Director, APHIS Division, OGC, USDA, Washington, D.C. telephone 202-447-5550. A request for information pertaining to an individual should contain: Name, address, and particulars involved (i.e., the name of action filed, Act filed under, etc.).

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the appropriate official referred to in the preceding paragraph.

Contesting record procedures: Same as Record Access Procedures.

Record source categories: Information in this system come primarily from witnesses, agency employees, and investigative personnel.

Systems exempted from certain provisions of the act: The portions of this system which involve cases by the Department under the Virus-Serum Toxin Act have been exempted pursuant to 5 U.S.C. 552a(k)(2) from the requirements of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), (I) and (f) because they consist of investigatory material compiled for law enforcement purposes. See 7 CFR 1.123. Individual access to these files could impair investigations and alert subjects of investigations that their activities are being scrutinized, and thus allow them time to take measures to prevent detection of illegal action or escape prosecution. Disclosure of investigative techniques and procedures and the existence and identity of confidential sources of information would hamper law enforcement activity.

USDA/OI-1

System name: Employees Records, USDA/OI

System location: In the Headquarters Office in the Agriculture Administration Building, 14th and Independence Avenue, S.W., Washington, D.C. 20250, and in the following field offices:

- Room 1707, 26 Federal Plaza
New York, New York 10007
- Room 432A, Federal Center Building
Hyattsville, Maryland 20782
- Room 901, 1447 Peachtree Street, NE.
Atlanta, Georgia 30309
- Room 800, 1 North Wacker Drive
Chicago, Illinois 60606
- Room 311, Federal Office Building
101 South Main Street
Temple, Texas 76501
- 8930 Ward Parkway
P.O. Box 205
Kansas City, Missouri 64141
- Room 526, 555 Battery Street
San Francisco, California 94111
- Room 220, U.S. Court House
Hato Rey Puerto Rico 00918
- 90 Dekalb Pike
King of Prussia, Pennsylvania 19406
- Room 328, 310 New Bern Avenue
Raleigh, North Carolina 27611
- Room 444, 80 North Hughey Avenue
Orlando, Florida 32801
- Room 214, Imperial Towers Office Building
333 Waller Avenue
Lexington, Kentucky 40504
- Room 5, 5305 Executive Place
Jackson, Mississippi 39206
- Room 202, Federal Building

- 3rd and State Streets
Columbus, Ohio 43215
- Room 614, Federal Building
600 South Street
New Orleans, Louisiana 70130
- Suite 18-A, 1 Diamond Plaza
2490 West 26th Avenue
Denver, Colorado 80211
- Building 7, 4747 Eastern Avenue
Bell, California 90201

Categories of individuals covered by the system: OI temporary and permanent employees, former employees, and applicants for employment.

Categories of records in the system: These records show personnel management and work-related information, including position, title, grade, pay rate, pay, temporary and permanent address, phone number, performance evaluations, promotions, travel information, accident reports and related information, activity reports, participation in savings and contribution programs, availability for employment, for assignment, or for transfer, qualifications, awards, hours worked, issuance of credentials, passports, and other identification, assignment and accountability of property and other things of value, parking space assignments, training and development, and special assignments. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Authority for maintenance of the system: 5 U.S.C. 301, 7 CFR 2.33

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To other agencies in the Department and Executive Branch agencies, such as the Civil Service Commission, as necessary for proper personnel actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders, notebooks, and card file boxes.

Retrievability: By name of individual employee.

Safeguards: Available on official need-to-know basis. Kept in locked offices after office hours.

Retention and disposal: Records are retained as long as needed and then discarded. Personal information that might be considered derogatory or embarrassing is burned when no longer needed.

System manager(s) and address: Administrative Officer, OI, U.S. Department of Agriculture, Washington, D.C. 20250.

Notification procedure: Inquiries and requests should be addressed to Assistant Director for Information, Research and Development (IRD), Office of Investigation, U.S. Department of Agriculture, Washington, D.C. 20250.

Record access procedures: To gain access to information in this system, send request to the Assistant Director, IRD.

Contesting record procedures: To contest information in this system, send request to the Assistant Director, IRD.

Record source categories: The primary information is from employee himself. Additional information is provided by supervisors, coworkers, references, and investigative personnel.

USDA/OI-2

System name: Intelligence Records, USDA/OI

System location: In the Headquarters Office in the Agriculture Administration Building, 14th and Independence Avenue, S.W., Washington, D.C. 20250, and in the field offices listed in the system of records designated USDA/OI-1.

Categories of individuals covered by the system: Suspects and unpaid informants

Categories of records in the system: Allegations against suspects and types of information previously furnished by or to be expected from informants.

Authority for maintenance of the system: 5 U.S.C. 301, 7 CFR 2.33

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine uses for law enforcement purposes will include referral to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law or of enforcing or implementing the statute, rule, regulation or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law,

whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored on sheets of paper and index cards

Retrievability: Retrievable by name of individual subject

Safeguards: Available on an official need-to-know basis and kept in locked storage when not in use.

Retention and disposal: Kept indefinitely and continually updated; out-of-date material is burned.

System manager(s) and address: Administrative Officer, Office of Investigation, U.S. Department of Agriculture, Washington, D.C. 20250. Inquiries and requests should be addressed to Assistant Director for Information, Research and Development, Office of Investigation, U.S. Department of Agriculture, Washington, D.C. 20250.

Systems exempted from certain provisions of the act: This system has been exempted from the provisions of sections (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f) pursuant to 5 U.S.C. 552a (k)(2) as investigatory material compiled for law enforcement purposes. This exemption is contained in 7 CFR 1.123, 40 Fed. Reg. 45103 (1975).

USDA/OI-3

System name: Investigative Files and Subject/Title Index, USDA/OI

System location: In the Headquarters Office in the Agriculture Administration Building, 14th and Independence Ave., S.W., Washington, D.C. 20250, and in the field offices set forth in the system of records designated USDA/OI.

Except for inadvertent errors, all entries in regional indexes (at the first seven field offices listed in USDA/OI-1) are duplicated in the Headquarters index. Thus the Headquarters index is the only complete index in OI. The Headquarters files also contain a copy of every OI investigative report, but not the correspondence in all cases. Older investigative files of each OI office may have to be retrieved from Federal Records Centers when needed.

Categories of individuals covered by the system: The individual names in the OI index fall into one or more of the following categories:

Subjects. These are applicants for OI employment or individuals against whom allegations of wrongdoing have been made. In some instances, these individuals have been the subjects of investigations conducted to establish whether allegations were true. In other instances, the allegations were deemed to be frivolous or indefinite to warrant inquiry.

Principals. These are individuals who are not named subjects of investigative inquiries, but may be responsible for alleged violations. For example, the president of a firm alleged to have violated laws or regulations would likely be individually listed in the OI index.

Complainants. These are individuals who allege wrongdoing, mismanagement, or unfair treatment relating to USDA employees and/or programs.

Others. These are all other individuals closely connected with a matter of investigative interest or whose names have been checked through the index to determine whether they were of record. Among these names are those of people who are connected with a matter only in that they have shown unusual interest in having allegations investigated or in learning the results of investigation. Also included in the index are the names of persons on the Department of Justice crime list.

Categories of records in the system: The OI Subject/Title Index and Investigative Files consist of:

1 Index cards and/or a microfiche index filed alphabetically by the names of individuals, organizations, and firms with a separate card or line item for each; dates of entries made into the index or dates of materials containing information about the named subjects; and identification of the OI file or files containing information on that subject.

2 Files containing bound sheets of paper or microfiche of such sheets from investigative and other reports, correspondence, and informal notes and notations concerning (a) one investigative matter or (b) a number of incidents of the same sort of alleged violation or irregularity.

If such information was available when an index card or line item

was made, the card or microfiche on an individual will include the individual's address, date of birth, and Social Security number.

3 Where investigation is being or will be conducted, but has not been completed, various case management records, investigator's notes, statements of witnesses, and copies of records. These are contained on index slips or cards and sheets of paper located in an OI office or in the possession of the OI investigator. Certain management records are retained after the investigation report is released as a means of following action taken on the basis of the OI investigative report.

Authority for maintenance of the system: 5 U.S.C. 301, 7 CFR 2.33

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine use for law enforcement purposes will include referral to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility for investigating or prosecuting a violation of law or of enforcing or implementing the statute, rule, regulation or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The OI Subject/Title Index consists of 3 inch by 5 inch cards or microfiche line items stored in steel cabinets. The investigative files are stored in steel lektreiver cabinets.

Retrievability: The cards or line items are arranged alphabetically, and each card or line item identifies one or more OI investigative case file or administrative file arranged numerically by file number, but not individually identifiable.

Safeguards: These records are available within USDA and to others in the Executive Branch only upon proper identification and a need-to-know and are kept in a limited-access area during normal duty hours and in a locked office after duty hours.

Retention and disposal: The cards or line items are kept indefinitely and investigative case files are maintained for 30 years. Certain investigative case files of unusual significance are also kept indefinitely. Administrative files are kept for five years.

System manager(s) and address: Administrative Officer, Office of Investigation, U.S. Department of Agriculture, Washington, D.C. 20250.

Inquiries and requests should be addressed to Assistant Director for Information, Research and Development, Office of Investigation, U.S. Department of Agriculture, Washington, D.C. 20250.

Systems exempted from certain provisions of the act: This system has been exempted from the provisions of sections (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f) pursuant to 5 U.S.C. 552a (k)(2) and (k)(5) as investigatory material compiled for law enforcement purposes or compiled solely for determining suitability, eligibility or qualifications for Federal civilian employment. This exemption is contained in 7 CFR 1.123, 40 Fed. Reg. 45103 (1975).

USDA/OI-4

System name: Liaison Records, USDA/OI

System location: Headquarters Office in the Agriculture Administration Building, 14th and Independence Avenue, S.W., Washington, D.C. 20250, and in the field offices set forth in the system of records designated USDA/OI.

Categories of individuals covered by the system: Employees or officials of Federal, State, and local governmental agencies

Categories of records in the system: Such information as name, title, address, phone number, and type of assistance previously given or interest previously shown or expected

Authority for maintenance of the system: 5 U.S.C. 301, 7 CFR 2.33

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disclosed to other investigative agencies (e.g., FBI, Secret Service, IRS) to coordinate investigative efforts or for those agencies to use in their independent investigations and to facilitate referral of OI investigative information to other Executive Agencies that have an official interest.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Index cards and sheets of paper

Retrievability: By name of person and Agency

Safeguards: Information usually obtained from public records and available to OI employees and to others on request

Retention and disposal: Information is kept indefinitely and disposed of when updated. Out-of-date information is discarded.

System manager(s) and address: Administrative Officer, Office of Investigation, U.S. Department of Agriculture, Washington, D.C. 20250

Notification procedure: Inquiries and requests should be addressed to Assistant Director for Information, Research and Development, Office of Investigation, U.S. Department of Agriculture, Washington, D.C. 20250

Record access procedures: To gain access to information in this system, send request to Assistant Director, IRD.

Notification procedure:

Contesting record procedures: To contest information in this system, send request to the Assistant Director, IRD.

Record source categories: Public documents and directories and previous contacts with individuals listed.

USDA/OF-1

System name: Administrative Billings and Collections, USDA/OF

System location: USDA, Office of Finance, National Finance Center, New Orleans, Louisiana 70160

Categories of individuals covered by the system: Individuals (USDA, former USDA or non-USDA employees) who are indebted to the Department for any reason. Some examples of indebtedness are: lost or damaged property, salary overpayments, outstanding travel advances, violations of transfer-of-station agreements, and misuse of Federal facilities.

Categories of records in the system: The automated system establishes a master file containing debtors name, address, social security number, or assigned vendor number, amount of indebtedness, amount of current collection and amount of total billing. After a short while these records are transferred to a history file for inquiry use.

Authority for maintenance of the system: 5 U.S.C. 301; 7 CFR 2.75

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Forwarded to another agency when a USDA employee accepts employment with such agency; (2) Referred to the General Accounting Office for review in cases involving possible fraud. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on magnetic tape files and in file folders at the National Finance Center addressed above.

Retrievability: Records are indexed by social security number or equivalent identifying number in case of non-USDA employees.

Safeguards: File folders are kept in locked cabinets. Magnetic tape files are in locked computer room and library which can be accessed by authorized personnel only.

Retention and disposal: Master history magnetic tape files are retained indefinitely. Manual records are transferred for storage and disposition by the Federal Records Center in accordance with General Services Administration regulations.

System manager(s) and address: Director, National Finance Center, Office of Finance, USDA, New Orleans, Louisiana 70160

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the System Manager. A request for information pertaining to an individual should be in writing and should contain: name, address, social security number and particulars involved (i.e., dates of claims, copies of correspondence, etc.).

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him, by submitting a written request to the System Manager.

Contesting record procedures: Any individual may obtain information as to the procedures for contesting a record in the system which pertains to him, by submitting a written request to the System Manager.

Record source categories: Information in this system comes primarily from USDA employees, former USDA employees, non-USDA employees, agency claimants, and USDA or other investigation personnel.

USDA/OBPE-1

System name: Committee Management Records System, USDA/OBPE

System location: USDA, Office of Budget, Planning and Evaluation, Management Division, Washington, D.C. 20250.

Categories of individuals covered by the system: All individuals who are public members of USDA advisory committees are included in this system of records.

Categories of records in the system: The system consists of membership listings by committee name, state, ethnic affiliation, and female members. Key punch cards are the basis for some of the above listings.

Authority for maintenance of the system: 5 U.S.C. App. I

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Maintained as a means of responding to Congressional inquiries for names and numbers of citizens serving on committees from a particular State. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in notebooks and on key punch cards.

Retrievability: Records are indexed by names of individuals and by committee name.

Safeguards: Records contain no sensitive information and are kept in regular office files.

Retention and disposal: Records are retained until committee membership is changed. Obsolete listings are sent to the USDA historian.

System manager(s) and address: Assistant Director, Management, Office of Budget, Planning and Evaluation, USDA, Washington, D.C. 20250 (202-447-6111).

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him, from the System Manager. A request for information pertaining to an individual should contain the individual's name, address, and name of the committee on which he is serving.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to records in this system which pertain to him by submitting a written request to the System Manager.

Contesting record procedures: Any individual may obtain information as to the procedures for contesting a record in the system which pertains to him by submitting a request to the System Manager.

Record source categories: Information in this system is collected by USDA agencies from published reference books (Who's Who, etc.), from organizations which make recommendations of possible members, and from the prospective members.

USDA/OF-2

System name: Employee Travel and Transportation System, USDA/OF

System location: USDA, Office of Finance, National Finance Center, New Orleans, Louisiana 70160

Categories of individuals covered by the system: Individuals who have funds advanced to them for official travel use, individuals who have U. S. Government Transportation Requests assigned to them for use in purchasing tickets to be used for official travel and individuals who perform official USDA Travel and are reimbursed with Government Funds are included in this system.

Categories of records in the system: This system consists of complete files on advances to and repayments by individuals, assignment and use of Government Transportation Requests by individuals, and payments for official travel to individuals.

Authority for maintenance of the system: 5 U.S.C. 301; 7 CFR 2.75

Routine uses of records maintained in the system, including category

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ries of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on computer tapes and disks at the National Finance Center addressed above.

Retrievability: Records are indexed by Social Security Number and by name of individual.

Safeguards: Limited access by authorized personnel with the information needed to gain access into the system.

Retention and disposal: Master history magnetic tapes are retained indefinitely. Manual records are transferred for storage and disposition by the Federal Records Center in accordance with General Services Administration regulations.

System manager(s) and address: Director, National Finance Center, Office of Finance, USDA, P.O. Box 60,000, New Orleans, Louisiana 70160

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the System Manager.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him, by submitting a written request to the System Manager.

Contesting record procedures: Any individual may obtain information as to the procedures for contesting a record in the system which pertains to him, by submitting a written request to the System Manager.

Record source categories: Information in this system comes primarily from individuals that request advances prior to travel, submit Travel Vouchers for reimbursement after travel is performed or request Government Transportation Requests for use in purchasing passenger tickets. Some of the information is obtained from the payroll and personnel systems maintained by the National Finance Center.

USDA/OF-3

System name: Imprest Fund Payment System, USDA/OF

System location: USDA, Office of Finance, National Finance Center, New Orleans, Louisiana 70160

Categories of individuals covered by the system: All USDA imprest cashiers and alternates and USDA employees designated as chiefs of field party.

Categories of records in the system: The automated system establishes master files containing the name, social security number, employment address and telephone, and amount of advance for each cashier, alternate cashier and chief of field party. It also includes records of disbursements, reimbursements, accountability reports and verification and audit of funds.

Authority for maintenance of the system: 5 U.S.C. 301; 7 CFR 2.75

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Referral to the Treasury Disbursing Office, Kansas City, Kansas, for approval and/or payment and internal. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on microfilm cartridges, magnetic disks, magnetic tape, microfiche, and to a limited degree, in file folders.

Retrievability: Records are indexed primarily by social security number of the individual cashier, alternate cashier, or chief of field party; and secondarily by imprest fund number.

Safeguards: Records are kept in a locked room, to be accessed by authorized personnel only.

Retention and disposal: Records will be retained indefinitely.

System manager(s) and address: Director, National Finance Center, Office of Finance, USDA, P.O. Box 60,000, New Orleans, Louisiana 70160

Notification procedure: Any individual may request information

regarding this system of records, or ascertain whether the system contains records pertaining to him from the System Manager. The request should be in writing and should contain: name, address, social security number and particulars involved (i.e., date and type of document in question, etc.).

Record access procedures: Any individual may obtain information on procedures for gaining access to a record in the system that pertains to him by submitting a written request to the System Manager.

Contesting record procedures: Any individual may obtain information on procedures for contesting a record in the system that pertains to him by submitting a written request to the System Manager.

Record source categories: Information in this system is derived from documents submitted by USDA agencies and the Treasury Disbursing Office, Kansas City, Kansas.

USDA/OF-4

System name: Employees Personnel File, USDA/OF

System location: Office of Finance, Administrative Office, United States Department of Agriculture, Washington, D.C. 20250

Categories of individuals covered by the system: Employees past and present that have been or are now employed by this office.

Categories of records in the system: System consists of agency copies of personnel actions.

Authority for maintenance of the system: 5 U.S.C. 301; 7 CFR 2.75.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders at the address listed above.

Retrievability: Records are kept in alphabetical file order with last name first under Divisional headings.

Safeguards: Records are maintained in metal filing cabinets with access limited to those requiring the information for official purposes.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Administrative Officer, Office of Finance, United States Department of Agriculture, Washington, D.C. 20250.

Notification procedure: Any employee whose folder is maintained in this system may request information from and/or review his own folder at any time. Requests for review are normally informal and should be addressed to the System Manager.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a request to the System Manager.

Contesting record procedures: Any individual may obtain information as to the procedures for contesting a record in the system which pertains to him by submitting a request to the System Manager.

Record source categories: Information contained in this system is primarily constructed from copies of personnel type actions routed to this office earmarked "Agency Copy."

USDA/OF-5

System name: Uniform Allowance System, USDA/OF.

System location: USDA, Office of Finance, National Finance Center, New Orleans, Louisiana.

Categories of individuals covered by the system: All USDA employees entitled to and receiving allowances for uniforms required in their work.

Categories of records in the system: This system consists of complete files on advances, accruals and payments, to individuals within the Department, for uniform allowances.

Authority for maintenance of the system: 5 U.S.C. 301; 7 CFR 2.75.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records and maintained on computer tapes and disks at the National Finance Center addressed above.

Retrievability: Records are indexed by Social Security Number and by name of individual.

Safeguards: Limited access by authorized personnel and passwords on the Data Base.

Retention and disposal: Master history magnetic tapes are retained indefinitely. Manual records are transferred for storage and disposition by the Federal Records Center in accordance with General Services Administration regulations.

System manager(s) and address: Director, National Finance Center, Office of Finance, USDA, New Orleans, Louisiana 70160.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the Director, National Finance Center, Office of Finance, USDA, P.O. Box 60,000, New Orleans, Louisiana 70160.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a request to the System Manager.

Contesting record procedures: Any individual may obtain information as to the procedures for contesting a record in the system which pertains to him by submitting a request to the System Manager.

Record source categories: Information in this system comes primarily from individuals that request payments of uniform allowances.

USDA/OO-1

System name: Debarred, Ineligible and Suspended Bidders, USDA/OO

System location: Office of Operations, Procurement, Grants and Agreements Management Staff, United States Department of Agriculture, Washington, D.C. 20250.

Categories of individuals covered by the system: Individuals who, as principals or responsible employees of companies contracting with USDA or other Federal agencies, have committed or are suspected of having committed illegal or irresponsible acts in connection with the performance of those contracts.

Categories of records in the system: The system consists of files on companies and their principle owners, officers or responsible employees. The files contain correspondence relating to the performance of individuals and their companies under government contracts.

Authority for maintenance of the system: 41 CFR 1-1.602 and 4-1.602.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Publication of the Debarred, Ineligible and Suspended List for distribution to USDA and other Federal purchasing offices. 2. Referral to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto. 3. Referral to a court, magistrate or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual." Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders at the address above.

Retrievability: Records are indexed by date and company or individual name.

Safeguards: Records are maintained in metal filing cabinets with access limited to those requiring the information for official purposes.

Retention and disposal: Records are sent to Federal Records Centers approximately 3 years after the close of a case and are destroyed approximately 2 years thereafter.

System manager(s) and address:

Director, Office of Operations
United States Department of Agriculture
Washington, D.C. 20250

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the Assistant Director, Office of Operations, Procurement, Grants and Agreements Management Staff, United States Department of Agriculture, Washington, D.C. 20250, Telephone—202-447-7527. A request for information pertaining to an individual should contain: Name; address; company name; date of debarment; ineligibility or suspension date or date of last correspondence.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the Director, Office of Operations.

Contesting record procedures: Any individual may obtain information as to the procedures for contesting a record in the system which pertains to him by submitting a written request to the Director, Office of Operations.

Record source categories: Information in this system comes primarily from agency employees, other Federal agencies, law enforcement officials or judicial officers.

USDA/P&SA-1

System name: Packers and Stockyards Administration-administrative records, USDA/P&SA.

System location: Packers and Stockyards Administrative office, Rm. 3044 South Building, United States Department of Agriculture, Washington, D.C. and the Area Supervisors in charge of the following Administration field offices located at: Route 1, Box 109, Sterling, Virginia 22170. Rm. 635, 1720 Peachtree Street, N.W., Atlanta, Georgia 30309; 208 Livestock Exchange Building, Denver, Colorado 80216; Rm. 8A36, Federal Building, 819 Taylor Street, Fort Worth, Texas 76102; Suite 24, 537 Turtle Creek, South Drive, Indianapolis, Indiana 46277; 828 Livestock Exchange Building, Kansas City, Missouri 64102; Rm. 2W6, Federal Office Building, 15000 Aviation Boulevard, Lawndale, California 90260; Rm. 459, Federal Building, 167 North Main Street, Memphis, Tennessee 38103; 525 Milltown Road, North Brunswick, New Jersey 08902; 909 Livestock Exchange Building, Omaha, Nebraska 68107; 9370 S. W. Greenburg Road, Suite E., Portland, Oregon 97223; 208 Post Office Building, Box 8, South St. Paul, Minnesota 55075; and Emerson Building Annex, State Fairgrounds, Springfield, Illinois 62706.

Categories of individuals covered by the system: Present and former employees of the Packers and Stockyards Administration.

Categories of records in the system: The system includes personnel (personnel record cards reflecting the name, date of birth, grade, salary, and employment history of present and former employees; performance evaluation forms; requests for training authorizations; recommendations for promotion; copies of personnel actions; and correspondence relating to individual employees' conduct), payroll and fiscal data required to meet the needs of agency personnel and fiscal responsibilities.

Authority for maintenance of the system: 5 U.S.C. 301; 7 CFR 2.54

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The data contained in the foregoing records is routinely used to answer inquiries from agencies considering the employees identified in the system for employment as well as for credit checks. This information is also used to initiate requests for investigation of Packers and Stockyards Administration employees for purposes of security and conduct.

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Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: With the exception of personnel record cards, all of these records are maintained on paper in file folders at the appropriate addresses cited.

Retrievability: All of the records are indexed and retrievable by name of the individual employees.

Safeguards: The records are maintained in locked files.

Retention and disposal: The personnel record cards are maintained indefinitely. The performance evaluation forms for current employees are maintained indefinitely and for separated employees two years after separation. The Time and Attendance reports are maintained for the current year and three years thereafter for employees currently on the rolls. Final Time and Attendance reports are maintained for ten years after the date of separation of the employees. Travel vouchers, copies of personnel actions, training documents, and recommendations for promotion are maintained for five years from the date of submission. Correspondence with respect to employee conduct is maintained while the employee remains on the rolls and for three years thereafter. The administrative officer of the Packers and Stockyards Administration physically mutilates the records on the scheduled disposal date and they are thrown away with the agency's waste.

System manager(s) and address: Executive Assistant to the Administrator, Packers and Stockyards Administration, Rm. 3042-South Building, United States Department of Agriculture, Washington, D.C. 20250 and Area Supervisors of field offices at locations previously specified.

Notification procedure: Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from the Executive Assistant to the Administrator, P&SA, USDA, Washington, D.C. 20250 Telephone (202-447-7202) or the appropriate Area Supervisor. Requests for information pertaining to an individual should contain: Name, location at which the individual worked for the agency, and the approximate dates.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the appropriate officials previously specified.

Contesting record procedures: Use same procedures as for requesting access.

Record source categories: Information in this system comes primarily from the individuals concerned, personnel, training, travel and payroll records.

USDA/P&SA-2

System name: Persons engaged in business as livestock market agencies and dealers under the provisions of the Packers and Stockyards Act, USDA/P&SA.

System location: Registrations, Bonds, and Reports Branch, Livestock Marketing Division, Packers and Stockyards Administration, United States Department of Agriculture, Washington, D.C. Also duplicate files for specific geographical areas maintained in the thirteen (13) Area Supervisory Offices of the P&SA.

Categories of individuals covered by the system: Individuals who have applied for registration or are registered as livestock market agencies and dealers under the Packers and Stockyards Act.

Categories of records in the system: The system consists of index cards bearing the names of individuals who are registered under the provisions of the Act. Also cross-reference cards bearing the names of individuals who are owners or officers of registrant firms. From the index cards access may be gained to other systems of records identified as follows: (1) Registration Record Cards, (2) Case Record Cards, (3) Bond Claim Record Cards, (4) Registration Jurisdictional Files and (5) Stockyard Jurisdictional Files.

Authority for maintenance of the system: 7 U.S.C. 181 et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To answer inquiries from Federal and State agencies, livestock trade organizations, and others having a definite and proved interest in such records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in card file cabinets and file folders at the applicable address listed above

Retrievability: All index cards are maintained in an alphabetical order by name of registrant and by name of owners or officers of registrant firms.

Safeguards: Records are kept in locked cabinets under the supervision of competent personnel.

Retention and disposal: All files mentioned are maintained during active life of registration. When rendered inactive records are maintained for a period of two years in accordance with an approved records disposition schedule.

System manager(s) and address: Chief, Registrations, Bonds and Reports Branch, Livestock Marketing Division, Packers and Stockyards Administration, USDA, Washington, D.C. 20250

Notification procedure: Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from the Chief, Registrations, Bonds and Reports Branch, Livestock Marketing Division, P&SA, USDA, Washington, D.C. 20250, Telephone (202-447-4615 or 16). A request for information pertaining to an individual should contain that individual's full name, and current mailing address.

Record access procedures: Any individual desiring to gain access to a record maintained in the system which pertains to him may do so by submitting a written request to the appropriate official referred to in the preceding paragraph.

Contesting record procedures: Use same procedures as followed in seeking access.

Record source categories: Information in this system comes primarily from individuals who make application for registration or who are registered under the Packers and Stockyards Act, 1921, as amended. A limited amount of information in the system is obtained from other sources such as corporate surety companies, persons acting as trustee on bonds or bond equivalents and Packers and Stockyards Area Supervisory personnel.

USDA/OP-1

System name: Personnel and Payroll System for USDA employees, USDA/OP.

System location: Office of Personnel, USDA, Washington, D.C., the National Finance Center, P.O. Box 60,000, New Orleans, Louisiana; and the personnel Offices at the following locations:

ALABAMA Soil Conservation Service State Office, Soil Conservation Bldg., P.O. Box 311, Auburn, AL 36830; Farmers Home Administration State Office, Aronov Bldg., Rm. 717, 474 South Court St., Montgomery, AL 36104; Forest Service National Forest, National Forests in Alabama, 1765 Highland Ave., P.O. Box 40, Montgomery, AL 36101.

ALASKA Forest Service Regional Office, Federal Office Bldg., P.O. Box 1628, Juneau, AK 99801.

ARIZONA Forest Service National Forest, Coconino National Forest, P.O. Box 1268, Flagstaff, AZ 86002; Forest Service, RM Forest and Range Experiment Station, Forestry Sciences Laboratory, Northern Arizona University, Flagstaff, AZ 86001; Agricultural Marketing Service Milk Market Office, 2617 North 24th St., Phoenix, AZ 85008; Farmers Home Administration State Office, Federal Bldg., Rm. 6095, 230 North First Ave., Phoenix, AZ 85025. Soil Conservation Service State Office, 230 North First Avenue, 6029 Federal Bldg., Phoenix, AZ 85025; Forest Service National Forest, Tonto National Forest, 102 So. 28th St., Phoenix, AZ 85034; Forest Service National Forest, Prescott National Forest, P.O. Box 2549, Prescott, AZ 86301; Forest Service National Forest, Apache-Sitgreaves National Forests, Federal Bldg., P.O. Box 640, Springerville, AZ 85938; Forest Service, RM Forest and Range Experiment Station, Forest Hydrology Laboratory, Arizona State University, Tempe, AZ 85281; Forest Service National Forest, Coronado National Forest, P.O. Box 551, Tucson, AZ 85702. Forest Service, RM Forest and Range Experiment Station, Tumamoc Hill, University of Arizona, P.O. Box 4460, Tucson, AZ 85717; Forest Service National Forest, Kaibab National Forest, P.O. Box 817, Williams, AZ 86046.

ARKANSAS Forest Service National Forest, Ouachita National Forest, Reserve and Broadway Street, Federal Bldg., P.O. Box 1270, Hot Springs National Park, AR 71901; Agricultural Marketing Service Milk Market Office, 3518 W. Roosevelt Rd., Little Rock,

AR 72204; Farmers Home Administration State Office, 5529 Federal Office Bldg., 700 W. Capitol, Little Rock, AR 72203; Forest Service National Forest, Ozark-St. Francis National Forest, W. Main and Fargo, P.O. Box 1008, Russellville, AR 72801.

CALIFORNIA Forest Service National Forest, Modoc National Forest, P.O. Box 611, Alturas, CA 96101; Agricultural Research Service Western Regional Administrative Office, 2850 Telegraph Ave., Berkeley, CA 94705; Forest Service Pacific Southwest Forest and Range Experiment Station, 1960 Addison St., P.O. Box 245 Berkeley, CA 94704; Forest Service National Forest, Inyo National Forest, 2957 Birch St., Bishop, CA 93514; Soil Conservation Service State Office, 2828 Chiles Rd., P.O. Box 1019, Davis, CA 95616; Forest Service National Forest, Six Rivers National Forest, 710 E. Street, Eureka, CA 95501; Forest Service National Forest, Sierra National Forest, Federal Bldg., Rm. 3304, 1130 O Street, Fresno, CA 93721; Forest Service National Forest, Los Padres National Forest, 42 Acro Camino, Goleta, CA 93017; Forest Service National Forest, Tahoe National Forest, Highway 49 and Coyote St., Nevada City, CA 95959; Forest Service National Forest, Angeles National Forest, 150 South Robles, Pasadena, CA 91101; Forest Service National Forest, Eldorado National Forest, 100 Forni Rd., Placerville, CA 95667; Forest Service National Forest, Sequoia National Forest, 900 W. Grand Ave., Porterville, CA 93257; Forest Service National Forest, Plumas National Forest, 159 Lawrence St., Quincy, CA 95971; Forest Service National Forest, Shasta-Trinity National Forest, 1615 Continental St., Redding, CA 96001; Forest Service National Forest, San Bernardino National Forest, 144 N. Mountain View Ave., San Bernardino, CA 92408; Forest Service National Forest, Cleveland National Forest, 3211 Fifth Ave., San Diego, CA 92103; Food and Nutrition Service Western Regional Office, 550 Kearny St., Rm. 400, San Francisco, CA 94111; Forest Service National Forest, Stanislaus National Forest, 175 S. Fairview Ln., Sonora, CA 95370; Forest Service National Forest, Lassen National Forest, 707 Nevada St., Susanville, CA 96130; Forest Service National Forest, Mendocino National Forest, 420 E. Laurel St., Willows, CA 95988; Farmers Home Administration State Office, 459 Cleveland St., Woodlawn, CA 95695; Forest Service National Forest, Klamath National Forest, 1215 S. Main, Yreka, CA 96097.

COLORADO Forest Service National Forest, Grand Mesa-Uncampahgre Gunnison National Forests, 11th and Main, P.O. Box 138, Delta, CO 81416; Agricultural Marketing Service Milk Market Office, 4411 E. Kentucky Ave., Denver, CO 80222; Farmers Home Administration State Office, 1 Diamond Plaza, Rm. 231, 2490 W. 26th Ave., Denver, CO 80211; Forest Service Regional Office, Federal Center, Bldg. 85, Denver, CO 80225; Soil Conservation Service State Office, 1 Diamond Plaza, Rm. 313, 2490 W. 26th Ave., Denver, CO 80211; Forest Service National Forest, San Juan National Forest, Oliver Bldg., P.O. Box 341, Durango, CO 81301; Forest Service Rocky Mountain Forest and Range Experiment Station, 240 W. Prospect St., Ft. Collins, CO 80521; Forest Service National Forest, Arapaho-Roosevelt National Forests, Rocky Mountain Bank and Trust Bldg., 211 Canyon St., Ft. Collins, CO 80521; Forest Service National Forest, White River National Forest, P.O. Bldg., Box 948, Glenwood Springs, CO 81601; Forest Service National Forest, Rio Grande National Forest, Rt. 2, Monte Vista, CO 81144; Forest Service National Forest, Pike-San Isabel National Forests, P.O. Bldg., Box 753, Pueblo, CO 81002; Forest Service National Forest, Routt National Forest, Hunt Bldg., P.O. Box 1198, Steamboat Springs, CO 80477.

CONNECTICUT Soil Conservation Service State Office, Mansfield Professional Park, Rt. 44A, Storrs, CT 06268;

DELAWARE Farmers Home Administration State Office, 153 Chestnut Hill Rd., Newark, DE 19711;

FLORIDA Agricultural Marketing Service Milk Market Office, Sunrise Center, Professional Bldg., P.O. Box 4886, Ft. Lauderdale, FL 33304; Farmers Home Administration State Office, Federal Bldg., Rm. 212, 401 SE, First Ave., Gainesville, FL 32601; Soil Conservation Service State Office, Federal Bldg., P.O. Box 1208, Gainesville, FL 32601; Forest Service National Forest, National Forests in Florida, 214 S. Bronough St., P.O. Box 1050, Tallahassee, FL 32302;

GEORGIA Agricultural Marketing Service Milk Market Office, 11 Corporate Square, Rm. 200, P.O. Box 49025, Atlanta, GA 30329; Forest Service Regional Office, Suite 800, 1720 Peachtree Rd., NW, Atlanta, GA 30309; Forest Service Southeastern Area, State and Private Forestry, Suite 700, 1720 Peachtree Rd., NW, Atlanta, GA 30309; Agricultural Research Service Richard B. Russell Agricultural Research Center, College Station Rd., P.O. Box 5677,

Athens, GA 30604; Farmers Home Administration State Office, 355 E. Hancock, P.O. Box 1848, Athens, GA 30601; Soil Conservation Service State Office, Federal Bldg., 355 E. Hancock Ave., P.O. Box 832, Athen, GA 30601; Forest Service National Forest, Chat-tahoochee-Oconee National Forest, 601 Braod St., Gainesville, GA 30501;

HAWAII Soil Conservation Service State Office, Alexander Young Bldg Rm. 440, Honolulu, HI 96813;

IDAHO Farmers Home Administration State Office, Federal Bldg., Rm. 402, 304 N. 8th St., Boise, ID 83702; Forest Service National Forest, Boise National Forest, 1075 Park Blvd., Boise, ID 83706; Soil Conservation Service State Office, 304 N. 8th St., P.O. Box 38, Boise, ID 83702; Forest Service National Forest, Challis National Forest, Forest Service Bldg., P.O. Box 247, Challis, ID 83226; Forest Service National Forest, Idaho Panhandle National Forest, 218 N. 23rd., Coeur d'Alene, ID 83814; Forest Service National Forest, Nezperce National Forest, 319 E. Main St., Grangeville, ID 83530; Forest Service National Forest, Payette National Forest, Forest Service Bldg., P.O. Box 1026 McCall, ID 83638; Forest Service National Forest, Clearwater National Forest, P.O. Box 752, Orofino, ID 83544; Forest Service National Forest, Caribou National Forest, 427 N. Sixth Ave., P.O. Box 4189, Pocatello, ID 83201; Forest Service National Forest, Targhee National Forest, 420 N. Bridge St., St. Anthony, ID 83445; Forest Service National Forest Salmon National Forest, Forest Service Bldg., P.O. Box 729, Salmon, ID 83467; Forest Service National Forest, Sawtooth National Forest, 1525 Addison Ave., E., Twin Falls, ID 83301;

ILLINOIS Farmers Home Administration State Office, 2106 W. Springfield Ave., Champaign, IL 61820; Soil Conservation Service State Office, Federal Bldg., 200 W. Church St., P.O. Box 678, Champaign, IL 61820; Agricultural Marketing Service Milk Market Office, 72 W. Adams St., Rm. 814, Chicago, IL 60603; Food and Nutrition Service Midwest Regional Office, 536 S. Clark St., Chicago, IL 60605; Forest Service National Forest, Shawnee National Forest, 317 E. Poplar, Harrisburg, IL 62946; Agricultural Research Service Northcentral Regional Administrative Office, 200 W. Pioneer Pkwy., Peoria, IL 61614;

INDIANA Forest Service National Forest, Wayne-Hoosier National Forest, 1615 J St., Bedford, IN 47421; Agricultural Marketing Service Milk Market Office, 5130 N. Brouse Ave., P.O. Box 55527, Indianapolis, IN 46205; Farmers Home Administration State Office, Suite 1700, Atkinson Square-W 5610 Crawfordville Rd., Indianapolis, IN 46224;

IOWA Farmers Home Administration State Office, Federal Building, Rm. 873, 210 Walnut St., Des Moines, IA 50309; Soil Conservation Service State Office, Federal Bldg., Rm 823, 210 Walnut St., Des Moines, IA 50309;

KANSAS Agricultural Marketing Service Milk Market Office, 7939 Floyd Ave., P.O. Box 4606, Overland Park, KS 66204; Soil Conservation Service State Office, 760 S. Broadway, P.O. Box 600, Salina, KS 67401; Farmers Home Administration State Office, New England Bldg., Rm 630, 5th and Kansas, Topeka, KS 66603;

KENTUCKY Farmers Home Administration State Office, 333 Waller Ave., Lexington, KY 40504; Soil Conservation Service State Office 333 Waller Ave., Lexington, KY 40504; Agricultural Marketing Service Milk Market Office, 3920 Bardstown Rd., P.O. Box 18030, Louisville, KY 40218, Forest Service National Forest, Daniel Boone National Forest, 100 Vaught Rd., Winchester, KY 40391;

LOUISIANA Farmers Home Administration State Office, 3727 Government St., Alexandria, LA 71301; Soil Conservation Service State Office, 3737 Government St., P.O. Box 1630, Alexandria, LA 71301; Agricultural Marketing Service Milk Market Office, 3001 Ridgelake Dr., P.O. Box 456, Metairie, LA 70004; Agricultural Research Service Southern Regional Administrative Office, 701 Loyola Ave., P.O. Box 53326, New Orleans, LA 70153; Forest Service Southern Experiment Station, T-10210 Federal Bldg., 701 Loyola Ave., New Orleans, LA 70113; Forest Service National Forest, Kisatchie National Forest, 2500 Shreveport Hwy., Pineville, LA 71360; Forest Service, SA, State and Private Forestry, Alexandria Field Office, 2500 Shreveport Hwy., Pineville, LA 71360;

MAINE Farmers Home Administration State Office, USDA Office Bldg., Orono, ME 04473; Soil Conservation Service State Office, USDA Bldg., University of Maine, Orono, ME 04473;

MARYLAND Agricultural Research Service Northeastern Regional Administrative Office, Administration Bldg., Beltsville Agricultural Research Center-West, Beltsville, MD 20705; Soil Con-

ervation Service State Office, Hartwick Bldg., Rm 522, 4321 Hartwick Rd., College Park, MD 20740; Soil Conservation Service Cartographic Division, Federal Center Bldg., Hyattsville, MD 20782;

MASSACHUSETTS Soil Conservation Service State Office, 27-29 Cottage St., Amers, MA 01002; Agricultural Marketing Service Milk Market Office, 230 Congress St., Rm 403, Boston, MA 02110;

MICHIGAN Agricultural Marketing Service Milk Market Office, 2684 W. 11 Mile Rd., Berkley, MI 48072; Forest Service National Forest, Huron-Manistee National Forest, 421 S. Mitchell St., Cadillac, MI 49601; Farmers Home Administration State Office 1405 S. Harrison Rd., Rm 209, E. Lansing, MI 48823; Soil Conservation Service State Office, 1405 S. Harrison Rd., E. Lansing, MI 48823; Forest Service National Forest, Hiawatha National Forest, P.O. Bldg., Escanaba, MI 49829; Forest Service National Forest, Ottawa National Forest, Ironwood, MI 49938;

MINNESOTA Forest Service National Forest, Chippewa National Forest, Cass Lake, MN 56633; Agricultural Marketing Service Milk Market Office, 508 Providence Bldg., P.O. Box 62, Duluth, MN 55801; Forest Service National Forest, Superior National Forest, Duluth, MN 55801; Agricultural Marketing Service Milk Market Office, 7703 Normandale Rd., Rm. 100, Minneapolis, MN 55435; Animal and Plant Health Inspection Service Minneapolis Commodity Office, 6400 France Ave., S. Minneapolis, MN 55435; Agricultural Marketing Service Milk Market Office, 909 6th St., NW., Rochester, MN 55901; Farmers Home Administration State Office, 252 Federal Office Bldg. and U.S. Court House, St. Paul, MN 55101; Forest Service Northcentral Forest Experiment Station, Folwell Ave., St. Paul, MN 55101, Soil Conservation Service State Office, 200 Federal Bldg. and U.S. Courthouse, 316 N. Roberts St., St. Paul, MN 55101;

MISSISSIPPI Farmers Home Administration State Office, Milner Bldg., Rm. 528, Jackson, MS 39201; Soil Conservation Service State Office, Milner Bldg., P.O. Box 610, Jackson, MS 39205; Forest Service National Forest, National Forests in Mississippi, 350 Milner Bldg., Jackson, MS 39205; Forest Service, SA, State and Private Forestry, Project Manager, Y-LT, Adams Bldg., P.O. Box 69, Oxford, MS 38655;

MISSOURI Farmers Home Administration State Office, Parkade Plaza, Terrace Level, Columbia, MO 65201; Soil Conservation Service State Office, Parkade Plaza, Terrace Level, P.O. Box 459, Columbia, MO 65201; Agricultural Stabilization and Conservation Service Personnel Field Office, 8930 Ward Pky., Kansas City, MO 64114; Forest Service National Forest, National Forests in Missouri, Rolla, MO 65401; Agricultural Marketing Service Milk Market Office, 2550 Schuetz Rd., P.O. Box 1485, Maryland Heights, St. Louis, MO 63042; Farmers Home Administration Finance Office, 1520 Market St., St. Louis, MO 63103;

MONTANA Forest Service National Forest, Custer National Forest, P.O. Box 2556, Billings, MT 59103; Farmers Home Administration State Office, Federal Bldg., P.O. Box 850, Bozeman, MT 59715; Forest Service National Forest, Gallatin National Forest, Federal Bldg., Bozeman, MT 59715; Soil Conservation Service State Office, Federal Bldg., P.O. Box 970, Bozeman, MT 59715; Forest Service National Forest, Deerlodge National Forest, 107 E. Granite, Butte, MT 59701; Forest Service National Forest, Beaverhead National Forest, State Hwy. 41 and Skihi St., Dillon, MT 59725; Forest Service National Forest, Lewis and Clark National Forest, Federal Bldg., Great Falls, MT 59401; Forest Service National Forest, Helena National Forest, Steamboat Block Bldg., 616-618 Helena Ave., Helena, MT 59601; Forest Service National Forest, Flathead National Forest, 290 N. Main, Kalispell, MT 59901; Forest Service National Forest, Kootenai National Forest, 418 Mineral Ave., Libby, MT 59923; Forest Service Regional Office, Federal Bldg., Missoula, MT 59801; Forest Service National Forest, Lolo National Forest, 2801 Russell, Missoula, MT 59801; Forest Service, Intermountain Forest and Range Experiment Station, Forestry Sciences and Northern Forest Fire Laboratories, University of Montana, Drawer G, Missoula, MT 59801;

NEBRASKA Forest Service National Forest, Nebraska National Forest, P.O. Box 999, Chadron, NB 69337; Farmers Home Administration State Office, Federal Bldg. and Courthouse, Rm. 430, 129 N. 10th St., Lincoln, NB 68508; Forest Service, RM Forest and Range Experiment Station, University of Nebraska, 205 Miller Hall, E. Campus, Lincoln, NB 68503; Soil Conservation Service State Office, 134 S. 12th St., Lincoln, NB 68508;

NEVADA Forest Service National Forest, Humboldt National Forest, 976 Mountain City Hwy., Elko, NV 89801; Soil Conservation Service State Office, U.S. Post Office Bldg., Rm. 234, P.O. Box 4850, Reno, NV 89505; Forest Service National Forest,

Toiyabe National Forest, 111 N. Virginia, Rm. 601, Reno, NV 89501;

NEW HAMPSHIRE Soil Conservation Service State Office, Federal Bldg., Durham, NH 03824;

NEW JERSEY Food and Nutrition Service Northeast Regional Office, 707 Alexander Rd., Princeton, NJ 08540; Soil Conservation Service State Office, 1370 Hamilton St., P.O. Box 219, Somerset, NJ 08873;

NEW MEXICO Forest Service National Forest, Lincoln National Forest, Federal Bldg., 11th and New York, Alamogordo, NM 88310; Farmers Home Administration State Office, Federal Bldg., Rm. 3414, 517 Gold Ave., SW, Albuquerque, NM 87102; Forest Service Regional Office, 517 Gold Ave., SW, Albuquerque, NM 87102; Forest Service National Forest, Cibola National Forest, 10308 Candelaria, NE, Albuquerque, NM 87112; Forest Service Rocky Mountain Forest and Range Experiment Station, New Federal Bldg., Rm 5423, 517 Gold Ave., SW, Albuquerque, NM 87101; Soil Conservation Service State Office, 517 Gold Ave., SW, P.O. Box 2007, Albuquerque, NM 87103; Forest Service National Forest, Santa Fe National Forest, P.O. Box 1689, Santa Fe, NM 87501; Forest Service National Forest, Gila National Forest, 301 W. College Ave., Silver City, NM 88061; Forest Service National Forest, Carson National Forest, Forest Service Bldg., P.O. Box 558, Taos, NM 87571;

NEW YORK Agricultural Research Service Plum Island Animal Disease Center, P.O. Box 848, Greenport, Long Island, NY 11944; Agricultural Marketing Service Milk Market Office, 205 E. 42nd St., New York, NY 10017; Farmers Home Administration State Office, Midtown Plaza, Rm. 214, 700 E. Water St., Syracuse, NY 13210; Soil Conservation Service State Office, Midtown Plaza, Rm 400, 700 E. Water St., Syracuse, NY 13210;

NORTH CAROLINA Forest Service Southeastern Experiment Station, P.O. Box 2570, Asheville, NC 28802; Forest Service National Forest, National Forests in North Carolina, 50 S. French Broad Ave., P.O. Box 2750, Asheville, NC 28802; Farmers Home Administration State Office, Federal Bldg., Rm 514, 310 New Bern Ave., Raleigh, NC 27601; Soil Conservation Service State Office, Federal Office Bldg., 310 New Bern Ave., P.O. Box 27307, Raleigh, NC 27611;

NORTH DAKOTA Farmers Home Administration State Office, Federal Bldg., Rm. 208, 3rd and Rosser Ave., Bismarck, ND 58501; Soil Conservation Service State Office, Federal Bldg., P.O. Box 1458, Bismarck, ND 58501; Forest Service, RM Forest and Range Experiment Station, Shelterbelt Laboratory, P.O. Box 25, Bottineau, ND 58318;

OHIO Agricultural Marketing Service Milk Market Office, 7503 Brookpark Rd., P.O. Box 29066, Cleveland, OH 44129; Agricultural Marketing Service Milk Market Office; 4560 Heaton Rd., P.O. Box 29226, Columbus, OH 43229; Farmers Home Administration State Office, Old Post Office Bldg., Rm. 316, 121 E. State St., Columbus, OH 43215; Soil Conservation Service State Office, 311 Old Federal Bldg., 3rd and State Sts., Columbus, OH 43215;

OKLAHOMA Farmers Home Administration State Office, Agricultural Center Office Bldg., Stillwater, OK 74074; Soil Conservation Service State Office, Agriculture Center Bldg., Farm Rd. and Brumley St., Stillwater, OK 74074; Agricultural Marketing Service Milk Market Office, 4325 E. 51st St., P.O. Box 45563 Tulsa, OK 74145;

OREGON Forest Service National Forest, Wallowa-Whitman National Forest, Main and Auburn, Baker, OR 97814; Forest Service National Forest, Deschutes National Forest, 211 E. Revere Ave., Bend, OR 97701; Forest Service National Forest, Siuslaw National Forest, 545 S. 2nd St., Corvallis, OR 97330; Forest Service Pacific Northwest Forest and Range Experiment Station, Forestry Sciences Laboratory, 3200 Jefferson Way, Corvallis, OR 97331; Forest Service National Forest, Willamette National Forest, 210 E. 11th St., Eugene, OR 97401; Forest Service National Forest, Siskiyou National Forest, 1504 NW 6th St., Grants Pass, OR 97526; Forest Service National Forest, Malheur National Forest, 139 NE Dayton St., John Day, OR 97845; Forest Service National Forest, Winema National Forest, P.O. Bldg., Klamath Falls, OR 97601; Forest Service National Forest, Fremont National Forest, 34 D St., N., Lakeview, OR 97630; Forest Service National Forest, Rogue River National Forest, P.O. and Federal Bldg., Medford, OR 97501; Forest Service National Forest, Umatilla National Forest, 2517 SW Hailey Ave., Pendleton, OR 97801; Farmers Home Administration State Office, 1218 SW Washington St., Portland, OR 97205; Forest Service Pacific Northwest Forest and Range Experiment Station,

P.O. Box 3141, Portland, OR 97208; Forest Service Regional Office, P.O. Box 3623, Portland, OR 97208; Forest Service National Forest, Mt. Hood National Forest, 2440 SE 195th Ave., Portland, OR 97223; Soil Conservation Service State Office, Washington Bldg., 1218 SW Washington St., Portland, OR 97205; Soil Conservation Service Technical Service Center, 511 NW Broadway, Portland, OR 97209; Agricultural Marketing Service Milk Market Office, Farmers Center Bldg., 6700 SW Varns St., P.O. Box 23354, Portland, OR 97223; Forest Service National Forest, Ochoco National Forest, Federal Bldg., Prineville, OR 97754; Forest Service National Forest, Umpqua National Forest, Federal Office Bldg., Roseburg, OR 97470;

PENNSYLVANIA Farmers Home Administration State Office, Federal Bldg., Rm. 728, 228 Walnut St., P.O. Box 905, Harrisburg, PA 17108; Soil Conservation Service State Office, Federal Bldg. and Court House, P.O. Box 985 (Fed. Square Station), Harrisburg, PA 17108; Agricultural Research Service Eastern Regional Research Center, 600 E. Mermaid Ln., Philadelphia, PA 19118; Forest Service Northeastern Area, State and Private Forestry, 6816 Market St., Upper Darby, PA 19082; Forest Service Northeastern Experiment Station, 6816 Market St., Upper Darby, PA 19082; Soil Conservation Service Technical Service Center, 7700 W. Chester Pike, Upper Darby, PA 19082; Forest Service National Forest, Allegheny National Forest, P.O. Bldg., Warren, PA 16365;

SOUTH CAROLINA Forest Service, Forest Manager, Savannah River Project, AEC, P.O. Box A, Aiken, SC 29802; Farmers Home Administration State Office, Federal Bldg., Rm. 604, 901 Sumter St., Columbia, SC 29201; Forest Service National Forest, Francis Marion-Sumter National Forest, 1801 Assembly St., 2nd Floor, Columbia, SC 29201;

SOUTH DAKOTA Forest Service National Forest, Black Hills National Forest, Forest Service Office Bldg., P.O. Box 792, Custer, SD 57730; Farmers Home Administration State Office, Christen and Hohm Bldg., 239 Wisconsin Ave., SW, Huron, SD 57350; Soil Conservation Service State Office, 239 Wisconsin Ave., SW, P.O. Box 1357, Huron, SD 57350; Forest Service, RM Forest and Range Experiment Station, Forest Research Laboratory, South Dakota School of Mines and Technology, Rapid City, SD 57701;

TENNESSEE Agricultural Marketing Service Milk Market Office, 119 Belmont Dr., P.O. Box 3007, Bristol, TN 37620; Forest Service National Forest, Cherokee National Forest, 2321 Ocoee St., NW, P.O. Box 400, Cleveland, TN 37311; Farmers Home Administration State Office, 538 U.S. Court House Bldg., 801 Broadway, Nashville, TN 37203; Soil Conservation Service State Office, 561 U.S. Court House, Nashville, TN 37203;

TEXAS Agricultural Marketing Service Milk Market Office, 11061 Shady Trail, P.O. Box 34689, Dallas, TX 75234; Food and Nutrition Service West-Central Regional Office, 1100 Commerce St., Rm. 5-D-22, Dallas, TX 75202; Forest Service National Forest, National Forests in Texas, 3rd and Luffkin Ave., P.O. Box 969, Luffkin, TX 75901; Farmers Home Administration State Office, 3920 S. General Bruce Dr., Temple, TX 76501; Soil Conservation Service State Office, 16-20 S. Main St., P.O. Box 648, Temple, TX 76501; Soil Conservation Service Technical Service Center, Ft. Worth Federal Center, P.O. Box 11222, Fort Worth, TX 76110;

UTAH Forest Service National Forest; Dixie National Forest, 500 S. Main St., Cedar City, UT 84720; Forest Service Intermountain Experiment Station, Federal Bldg., 507-25th St., Ogden, UT 84401; Forest Service Regional Office, Federal Office Bldg., 324 - 25th St., Ogden, UT 84401; Forest Service National Forest, Manti-LaSal National Forest, 350 E. Main St., Price, UT 84501; Forest Service National Forest, Unita National Forest, Federal Bldg., P.O. Box 1428, Provo, UT 84601; Forest Service National Forest, Fishlake National Forest, 170 N. Main St., Richfield, UT 84701; Farmers Home Administration State Office, Federal Bldg., Rm. 5311, 125 S. State St., Salt Lake City, UT 84138; Forest Service National Forest, Wasatch National Forest, 4438 Federal Bldg., 125 S. State St., Salt Lake City, UT 84111; Soil Conservation Service State Office, 4012 Federal Bldg., 125 S. State St., Salt Lake City, UT 84138; Forest Service National Forest, Ashley National Forest, 437 E. Main St., Vernal, UT 84078;

VERMONT Soil Conservation Service State Office, 1 Burlington Square, Burlington, VT 05401; Farmers Home Administration State Office, 141 W. Main St., P.O. Box 588, Montpelier, VT 05602; Forest Service National Forest, Green Mountain National Forest, Federal Bldg., Rutland, VT 05701;

VIRGINIA Agricultural Marketing Service Milk Market Office, 300 N. Lee St., Rm. 320, Alexandria, VA 22314; Forest Service National Forest, George Washington National Forest, 210 Federal

Bldg., P.O. Box 233, Harrisonburg, VA 22801; Farmers Home Administration State Office, Federal Bldg., Rm. 8213, 400 N. Eighth St., Richmond VA 23240; Soil Conservation Service State Office, 400 N. Eighth St., P.O. Box 10026, Richmond, VA 23240; Forest Service National Forest, Jefferson National Forest, 3517 Brandon Ave., SW, P.O. Box 4009, Roanoke, VA 24015;

WASHINGTON Forest Service National Forest, Colville National Forest, Colville, WA 99114; Forest Service National Forest, Okanogan National Forest, 219 2nd Ave., S., Okanogan, WA 98840; Forest Service National Forest, Olympic National Forest, Federal Bldg., Olympia, WA 98501; Agricultural Marketing Service Milk Market Office, 16 W. Harrison St., Seattle, WA 98119; Forest Service National Forest, Mt. Baker-Snoqualmie National Forests, 1601 Second Ave., Bldg., Seattle, WA 98101; Soil Conservation Service State Office, 360 U.S. Courthouse, W. 920 Riverside Ave., Spokane, WA 99201; Forest Service National Forest, Gifford Pinchot National Forest, 500 W. 12th St., Vancouver, WA 98660; Farmers Home Administration State Office, Federal Office Bldg., Rm. 319, 301 Yakima St., Wenatchee, WA 98801; Forest Service National Forest, Wenatchee National Forest, 301 Yakima St., Wenatchee, WA 98801;

WEST VIRGINIA Forest Service National Forest, Monongahela National Forest USDA Bldg., Sycamore St., Elkins, WV 26241; Farmers Home Administration State Office, Federal Bldg., Rm 320, 75 High St., Morgantown, WV 26505; Soil Conservation Service State Office, 75 High St., P.O. Box 865, Morgantown, WV 26505;

WISCONSIN Forest Service Forest Products Laboratory, N. Walnut St., P.O. Box 5130, Madison, WI 53705; Soil Conservation Service State Office, 4601 Hammersley Rd., P.O. Box 4248, Madison, WI 53711; Forest Service Regional Office, 633 W. Wisconsin Ave., Milwaukee, WI 53203; Forest Service National Forest, Chequamegon National Forest, Federal Bldg., Park Falls, WI 54552; Forest Service National Forest, Nicolet National Forest, Federal Bldg., Rhinelander, WI 54501; Farmers Home Administration State Office, First Financial Plaza, Suite 209, 1305 Main St., Stevens Point, WI 54481;

WYOMING Farmers Home Administration State Office, Federal Bldg., Rm. 3213, 100 E. B. St., Casper, WY 82601; Soil Conservation Service State Office, Federal Office Bldg., P.O. Box 2440, Casper, WY 82601; Forest Service National Forest, Shoshone Bighorn National Forests, Blair Bldg. No. 1, Cody, WY 82414; Forest Service National Forest, Bridger-Teton National Forest, Forest Service Bldg., P.O. Box 1888, Jackson, WY 83001; Forest Service National Forest, Medicine Bow National Forest, Box 3355, University Station, Laramie, WY 82070; Forest Service, RM Forest and Range Experiment Station, Forest Range and Watershed Laboratory, University of Wyoming, Laramie, WY 82070;

PUERTO RICO Farmers Home Administration State Office, Segarra Bldg., Fifth Floor, 1409 Ponce deLeon Ave., STOP 20, Santurce, Puerto Rico 00907; Soil Conservation Service Caribbean Office, 1409 Ponce deLeon Ave., STOP 20, Santurce, Puerto Rico. 00908;

HEADQUARTERS Agricultural Research Service, Personnel Division, Federal Center Bldg., Rm. 557, Hyattsville, MD 20782; Agricultural Marketing Service, Personnel Division, Rm. 1709-S, Washington, D.C. 20250; Agricultural Stabilization and Conservation Service, Personnel Division, Rm. 4752-S, Washington, D.C. 20250; Animal and Plant Health Inspection Service, Personnel Division, Rm. 3911-S, Washington, D.C. 20250; Economic Management Support Center, Division of Personnel, Rm. 1441-S, Washington, D.C. 20250; Extension Service, Personnel Division, Rm. 6439-S, Washington, D.C. 20250; Farmers Home Administration, Personnel Division, Rm. 6319-S, Washington, D.C. 20250; Federal Crop Insurance Corporation, Personnel, Management, and Administrative Service Division, Rm. 4622-S, Washington, D.C. 20250; Foreign Agricultural Service, Personnel Division, Rm. 5649-S, Washington, D.C. 20250; Forest Service, Division of Personnel Management, Rm. 910, Rosslyn Plaza E, Arlington, VA 22209; Food and Nutrition Service, Personnel Division, Rm. 712-B, 500 12th St., SW, Washington, D.C. 20250; Office of Personnel, Personnel Operations Division, Rm. 347-W, Washington, D.C. 20250; Soil Conservation Service, Personnel Division, Rm 6212-S, Washington, D.C. 20250; Rural Electrification Administration, Personnel Management Division, Rm 4078-S, Washington, D.C. 20250;

Categories of individuals covered by the system: Current and prior employees of USDA and applicants who were not hired, as well as, its permittees, cooperators, and contractor.

PRIVACY ACT ISSUANCES

Categories of records in the system: The System consists of personnel (Official Personnel Folders, Applicant Supply Files, performance files, retention lists, appeals, grievances, complaints, disciplinary, conflict of interest, health, suggestion and incentive awards, accident, training, time and attendance, travel voucher, and classification files) and payroll data needed to conform to all applicable laws, Government Regulations and procedures, and the needs of the Department and agencies in carrying out their personnel management responsibilities.

Authority for maintenance of the system: 5 U.S.C. 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Referral to (1) Civil Service Commission for required action, records, and reports, (2) Department of Treasury for issuance of checks and bonds, (3) Department of Labor for Office of Workers Compensation Program and Office of Safety and Health Administration, (4) Department of Commerce for distribution of Federal payrolls, (5) Congress for special reports; (6) White House for special reports, (7) Office of Management and Budget for special reports (8) General Accounting Office for special reports; (9) Department of Justice, (10) General Services Administration for records retirement and/or destruction; (11) State Department for passport and foreign assignments; (12) Department of Transportation, Environmental Protection Agency, and cooperating state and local agencies for accident and safety records; (13) Internal Revenue Service and State and local governments for matters in connection with payment of income taxes; (14) Social Security Administration for social security payment information; (15) United funds for reports and records; (16) Department of Health, Education, and Welfare for scheduling physical examinations; (17) All Government agencies and potential employers concerning employment inquiries; (18) Equal Employment Opportunity Commission for handling complaints; (19) Appropriate agency, whether Federal, State local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation or order issued pursuant thereto, of any record within this System when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto; and (20) A court, magistrate or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders at the applicable address listed above, except for the National Finance Center where it is maintained on computer tape and disk storage.

Retrievability: Records are indexed by name of employee and/or identification number.

Safeguards: Records are kept in locked file, locked offices, and/or in secured computer tape storage rooms.

Retention and disposal: Records are maintained indefinitely until employees are separated from the Department and are then retired or transferred to a new employing agency or destroyed in conformance with appropriate General Services Administration retirement and/or destruction schedules.

System manager(s) and address: Director, Office of Personnel, USDA, Washington, D.C. 20250.

Notification procedure: Employees may request information from this System from the appropriate personnel office having custody of his records. A request for information should be addressed to the Director, Personnel Division, (name of appropriate agency), USDA, at the address shown under LOCATION and should contain:

Name of requestor, employing agency in USDA or agency to which information was furnished, address of agency, and particular information requested.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to and contesting a record in the System which pertains to him by submitting a written request to the appropriate offices referred to in the preceding paragraph.

Contesting record procedures: Same as RECORD ACCESS PROCEDURES.

Record source categories: Information in this System comes from the employee, applicants, permittees, cooperators, contractors, employee's personnel offices, supervisors, references, investigative personnel, colleges and universities, and former employers.

USDA/OP—2

System name: Security Records for USDA employees, USDA/OP.

System location: Security and Employee Relations Division, Office of Personnel, USDA, Room 16-W, Administration Building, 14th Street and Independence Avenue, SW, Washington, D.C. 20250.

Categories of individuals covered by the system: All USDA applicants and/or employees investigated under the authority of Executive Order 10450.

Categories of records in the system: The System consists of investigative files maintained by the Department Security Officer in fulfilling his responsibilities in granting security clearances under the Personnel Security Program of the Department.

Authority for maintenance of the system: 5 U.S.C. 22-1; 22-3; Executive Order 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Referral to the Civil Service Commission and/or the Federal Bureau of Investigation for appropriate investigation; (2) referral to the agency which conducted the investigation upon the retirement or transfer of the employee; (3) referral to the General Services Administration for retirement and/or destruction purposes; (4) certification of Security Clearances to other Government agencies; (5) referral to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing a statute, rule, regulation or order issued pursuant thereto, of any record within this System when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto; (6) referral to a court, magistrate or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in locked Lektriever 100's which are contained in a locked room.

Retrievability: Records are indexed by name of the employee or applicant.

Safeguards: As stated above under STORAGE.

Retention and disposal: Records are maintained until employee has retired, or transferred to another Government agency. They are then returned to the agency that conducted the investigation, or retired to the General Services Administration for destruction under the appropriate destruction schedule.

System manager(s) and address: Department Security Officer, U.S. Department of Agriculture, Washington, D.C. 20250.

Notification procedure: Employees may request information, other than that exempted, from this System from the Department Security Officer, U.S. Department of Agriculture, under the address shown above in LOCATION. All requests should include the name of the requestor, employing agency or agency to where application was made, address of requestor, location of employing agency, and particular information requested.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to and contesting a record in the System which pertains to him by submitting a written request to the office mentioned above.

Contesting record procedures: Same as RECORD ACCESS PROCEDURES

Record source categories: Information in this System comes from the employee, his references, present and former supervisors, educational institutions, the Civil Service Commission, the Federal Bureau of Investigation, the investigative arms of the various agencies

of the Department of Defense, the investigative arms of other Executive Departments and Agencies, and various local and state law enforcement agencies.

USDA/SEC-1

System name: Non-Career Applicant File, USDA/SEC

System location: Office of the Secretary, 14th and Independence Avenue, S.W., Room 202A, Administration Building, Washington, D.C. 20250

Categories of individuals covered by the system: Individuals who have applied or have been referred to the Department for non-career appointments.

Categories of records in the system: Consists of resumes and correspondence regarding individuals who are generally interested in non-career appointments, who are candidates for specific appointments and those who have been appointed.

Authority for maintenance of the system: 5 USC 3301-3302; 5 CFR Part 9

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Referred to agency heads in anticipation of or in the case of specific non-career vacancies. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records maintained in file folders in the Office of the Deputy Under Secretary, United States Department of Agriculture, Washington, D.C. 20250.

Retrievability: Records indexed by name of individual.

Safeguards: Records kept in locked files with a pad locked security bar.

Retention and disposal: Records more than a year old are usually disposed of or if an applicant has accepted employment elsewhere, the files are discarded.

System manager(s) and address: Deputy Under Secretary, Office of the Secretary, United States Department of Agriculture, Room 202-E, Administration Building, Washington, D.C. 20250.

Notification procedure: Any person may request information regarding this system of records, or information as to whether the system contains records pertaining to him, from the System Manager. Such requests should include the name and address of the requester and a statement of his reasons for believing the system may contain records about him.

Record access procedures: Use same procedures as for requesting Notification.

Contesting record procedures: Use same procedures as for requesting Notification.

Record source categories: Information on this system comes from the individuals themselves, various federal, state and local governmental agencies, and persons having knowledge of the individual's character and capabilities.

Systems exempted from certain provisions of the act: This system has been exempted pursuant to 5 USC 552a (k)(5) from the requirements of 5 USC 552a(c)(3), (d), (e) (1), (e)(4)(G), (H) and (I) and (f), but only to the extent that disclosure of records contained in the system would reveal the identity of a source who had furnished information to the Government under an express promise that the identity of the source would be held in confidence (or, prior to September 27, 1975, under an implied promise the identity of the source would be held in confidence). See 7 CFR 1.123. If such promise of confidentiality could not be made, the Department's ability to obtain candid evaluations of persons being considered for appointment to non-career positions would be greatly impaired. This exemption enables the Department to obtain needed information when the source will not provide it unless he has promised that his identity will be kept confidential.

USDA/SCS-1

System name: Program Cooperators - Soil Conservation Service, USDA/SCS

System location: All field offices of the Soil Conservation Service, usually located in county seats of government. Addresses of each field office are listed in the telephone directories of the field office locations under the heading, "United States Government, Department of Agriculture, Soil Conservation Service."

Categories of individuals covered by the system: Cooperators with SCS Programs including Soil and Water District Cooperators, Great Plains Conservation Program Cooperators, Water Bank Cooperators, Irrigation District Cooperators, and Welton-Mohawk Project Cooperators.

Categories of records in the system: The System consists of file folders on individual cooperators recording the planning, development and accomplishments of the plan on his land. These files contain personal and economic data.

Authority for maintenance of the system: P.L. 46.74th Congress, as amended, (16 U.S.C. 590 a-f, i-l, q, q-1;) and related laws 42 U.S.C. 3271-3274; 7 U.S.C. 2201; and implementing regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders in field offices.

Retrievability: Records are indexed by name of cooperator and maintained alphabetically.

Safeguards: Records are maintained in standard files and offices are locked during off hours.

Retention and disposal: Records are maintained until plans are cancelled, at which time basic resource data is retained, as appropriate, and other data is destroyed.

System manager(s) and address: District Conservationists or other designees in charge of field offices.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him by contacting the respective district conservationist or other designee. If the specific location of the record is not known, the individual should address his request to the Chief, Records and Communications Management Branch, USDA-Soil Conservation Service, Washington, D.C. 20250, who will refer it to the appropriate field office. A request for information pertaining to an individual should contain: Name, address, and particulars involved (i.e., name or nature of program, name of cooperating body; etc.)

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the District Conservationist or his designated representative or to Chief, Records and Communications Management Branch, USDA-SCS, Washington, D.C.

Contesting record procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the District Conservationist or his designated representative or to Chief, Records and Communications Management Branch, USDA-SCS, Washington, D.C.

Record source categories: Information in this system comes from landowners and occupiers (cooperators) and SCS technicians who develop and manage plans with them.

USDA/SRS-1

System name: Administrative Records System, USDA/SRS

System location: Statistical Offices at the following locations:

Montgomery, AL
Phoenix, AZ
Little Rock, AR
Sacramento, CA
Denver, CO
Washington, DC
Orlando, FL
Athens, GA
Boise, ID
Springfield, IL
West Lafayette, IN
Des Moines, IA
Topeka, KS
Louisville, KY
Alexandria, LA
College Park, MD
Lansing, MI
St. Paul, MN
Jackson, MS

Columbia, MO
 Helena, MT
 Lincoln, NE
 Reno, NV
 Concord, NH
 Trenton, NJ
 Las Cruces, NM
 Albany, NY
 Raleigh, NC
 Fargo, ND
 Columbus, OH
 Oklahoma City, OK
 Portland, OR
 Harrisburg, PA
 Columbia, SC
 Sioux Falls, SD
 Nashville, TN
 Austin, TX
 Salt Lake City, UT
 Richmond, VA
 Seattle, WA
 Charleston, WV
 Madison, WI
 Cheyenne, WY

Addresses of each Statistical Office are listed in the telephone directories of the respective cities listed above under the heading "United States Government, Department of Agriculture, Statistical Reporting Service."

Categories of individuals covered by the system: All Federal and State employees who work in SRS offices.

Categories of records in the system: The system consists of employee's name, home address, telephone number, salary rate, accumulated salary for year, accumulated hours worked, and accumulated travel expenses, which includes per diem, mileage, and total miles travelled.

Authority for maintenance of the system: 5 U.S.C. 301 and 7 U.S.C. 2204.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in the system of records for State Department of Agriculture employees is made available to the Head of the State Department of Agriculture or his designee. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Documents (CEF-201's and bi-weekly Time and Attendance reports) are retained in the State Statistical Offices specified above.

Machine readable data are maintained on the INFONET network with each office only able to access its own files.

Retrievability: The master employee data base is indexed by employee number assigned by each office.

Safeguards: Source documents are kept in file cabinets in the offices listed above.

Retention and disposal: The two data bases in this system are handled in the following manner:

1. Bi-weekly Data Base—After initial usage, stored on tape and retained for one year.

2. Master Employee Data Base—Inactive employee records are deleted at the end of each fiscal year.

A copy of this file will be retained for five years.

System manager(s) and address: The Assistant Administrator for Washington, D.C. or the Statistician in Charge for each State Statistical Office is responsible for employee's records, at the address specified above.

Notification procedure: Any employee working in an SRS Statistical Office since 1975 may request information regarding this system of records, or information stating whether the system contains records pertaining to him from the System Manager at the appropriate Statistical Office. A written request for information pertaining to an individual's records should contain name, address, and most recent dates of employment with USDA/SRS.

Record access procedures: Anyone actively employed by USDA/SRS during the past five years may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the appropriate official referred to in the paragraph entitled "Notification procedure."

Contesting record procedures: Anyone actively employed by USDA/SRS during the past five years may obtain information as to the procedures for contesting a record in the system which pertains to him by submitting a written request to the appropriate official referred to in the paragraph entitled "Notification procedure."

Record source categories: Information in this system comes from enumerator time and mileage forms (CEF-201), time and attendance forms from all other employees, and employment forms (SF-171 and NASDA-171).

USDA/SRS—2

System name: June Acreage and Livestock Enumerative Survey, USDA/SRS

System location: Survey questionnaires are located in State Statistical Offices at the following locations:

Montgomery, AL
 Phoenix, AZ
 Little Rock, AR
 Sacramento, CA
 Denver, CO
 Orlando, FL
 Athens, GA
 Boise, ID
 Springfield, IL
 West Lafayette, IN
 Des Moines, IA
 Topeka, K
 Louisville, KY
 Alexandria, LA
 College Park, MD
 Lansing, MI
 St. Paul, MN
 Jackson, MS
 Columbia, MO
 Helena, MT
 Lincoln, NE
 Reno, NV
 Concord, NH
 Trenton, NJ
 Las Cruces, NM
 Albany, NY
 Raleigh, NC
 Fargo, ND
 Columbus, OH
 Oklahoma City, OK
 Portland, OR
 Harrisburg, PA
 Columbia, SC
 Sioux Falls, SD
 Nashville, TN
 Austin, TX
 Salt Lake City, UT
 Richmond, VA
 Seattle, WA
 Charleston, WV
 Madison, WI
 Cheyenne, WY

Addresses of each State Statistical Office are listed in the telephone directories of the respective cities listed above under the heading "United States Government, Department of Agriculture, Statistical Reporting Service."

Magnetic tapes are located on the INFONET network, Chicago Center, Chicago, Illinois.

Categories of individuals covered by the system: Farmers and ranchers residing in selected small land areas. Also included are non-farm residents living rent free in houses on farms in these same selected small land areas.

Categories of individuals covered by the system: Questionnaires and magnetic tapes containing information on farm population in those households described above.

Authority for maintenance of the system: 7 U.S.C. 2204.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Questionnaires are packed in boxes and stored in State Statistical Offices at the following locations:

Montgomery, AL
 Phoenix, AZ
 Little Rock, AR
 Sacramento, CA
 Denver, CO
 Orlando, FL
 Athens, GA
 Boise, ID
 Springfield, IL
 West Lafayette, IN
 Des Moines, IA
 Topeka, KS
 Louisville, KY
 Alexandria, LA
 College Park, MD
 Lansing, MI
 St. Paul, MN
 Jackson, MS
 Columbia, MO
 Helena, MT
 Lincoln, NE
 Reno, NV
 Concord, NH
 Trenton, NJ
 Las Cruces, NM
 Albany, NY
 Raleigh, NC
 Fargo, ND
 Columbus, OH
 Oklahoma City, OK
 Portland, OR
 Harrisburg, PA
 Columbia, SC
 Sioux Falls, SD
 Nashville, TN
 Austin, TX
 Salt Lake City, UT
 Richmond, VA
 Seattle, WA
 Charleston, WV
 Madison, WI
 Cheyenne, WY

Magnetic tapes stored in tape library of the INFONET network, Chicago, Center, Chicago, Illinois.

Retrievability: Questionnaires are stored in boxes which are identified by location of selected small land areas. Magnetic tapes are indexed by a number assigned to selected small land areas.

Safeguards: Questionnaires are kept in locked storage rooms. Magnetic tapes are stored in an area to which access is limited to authorized personnel of the INFONET network.

Retention and disposal: Questionnaires are kept 2 years in individual offices (except in Texas) and sent to Federal Record Centers for the balance of the retention period (4 years). Texas questionnaires are kept in the State Statistical Office for 1 year and then destroyed. Magnetic tapes are retained for 6 years on the INFONET network and then destroyed.

System manager(s) and address: Chairman, Crop Reporting Board, Statistical Reporting Service, USDA, Washington, D.C. 20250, or the appropriate Statistician in Charge, State Statistical Office at the address specified above.

Notification procedure: Any individual may request information as to whether the system contains records pertaining to him from the Chairman, Crop Reporting Board, Statistical Reporting Service, USDA, Washington, D.C. telephone 202-447-4415, or the appropriate Statistician in Charge at the address listed above. If the specific location of the record is not known, the individual should address his request to the Chairman, Crop Reporting Board, who, if necessary, will refer it to the appropriate State Statistical Office. A request for information pertaining to an individual should contain, name, address, and date (year) that questionnaire was completed.

Record access procedures: Any individual who was interviewed in the survey may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the appropriate official referred to in the paragraph entitled "Notification procedure."

Contesting record procedures: Any individual who was interviewed in the survey may obtain information as to the procedure for contesting a record in the system which pertains to him by submitting a written request to the appropriate official referred to in the paragraph entitled "Notification procedure."

Record source categories: Information in this system comes solely from farmers and ranchers who were interviewed in this survey, or from non-farm residents who are located in selected small land areas.

USDA/SRS—3

System name: Personnel Data Base, USDA/SRS

System location: Computer Records—INFONET network, Chicago Center, Chicago, Illinois. Inputs-coding sheets and punch cards in file cabinet in Room 5868 South Building, Statistical Reporting Service, USDA, Washington, D.C. 20250. Outputs-listings distributed to and retained by Administrative Officer, each Division Director, Deputy Administrator, Statistical Reporting Service, USDA, Washington, D.C.; and Economic Management Support Center, USDA, Washington, D.C. 20250.

Categories of individuals covered by the system: Statistical Reporting Service Federal employees (except enumerators).

Categories of records in the system: The system consists of information pertaining to Statistical Reporting Service employee's name; job series; grade; age; service computation date; date began in Statistical Reporting Service; work experience; training; and awards.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system;

Storage: Documents are maintained in offices of officials identified previously. Machine readable data are maintained on the INFONET network, Chicago Center, Chicago, Illinois.

Retrievability: Records are indexed by Social Security Number.

Safeguards: Source documents are kept in locking file cabinet in office of Administrative Officer, Statistical Reporting Service, USDA, Washington, D.C.

Retention and disposal: A review is made each quarter. Records which are no longer needed are destroyed.

System manager(s) and address: Administrative Officer, Statistical Reporting Service, USDA, Washington, D.C. 20250.

Notification procedure: Any employee may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the Administrative Officer, Statistical Reporting Service, USDA, Washington, D.C., telephone 202-447-6546.

Record access procedures: Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the Administrative Officer referred to in the paragraph entitled "Notification procedure."

Contesting record procedures: Any individual may obtain information as to the procedures for contesting a record in the system which pertains to him by submitting a written request to the Administrative Officer referred to in the paragraph entitled "Notification procedure."

Record source categories: Information in this system comes primarily from form SF-52, Request for Personnel Action; form AD-281, Request and Authorization for Outside Training; and form AD-287-2, Approval and Certification of Cash Award.

USDA/SRS—4

System name: Quarterly Agricultural Labor Survey, USDA/SRS.

System location: Survey questionnaires are located in State Statistical Offices at the following locations:

Montgomery, AL
 Phoenix, AZ
 Little Rock, AR
 Sacramento, CA
 Denver, CO
 Orlando, FL
 Athens, GA
 Boise, ID
 Springfield, IL
 West Lafayette, IN

PRIVACY ACT ISSUANCES

Des Moines, IA
 Topeka, KS
 Louisville, KY
 Alexandria, LA
 College Park, MD
 Lansing, MI
 St. Paul, MN
 Columbia, MO
 Helena, MT
 Lincoln, NE
 Reno, NV
 Concord, NH
 Trenton, NJ
 Las Cruces, NM
 Albany, NY
 Raleigh, NC
 Fargo, ND
 Columbus, OH
 Oklahoma City, OK
 Portland, OR
 Harrisburg, PA
 Columbia, SC
 Sioux Falls, SD
 Nashville, TN
 Austin, TX
 Salt Lake City, UT
 Richmond, VA
 Seattle, WA
 Charleston, WV
 Madison, WI
 Cheyenne, WY

Addresses of each State Statistical Office are listed in the telephone directories of the respective cities listed above under the heading "United States Government, Department of Agriculture, Statistical Reporting Service."

Magnetic tapes are located on the INFONET network, Chicago Center, Chicago, Illinois.

Categories of individuals covered by the system: Farmers and ranchers who report the following information on the Quarterly Agricultural Labor Survey: (1) number of hours worked in the survey week by the operator, (2) number of unpaid family workers working more than 15 hours in the survey week, (3) number of paid family workers working in the survey week, (4) hours worked by unpaid family workers, and (5) wages paid to paid family workers.

Categories of records in the system: Questionnaires, punch cards and magnetic tapes containing information as listed under "Category of Individuals" reported by farmers and ranchers who are interviewed in the survey.

Authority for maintenance of the system: 7 U.S.C. 2204.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Questionnaires are packed in boxes and stored in State Statistical Offices at the following locations:

Montgomery, AL
 Phoenix, AZ
 Little Rock, AR
 Sacramento, CA
 Denver, CO
 Orlando, FL
 Athens, GA
 Boise, ID
 Springfield, IL
 West Lafayette, IN
 Des Moines, IA
 Topeka, KS
 Louisville, KY
 Alexandria, LA
 College Park, MD
 Lansing, MI
 St. Paul, MN
 Jackson, MS
 Columbia, MO
 Helena, MT
 Lincoln, NE

Reno, NV
 Concord, NH
 Trenton, NJ
 Las Cruces, NM
 Albany, NY
 Raleigh, NC
 Fargo, ND
 Columbus, OH
 Oklahoma City, OK
 Portland, OR
 Harrisburg, PA
 Columbia, SC
 Sioux Falls, SD
 Nashville, TN
 Austin, TX
 Salt Lake City, UT
 Richmond, VA
 Seattle, WA
 Charleston, WV
 Madison, WI
 Cheyenne, WY

Magnetic tapes stored in tape library on the INFONET network, Chicago Center, Chicago, Illinois.

Retrievability: Questionnaires are stored in boxes which are identified by Reporter Identification number. Punch cards and magnetic tapes are indexed by Reporter Identification number.

Safeguards: Questionnaires are kept in locked storage rooms. Punch cards are kept in file drawers. Magnetic tapes are stored in an area to which access is limited to authorized personnel of the INFONET network.

Retention and disposal: Questionnaires are kept 2 years in individual offices and sent to Federal Records Centers for the balance of the retention period (4 years). Magnetic tapes are retained for 5 years on the INFONET network and then destroyed.

System manager(s) and address: Chairman, Crop Reporting Board, Statistical Reporting Service, USDA, Washington, D.C. 20250, or the appropriate Statistician in Charge, State Statistical Office at the address specified above.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the Chairman, Crop Reporting Board, Statistical Reporting Service, USDA, Washington, D.C. telephone 202-447-4415, or the appropriate Statistician in Charge at the address listed above. If the specific location of the record is not known, the individual should address his request to the Chairman, Crop Reporting Board, who, if necessary, will refer it to the appropriate State Statistical Office. A request for information pertaining to an individual should contain, name, address, and date (month and year) that questionnaire was completed.

Record access procedures: Any farmer who was interviewed in the survey may obtain information as to the procedures for gaining access to a record in the system which pertains to him by submitting a written request to the appropriate official referred to in the paragraph entitled "Notification procedure."

Contesting record procedures: Any farmer or rancher who was interviewed in the survey may obtain information as to the procedures for contesting a record in the system which pertains to him by submitting a written request to the appropriate official referred to in the paragraph entitled "Notification procedure."

Record source categories: Information in this system comes solely from farmers and ranchers who were interviewed in this survey.

USDA/SRS-5

System name: State Farm Census, USDA/SRS.

System location: Illinois Crop and Livestock Reporting Service, SRS/USDA, 202 U.S. Post Office and Court House Building, Springfield, IL 62705.

Categories of individuals covered by the system: Farmers who report number of persons living in farm household to county assessors or other enumerators.

Categories of records in the system: Reporting forms and magnetic tapes containing data on number of persons living in farm households.

Authority for maintenance of the system: 7 U.S.C. 2204.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Supplied to Illinois State government.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Reporting forms are maintained in files in the office of the Illinois Crop Livestock Reporting Service, and magnetic tapes are maintained in the Computer Center, Management Information Division, State of Illinois, Springfield, IL.

Retrievability: Records are indexed by a unique identification number assigned by the Illinois Crop and Livestock Reporting Service.

Safeguards: Records are kept in a room locked after working hours.

Retention and disposal: Reporting forms are retained for 2 years in the Illinois Crop and Livestock Reporting Service office and then sent to the State Archives where they are retained indefinitely.

System manager(s) and address: Statistician in Charge, Illinois Crop and Livestock Reporting Service, SRS/USDA, 202 U.S. Post Office & Court House Building, Springfield, Illinois 62705.

Notification procedure: Any farmer in Illinois may request information regarding this system of records. He can determine whether the system contains records relating to him from the Statistician in Charge at the address listed above. A request for information pertaining to an individual should contain name, address and year of the report.

Record access procedures: Any farmer may obtain information as to the procedure for gaining access to a record in the system which pertains to him by submitting a written request to the Statistician in Charge referred to in the paragraph entitled "Notification procedure."

Contesting record procedures: Any farmer may obtain information as to the procedure for contesting a record in the system which pertains to him by submitting a written request to the Statistician in Charge referred to in the paragraph entitled "Notification procedure."

Record source categories: Information in this system comes primarily from farmers.

**DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL**

[Order No. 748-77]

PRIVACY ACT OF 1974

Systems of Records; Annual Publication

Pursuant to section 3(e)(4) of the Privacy Act of 1974 (5 U.S.C. 552a(e)(4)), attached is the annual compilation of notices of the systems of records maintained by the Department of Justice. This document incorporates all published changes and additions to the Department's systems notices which have been published and adopted since the 1976 compilation (41 FR 39916, September 16, 1976), and also corrects omissions, spelling and typographical errors, and makes other necessary editorial changes. In some systems, system managers and addresses have been changed to reflect internal reorganizations of the Department of Justice.

Following is a list of major or substantive changes that have been made to the systems since the 1976 compilation:

(a) Four systems have been deleted. JUSTICE/OSG—001, Attorney Assignment Reports are no longer maintained by the Department of Justice as their use has been discontinued by the Office of the Solicitor General. JUSTICE/WSPF—001 and 002 were transferred to the Archivist of the United States upon termination of the Office of the Watergate Special Prosecution Force. JUSTICE/WSPF—003 has been destroyed as these records were duplicative of records maintained elsewhere in the Department of Justice.

(b) JUSTICE/ATR—009, Consumer Inquiry Index: A new routine use was adopted effective April 25, 1977. (42 FR 22953)

(c) JUSTICE/BOP—006, Inmate Commissary Accounts Record System: A change in the storage and retrievability (as a result of automating the system) was adopted effective April 25, 1977. (42 FR 22953)

(d) JUSTICE/CIV—001, Civil Division Case File System was divided into three separate systems to describe more accurately the categories of records, the routine uses and the methods of access. The new systems are CIV—001, Civil Division Case File System, CIV—002, Civil Division Case File System—Customs Section, and CIV—003, Office of Alien Property Case File System. (42 FR 23558)

(e) JUSTICE/CRM—999, Appendix to Criminal Division System of Records Field Offices of the Organized Crime and Racketeering Section: Four locations for the maintenance of records were deleted and the records transferred to the U.S. Attorneys within those districts. (42 FR 1311)

(f) Due to a reorganization of the Department of Justice, 12 systems were transferred from the Office of the Deputy Attorney General to the Office of the Associate Attorney General, and two DAG systems were renumbered. JUSTICE/DAG—001 is now AAG—001, DAG—002 is now AAG—002, DAG—005 is now AAG—003, DAG—006 is now AAG—004, DAG—007 is now AAG—005, DAG—008 is now AAG—006, DAG—009 is now AAG—007, DAG—010 is now AAG—008, DAG—011 is now AAG—009, DAG—012 is now AAG—010, DAG—013 is now AAG—011, DAG—014 is now AAG—012, DAG—003 is now DAG—001, DAG—004 is now DAG—002. (42 FR 33810)

(g) JUSTICE/DEA—027, DEA Employee Profile System which was inadvertently omitted from the 1976 compilation was adopted on April 25, 1977. (42 FR 22953)

(h) JUSTICE/DEA/INS—111, Automated Intelligence Record System (Pathfinder) was proposed to enlarge and redesignate DEA—002 (Pathfinder 1), to reflect the sharing of the data base by the Drug Enforcement Administration and the Immigration and Naturalization Service. (42 FR 15075)

(i) JUSTICE/FBI—002, FBI Central Records System: A new routine use was adopted and the description of categories of records was revised for clarification. (42 FR 21668 and 22953)

(j) JUSTICE/FBI—010, Employee Travel Vouchers and Individual Earning Records, and JUSTICE/FBI—011, Employee Earning Records, two existing systems that were inadvertently omitted from the 1976 compilation, were reported on March 30, 1977. (42 FR 16875)

(k) JUSTICE/FBI—012, Time Utilization Record-Keeping (TURK) System is a new system which was reported in the March 30, 1977, Federal Register. (42 FR 16875)

(l) JUSTICE/INS—001, Immigration and Naturalization Service Index System: The retrievability capacity of a portion of the system was expanded and new routine uses were proposed. (42 FR 15349)

(m) JUSTICE/LEAA—012, Public Safety Officers' Benefits System is a new system which was adopted April 25, 1977. (42 FR 22953)

(n) JUSTICE/OMF—013, Employee Locator File: The retrievability capacity of the system was expanded and changes were proposed in the storage, retrievability and safeguards of the system. (42 FR 15151)

(o) JUSTICE/OPA—001, Executive Clemency Files: A new routine use was adopted April 25, 1977 (42 FR 22953)

(p) JUSTICE/TAX—001, Central Classification Cards, Index Docket Cards and Associated Records was redesignated TAX—001 and TAX—002, separating the Criminal and Civil Records. (42 FR 15146)

(q) JUSTICE/TAX—005, Tax Division Special Projects Files is a new system proposed in the March 18, 1977, Federal Register (42 FR 15146)

(r) JUSTICE/USA—007, Criminal Case Files: A new routine use was adopted April 25, 1977. (42 FR 22953)

(s) JUSTICE/USA—015, Pre-Trial Diversion Program Files is a new system proposed January 27, 1977. (42 FR 5104) A new routine use was adopted for this system April 25, 1977. (42 FR 23506)

(t) A system-wide routine use was proposed which would permit the routine disclosure of information to the National Archives and Records Service in connection with records management inspections. (42 FR 22612)

SEPTEMBER 26, 1977

Griffin B. Bell,
Attorney General.

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 JUSTICE/CRM—013, Organized Crime Information Management System
 JUSTICE/CRM—014, Organized Crime and Racketeering Section, Intelligence and Special Services Unit, Information Request System
 JUSTICE/CRM—015, Organized Crime and Racketeering Section Intelligence and Special Services Unit Visitor Pass System
 JUSTICE/CRM—016, Records on Persons who have Outstanding and Uncollected Federal Criminal Fines or Federal Bond Forfeitures
 JUSTICE/CRM—017, Registration and Propaganda Files Under the Foreign Agents Registration Act of 1938, As Amended
 JUSTICE/CRM—018, Registration Files of Individuals who have Knowledge of, or have Received Instruction or Assignment in, Espionage, Counterespionage, or Sabotage Service or Tactics of a Foreign Government or of a Foreign Political Party
 JUSTICE/CRM—019, Requests to the Attorney General for Approval of Applications to Federal Judges for Electronic Interceptions
 JUSTICE/CRM—020, Requests to the Attorney General for Approval of Applications to Federal Judges for Electronic Interceptions in Narcotic and Dangerous Drug Cases
 JUSTICE/CRM—021, The Stocks and Bonds Intelligence Control Card File System
 JUSTICE/CRM—022, Witness Immunity Records
 JUSTICE/CRM—023, Weekly Statistical Report
 JUSTICE/CRM—024, Freedom of Information/Privacy Act Records
 JUSTICE/CRM—999, Appendix to Criminal Division System of Records
 JUSTICE/LDN—001, Appraisers File
 JUSTICE/LDN—002, Congressional Correspondence File
 JUSTICE/LDN—003, Docket Card System
 JUSTICE/LDN—004, Title Abstractors, Attorneys and Insurance Corporations File
 JUSTICE/LDN—005, Freedom of Information Act and Privacy Act Records System
 JUSTICE/DAG—001, Declassification Review Index
 JUSTICE/DAG—002, Freedom of Information and Privacy Appeals Index
 JUSTICE/AAG—001, Appointed Assistant United States Attorneys Personnel System
 JUSTICE/AAG—002, Assistant United States Attorney Applicant Records System
 JUSTICE/AAG—003, Honor Program Applicant System
 JUSTICE/AAG—004, Master Index File of Names
 JUSTICE/AAG—005, Presidential Appointee Candidate Records System
 JUSTICE/AAG—006, Presidential Appointee Records System
 JUSTICE/AAG—007, Special Candidates for Presidential Appointments Records System
 JUSTICE/AAG—008, Summer Intern Program Records System
 JUSTICE/AAG—009, United States Judge and Department of Justice Presidential Appointee Records
 JUSTICE/AAG—010, United States Judges Records System
 JUSTICE/AAG—011, Miscellaneous Attorney Personnel Records System
 JUSTICE/AAG—012, Financial Disclosure Statements
 JUSTICE/OLC—001, Attorney Assignment Reports
 JUSTICE/OLC—002, Citizens Mail Index
 JUSTICE/OLA—001, Congressional Committee Chairman Correspondence File
 JUSTICE/OLA—002, Congressional Correspondence File
 JUSTICE/OIA—003, Citizen Correspondence File
 JUSTICE/OPA—001, Executive Clemency Files
 JUSTICE/OPI—001, News Release, Document and Index System
 JUSTICE/PRC—001, Docket, Scheduling and Control
 JUSTICE/PRC—002, Freedom of Information Act Record System
 JUSTICE/PRC—003, Inmate and Supervision Files
 JUSTICE/PRC—004, Labor and Pension Case, Legal File and General Correspondence System
 JUSTICE/PRC—005, Office Operation and Personnel System
 JUSTICE/PRC—006, Statistical, Educational and Developmental System
 JUSTICE/PRC—007, Workload Record, Decision Result, and Annual Report System
 JUSTICE/INS—001, The Immigration and Naturalization Service Index System
 JUSTICE/FBI—001, National Crime Information Center (NCIC)
 JUSTICE/FBI—002, The "FBI Central Records System"
 JUSTICE/FBI—003, Bureau Mailing List
 JUSTICE/FBI—004, Routine Correspondence Handled by Pre-printed Form
 JUSTICE/FBI—005, Routine Correspondence Prepared Without File Yellow
 JUSTICE/FBI—006, Electronic Surveillance (Elsur) Indices
 JUSTICE/FBI—007, FBI Automated Payroll System
 JUSTICE/FBI—008, Personnel Information Network System (PINS)
 JUSTICE/FBI—009, Identification Division Records System
 JUSTICE/FBI—010, Employee Travel Vouchers and Individual Earning Records
 JUSTICE/FBI—011, Employee Health Records
 JUSTICE/FBI—012, Time Utilization Record-Keeping (TURK) System
 JUSTICE/FBI—999, Appendix of Field Divisions for the Federal Bureau of Investigation
 JUSTICE/TAX—001, Tax Division Central Classification Cards, Index Docket Cards, and Associated Records—Criminal Tax Cases
 JUSTICE/TAX—002, Tax Division Central Classification Cards, Index Docket Cards, and Associated Records—Civil Tax Cases

PRIVACY ACT ISSUANCES

- JUSTICE/TAX—003, Files of Applications for the Position of Attorney with Tax Division
- JUSTICE/TAX—004, Freedom of Information/Privacy Act Request Files
- JUSTICE/TAX—005, Tax Division Special Projects Files
- JUSTICE/ATR—001, Antitrust Division Expert Witness File
- JUSTICE/ATR—002, Congressional Correspondence Log File
- JUSTICE/ATR—003, Index of Defendants in Pending and Terminated Antitrust Cases
- JUSTICE/ATR—004, Statements by Antitrust Division Officials (ATD Speech File)
- JUSTICE/ATR—005, Antitrust Caseload Evaluation System (ACTS) Time Reporter
- JUSTICE/ATR—006, Antitrust Caseload Evaluation System (ACTS) Monthly Report
- JUSTICE/ATR—007, Antitrust Division Case Cards
- JUSTICE/ATR—008, Freedom of Information/Privacy Requester/Subject Index File
- JUSTICE/ATR—009, Consumer Inquiry Index
- JUSTICE/USM—001, United States Marshals Service Badge & Credentials File
- JUSTICE/USM—002, United States Marshals Service Internal Inspections System
- JUSTICE/USM—003, United States Marshals Service Prisoner Coordination System
- JUSTICE/USM—004, Special Deputy File
- JUSTICE/USM—005, Special Detail System
- JUSTICE/USM—006, United States Marshals Service Training Files
- JUSTICE/USM—007, Warrant-Information System
- JUSTICE/USM—008, Witness Security Files Information System
- JUSTICE/USM—999, Appendix to U.S. Marshals Systems of Records, Names and Official Addresses of United States Marshals
- JUSTICE/USA—001, Administrative Files
- JUSTICE/USA—002, A.U.S.A. Applicant Files
- JUSTICE/USA—003, Citizen Complaint Files
- JUSTICE/USA—004, Citizen Correspondence Files
- JUSTICE/USA—005, Civil Case Files
- JUSTICE/USA—006, Consumer Complaints
- JUSTICE/USA—007, Criminal Case Files
- JUSTICE/USA—008, Freedom of Information Act/Privacy Act Files
- JUSTICE/USA—009, Kline—District of Columbia and Maryland—Stock and Land Fraud Interrelationship Filing System
- JUSTICE/USA—010, Major Crimes Division Investigative Files
- JUSTICE/USA—011, Prosecutor's Management Information System (PROMIS)
- JUSTICE/USA—012, Security Clearance forms for Grand Jury Reporters
- JUSTICE/USA—013, U.S. Attorney, District of Columbia Superior Court Division, Criminal Files, including but not limited to the following subsystems: (a) Criminal File Folder (USA-S1), (b) Criminal File Folder (USA-33), (c) Criminal; Docket Card (USA-T7), and (d) Index
- JUSTICE/USA—015, Pre-Trial Diversion Program Files
- JUSTICE/USA—999, Appendix of United States Attorney Office Locations
- JUSTICE/OMF—001, Background Investigation Check-off Card (OMF-154)
- JUSTICE/OMF—002, Controlled Substances Act Nonpublic Records
- JUSTICE/OMF—003, Department of Justice Payroll System
- JUSTICE/OMF—004, Employee Clearance Record
- JUSTICE/OMF—005, Employee Time Distribution Record
- JUSTICE/OMF—006, Interim Performance Appraisal Record
- JUSTICE/OMF—007, Legal and General Administration Accounting System (LAGA)
- JUSTICE/OMF—008, Security Clearance Information System (SCIS)
- JUSTICE/OMF—009, Justice Data Services Center Utilization Data
- JUSTICE/OMF—010, Data Index System for Classified Documents (DIS)
- JUSTICE/OMF—011, Justice Data Services Center Tape Library System
- JUSTICE/OMF—012, Executive Biography
- JUSTICE/OMF—013, Employee Locator File
- JUSTICE/OMF—014, Directory of Organization, Functions, and Staff for Office of Management and Finance
- JUSTICE/OMF—015, EEO (Equal Employment Opportunity) Volunteer Representative Roster
- JUSTICE/OMF—016, Inter-Divisional Information System (IDIS), (A non-operational, deactivated system)
- JUSTICE/OMF—017, Department of Justice Controlled Parking Records
- JUSTICE/OMF—018, Occupational Health Physical Fitness Files
- JUSTICE/OMF—019, Freedom of Information/Privacy Act Records

JUSTICE/BOP - 001

System name: Custodial and Security Record System

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons, 320 First Street, N.W., Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) Conduct Records; 2) Escape Information; 3) Assault Information; 4) Disturbance Information; 5) Investigative Reports; 6) Social Data; 7) Bus Movements; 8) Transfers; 9) Emergency Plans; 10) Daily Activity Sheet; 11) Intelligence Information; 12) Segregation Reports and Log Book; 13) Special Offender List; 14) Physical Health Data; 15) Personal Property Records; 16) Identification and Sentence Data; 17) Records of Work and Housing Assignments; 18) Visiting and Mail Records; 19) Confidential Informant Information from Inmates, Staff, and Others; 20) Work and Study Release Information; 21) FBI Referral Record; 22) Rectal and X-ray Examination Record; 23) Phone Call Record

Authority for maintenance of the system: This system is established and maintained under authority of 18 U.S.C. 4003, 4042, 4082

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are (a) to provide information source and documented records of the protection given Federal inmates, and security in Federal penal facilities; (b) to provide information source to officers and employees of the Department of Justice who have a need for the information in the performance of their duties; (c) to provide information source to state and federal law enforcement officials for investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings; (d) to provide information source for responding to inquiries from federal inmates involved or Congressional inquiries; (e) to provide information source for contracting or consulting correctional agencies who provide services to federal inmates (f) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials

Release of information to news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on documents

Retrievability: Documents are indexed by name and/or register number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by shredding.

System manager(s) and address: Chief, Management and Information Systems Group; U.S. Bureau of Prisons; 320 First Street, N.W., Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director, Bureau of Prisons, 320 First Street, N.W., Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C.

552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received.

Contesting record procedures: Same as the above.

Record source categories: 1) Inmates; 2) Federal Law Enforcement Agencies; 3) State and Federal Probation Services; 4) Non-Federal Law Enforcement Agencies; 5) Educational Institution (Study Release); 6) Relatives, friends, and other interested community individuals; 7) Former or Future Employers; 8) Evaluations, Observations, and Findings of Institutional Staff; 9) Foreign Law Enforcement Agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/BOP - 002

System name: Freedom of Information Act Record System

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) Administrative requests and responses to requests for information and records under 5 U.S.C. 552; 2) Personal data; 3) Litigation reports; 4) Litigation pleadings and court decisions; 5) Reports made in preparation for litigation.

Authority for maintenance of the system: This system is established and maintained under authority of 5 U.S.C. 552.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are: (a) to maintain public records concerning the processing and determination of requests for information made pursuant to the Freedom of Information Act 5 U.S.C. 552; (b) to provide documentation of receipt and processing requests for information made pursuant to the Freedom of Information Act for purposes of litigation of contested denial of release of information; (c) to furnish information to employees of the Department of Justice who have a need for information from the system in performance of their duties, (d) to provide information relating to federal offenders and state courts, court personnel, and probation officials.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on documents.

Retrievability: Documents are indexed by name and/or register number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by shredding.

System manager(s) and address: Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: 1) Inmates; 2) Department of Justice Employees; 3) State and Federal Law Enforcement Agencies; 4) Courts; 5) Attorneys.

Systems exempted from certain provisions of the act: None

JUSTICE/BOP - 003

System name: Industrial Inmate Employment Record System

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) Inmate assignment records; 2) Time and Attendance Reports; 3) Work Performance Reports; 4) Payroll Records.

Authority for maintenance of the system: This system is established and maintained under authority of 31 U.S.C. 841; 18 U.S.C. 4002, 4121 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are: (a) to determine compensation of inmates pursuant to 18 U.S.C. 4002, 4126, 4125, 4121 et seq.; (b) to record employment history of an inmate within the Federal Prison Industries, Inc.; (c) to record disbursement of Federal Prison Industries, Inc., funds for payroll purposes; (d) to evaluate effectiveness of industrial training of inmates; (e) to evaluate authenticity of Federal Prison Industries, Inc., accounting records; (f) to provide information source to officers and employees of the Department of Justice who have need for information in the performance of their duties; (g) to provide information source to state and federal law enforcement officials for investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings; (h) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on documents, magnetic tape, magnetic disk, tab cards, and microfilm.

Retrievability: 1) Documents, Tab Cards and Microfilm - Information is indexed by name and/or register number. 2) Magnetic Tape and Disk - Information is indexed by Name, Register Number, Social Security Number, and FBI Number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means or shredding.

System manager(s) and address: Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received.

Contesting record procedures: Same as the above.

Record source categories: 1) The inmate; 2) Bureau of Prisons/Federal Prison Industries staff members; 3) U. S. Treasury Department.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/BOP - 004

System name: Inmate Administrative Remedy Record System

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) ARS records include information on the current offense and sentence; 2) Prior criminal record; 3) Social background; 4) Institution adjustment; 5) Institution program data; 6) Medical information; 7) Personal property data.

Authority for maintenance of the system: This system is established and maintained under authority of 18 U.S.C. 4042.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are: (a) to maintain records of receipt, processing and responses to grievances filed by inmates; (b) to provide source of information for reconsideration or amendment of Federal Prison System policy with regard to its operations; (c) to maintain source of information as to the exhaustion of administrative remedies for purposes of civil suits filed against the Federal Prison System by inmates; (d) to provide source of information for purposes of defending civil actions filed against the Federal Prison System by inmates; (e) to provide source of information for statistical reports furnished to Federal Courts for purpose of determining effectiveness of the Administrative Remedy Program in reducing the backlog of cases in Federal Court; (f) furnished to employees of the Department of Justice who have a need for the information in the performance of their duties; (g) furnished to appropriate law enforcement authorities, state and federal, for investigation and possible criminal prosecution, civil court action, or regulatory proceedings.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A Record from a

system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on documents.

Retrievability: Documents are indexed by name and/or register number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by shredding.

System manager(s) and address: Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director; Bureau of Prisons, 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received.

Contesting record procedures: Same as the above.

Record source categories: 1) ARS records sources include inmates, employees; 2) U. S. Department of Justice and its Bureaus; 3) U. S. Courts.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/BOP - 005

System name: Inmate Central Records System.

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) Computation of sentence and supportive documentation; 2) Correspondence concerning pending charges, and wanted status, including warrants; 3) Requests from other federal and non-federal law enforcement agencies for notification prior to release; 4) Records of the allowance, forfeiture, withholding and restoration of good time; 5) Information concerning present offense, prior criminal background, sentence and parole from the U.S. Attorneys, the Federal Courts, and federal prosecuting agencies; 6) Identification data, physical description, photograph and fingerprints; 7) Order of designation of institution of original commitment; 8) Records and reports of work and housing assignments; 9) Program selection, assignment and performance adjustment/progress reports; 10) Conduct Records; 11) Social background; 12) Educational data; 13) Physical and mental health data; 14) Parole Board orders, actions and related forms; 15) Correspondence regarding release planning, adjustment and violations; 16) Transfer orders, 17) Mail and visit records; 18) Personal property records; 19) Safety reports and rules; 20) Release processing forms and certificates; 21) Interview request forms from inmates; 22) General correspondence; 23) Copies of inmate court petitions.

Authority for maintenance of the system: This system is established and maintained under authority of 18 U.S.C. 4003, 4042, 4082.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are (a) to provide documented records of the classification, care, subsistence, protection, discipline and programs, etc., of persons committed to the custody of the Attorney General; (b) to provide

information source to officers and employees of the Department of Justice who have a need for the information in the performance of their duties; (c) to provide information source to state and federal law enforcement officials for investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings; (d) to provide information source for disclosure of information that are matters solely of general public record, such as name, offense, sentence data, release date, and etc; (e) to provide information source for disclosure to contracting or consulting correctional agencies that provide correctional services for federal inmates; (f) to provide informational source for responding to inquiries from federal inmates involved or Congressional inquiries; (g) Internal Users - Employees of the Department of Justice who have a need to know information in the performance of their duties; (h) External Users - State and Federal law enforcement officials for the purposes of investigation, possible criminal prosecution, civil court actions, and regulatory proceedings; state correctional agencies providing services to federal inmates; (i) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on documents, magnetic tape, magnetic disk, tab cards, and microfilm.

Retrievability: 1) Documents, Tab Cards and Microfilm - Information is indexed by name and/or register number. 2) Magnetic Tape and Disk - Information is indexed by name, register number, social security number, and FBI number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means or shredding.

System manager(s) and address: Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received.

Contesting record procedures: Same as the above

Record source categories: 1) Individual inmate; 2) Federal law enforcement agencies and personnel; 3) State and federal probation services; 4) Non-federal law enforcement agencies; 5) Educational institutions; 6) Hospital or medical sources; 7) Relatives, friends and other interested individuals or groups in the community; 8) Former or future employers; 9) Evaluations, observations, reports, and findings of institution supervisors, counselors, boards and committees.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4),

(d), (e)(2) and (3), (e)(4)(H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/BOP - 006

System name: Inmate Commissary Accounts Record System

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) Financial data; 2) Identification data. Both categories of records will be automated. The Bureau facilities will have responsibility for their maintenance. The records will be accessible by the telecommunications means of BOP facilities, Regional Offices and the Central Office.

Authority for maintenance of the system: This system is established and maintained under authority of 18 U.S.C. 4042.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are: (a) to maintain financial accounting of payments into and out of inmate trust fund accounts; (b) to provide accounts of inmate trust fund accounts for purposes of verifying pauper status under 28 U.S.C. 1915; (c) to provide information source to officers and employees of the Department of Justice who have need for information in the performance of their duties; (d) to provide information source to state and federal law enforcement officials for investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authorities of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system will be stored on documents electronically on the Department of Justice Computer System separate from the BOP Central Office.

Retrievability: Information on the automated system will be indexed by name and/or register number.

Safeguards: The Inmate Commissary Accounts Record System will be protected by both physical security methods and dissemination and access controls. Access to this information will be limited to those persons with a demonstrated and lawful need to know, in order to perform assigned functions.

Protection of the automated system will be provided by physical, procedural and electronic means. The files will reside on the Department of Justice Computer System which is physically attended or guarded on a full-time basis. For retrieval purpose, access to active telecommunications terminals will be limited to those persons with a demonstrated need to know. For update purposes, access to the files will be limited to BOP facilities employees, as required in the performance of their assigned duties. Surreptitious access to an unattended terminal will be precluded by a complex authentication procedure. The procedure will be provided only to authorized BOP employees.

An automated log of queries will be maintained for each terminal. Improper procedure will result in no access, and under certain conditions complete lockout of the terminal, pending restoration by the master controller at the BOP Central Office after appropriate verification has been received. Unattended terminals, after normal office hours, will be electronically disconnected by the master controller at the BOP Central Office. All terminals will have key locks and will be located in lockable facilities.

Retention and disposal: Records in this system will be retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means.

System manager(s) and address: Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received.

Contesting record procedures: Same as the above.

Record source categories: 1) Inmates; 2) Department of Justice employees.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (e)(3) and (4), (d), (e)(2) and (3), (e)(4)(H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and been published in the Federal Register.

JUSTICE/BOP - 007

System name: Inmate Physical and Mental Health Record System.

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) Medical history and examination (past and present); 2) Dental history and examination (past and present); 3) Medical information concerning deaths of inmates; 4) Offense; 5) Mental Health and Drug Abuse interview and testing data, generated in Bureau of Prisons; 6) Mental Health information generated outside Bureau of Prisons by other corrections agencies, mental hospitals, private therapists, etc; 7) Information as per 5 and 6 above on unsentenced individuals committed under Title 18, sections 4244 and 4246; 8) Mental Health Treatment progress notes and observations made by other staff members; 9) Urine surveillance reports of drug program participants.

Authority for maintenance of the system: This system is established and maintained under authority of 18 U.S.C. 4003, 4042, 4082.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are: (a) to provide documented records of the diagnosis, treatment, and cure of illnesses of persons committed to the custody of the Attorney General pursuant to 18 U.S.C. 4082; (b) to provide documented records and background medical, mental, or dental history to contracting, or consulting physicians, psychologists and psychiatrists, and dentists, or other specialists, for diagnosis, treatment and cure of federal inmates; (c) to provide information source to officers and employees of the Department of Justice who have a need for the information in the performance of their duties; (d) to provide information source for disclosure to state and federal law enforcement officials for investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings; (e) to provide information source for responding to inquiries from federal inmates or Congressional inquiries; (f) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials; (g) to provide medical information relevant to the treatment being provided by physicians, psychiatrists, psychologists, state and federal medical

facility personnel, other medical agencies and etc., providing treatment for a pre-existing condition for ex-federal offenders.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on documents, magnetic tape, magnetic disk, tab cards, and microfilm.

Retrievability: 1) Documents, Tab Cards and Microfilm - Information is indexed by name and/or register number. 2) Magnetic Tape and Disk - Information is indexed by name, register number, social security number, and FBI number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means of shredding.

System manager(s) and address: Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received.

Contesting record procedures: Same as the above.

Record source categories: 1) Individual; 2) Hospital and/or medical sources; 3) Pre-sentence reports; 4) Other mental health care giving agencies; 5) Observation reports from other Bureau of Prisons staff.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/BOP - 008

System name: Inmate Safety and Accident Compensation Record System

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: Inmate accident/injuries data sustained by: a) Work related accidents; b) Recreational injuries; c) Vehicle accidents; d) Assaults; e) Other non-work accident/injuries.

Authority for maintenance of the system: This system is established and maintained under authority of 18 U.S.C. 4042, 4126.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this

system are: (a) to provide a documented record of inmate accidents, injuries, for the purpose of measuring safety programs effectiveness; (b) to provide information source for compliance with the Occupational Safety and Health Act; (c) to provide documented records of inmate accidents, injuries, and disabilities for adjudication of claims by inmates filed pursuant to the Inmate Accident Compensation System, 18 U.S.C. 4126; Chapter III, Federal Prisons Industries, 28 C.F.R., Part 301; (d) furnished to employees of the Department of Justice who require information from these records for performance of their duty; (e) to provide background information and litigation reports to United States Attorneys for purpose of defending civil actions filed against the Bureau of Prisons; (f) furnished to consultant physicians, and physicians treating inmates following release from custody for the purpose of providing prior medical history in conjunction with further treatment of the individual inmate; (g) to provide documented records for disclosure to appropriate law enforcement authorities, state or federal, for investigation and possible criminal prosecution, civil court action, or regulatory proceeding; (h) to provide information source for responding to inquiries from the inmate involved or Congressional inquiries; (i) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on documents.

Retrievability: Documents are indexed by name and/or register number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means or shredding.

System manager(s) and address: Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received.

Contesting record procedures: Same as the above.

Record source categories: 1) The inmate; 2) Bureau of Prisons staff members; 3) Medical staff members and medical consultants; 4) U. S. Probation Officers; 5) Attorneys; 6) Relatives of inmates; 7) Inquiries and replies to Congressmen; 8) U. S. Attorneys.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/BOP - 009

System name: Federal Tort Claims Act Record System

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) Administrative Tort claims and supporting documents; 2) Personal data; 3) Investigative reports; 4) Medical reports; 5) Property records; 6) Litigation reports; 7) Reports made in preparation of litigation; 8) Social and Criminal Background; 9) Employment History; 10) Correspondence; 11) Litigation Pleadings and Court Decisions.

Authority for maintenance of the system: This system is established and maintained under authority of 28 U.S.C. 2671 et seq. FTCA.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are: (a) to provide information source for purposes of adjudicating claims for personal injury and property damages pursuant to the Federal Tort Claims Act, 28 U.S.C. 2675; (b) to provide information source for purposes of preparing reports concerning litigation in United States Courts under the Federal Tort Claims Act, 28 U.S.C. 2671 et seq; (c) to provide information source that is furnished to counsel for claimants under the Federal Tort Claims Act; (d) to provide information source that is furnished to medical officials when requested by claimants under the Federal Tort Claims Act; (e) to provide information source that is disclosed to employees of the Department of Justice who have a need for the information in the performance of their duties; (f) to provide information source to state and federal law enforcement officials for the purpose of investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings; (g) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored in documents.

Retrievability: Documents are indexed by name and/or register number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by shredding.

System manager(s) and address: Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received.

Contesting record procedures: Same as the above.

Record source categories: 1) Inmates; 2) Department of Justice Employees; 3) U. S. Probation Service; 4) Contract and Consulting Physicians including Hospitals; 5) Attorneys; 6) Relatives and friends of Inmates; 7) Congress; 8) State and Federal Law Enforcement Agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/BOP - 999

System name: Appendix of Field Locations for the Bureau of Prisons.

Regional Offices

North East Region

Scott Plaza II, Industrial Highway
Philadelphia, Pa. 10113

South East Region

Bldg. No. 300, Greenbriar Office Park
3500 Greenbriar Parkway, S.W.
Atlanta, Georgia 30331

North Central Region

K.C.I. Bank Bldg.
8800 Northwest 112th Street
Kansas City, Missouri 64153

South Central Region

3883 Turtle Creek Blvd.
Dallas, Texas 75219

Western Region

330 Primrose Road, Fifth Floor
Burlingame, California 94010

United States Penitentiaries

Atlanta, Georgia 30315
Leavenworth, Kansas 66048
Lewisburg, Pennsylvania 17837
Marion, Illinois 62959
McNeil Island, Steilacoom, Washington 98388
Terre Haute, Indiana 47808

Federal Correctional Institutions

Alderson, West Virginia 24910
Ashland, Kentucky 41101
Butner, North Carolina 27509
Danbury, Connecticut 06801
El Reno, Oklahoma 73036
Englewood, Colorado 80110
Ft. Worth, Texas 76119
La Tuna, Texas 88021
Lexington, Kentucky 40507
Lompoc, California 93436
Memphis, Tennessee 38134
Miami, Florida 33177
Milan, Michigan 48160
Morgantown, West Virginia 26505
Oxford, Wisconsin 53952
Petersburg, Virginia 23803
Pleasanton, California 94568
Sandstone, Minnesota 55072
Seagoville, Texas 75159
Tallahassee, Florida 32304
Terminal Island, California 90731
Texarkana, Texas 75501

Federal Prison Camps

Allenwood -- Montgomery, Pennsylvania 17752
 Eglin Air Force Base, Florida 32542
 Maxwell Air Force Base, Montgomery, Alabama 36112
 Safford, Arizona 85546

Medical Center for Federal Prisoners

Springfield, Missouri 65802

Federal Detention Centers

Florence, Arizona 85232
 El Paso, Texas 79925

Metropolitan Correctional Centers

71 W. Van Buren Street
 Chicago, Illinois 60605

150 Park Row
 New York, New York 10007

808 Union Street
 San Diego, California 92101

Community Treatment Centers

715 McDonald Blvd. S.E.
 Atlanta, Georgia 30315

826 S. Wabash Ave.
 Chicago, Illinois 60605

3401 Gaston Ave.
 Dallas, Texas 75248

1950 Trumbull Ave.
 Detroit, Michigan 43216

2320 LaBranch Ave.
 Houston, Texas 77044

404 E. 10th St.
 Kansas City, Missouri 64106

600 Long Beach Blvd.
 Long Beach, California 90802

1212 S. Alvarado St.
 Los Angeles, California 90006

Woodward Hotel
 210 West 55th Street
 New York, New York 10019

205 MacArthur Blvd.
 Oakland, California 94610

316 W. Roosevelt Rd.
 Phoenix, Arizona 85003

JUSTICE/DEA - 001**System name:** Air Intelligence Program

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537. Also, field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system: (A.) Aircraft Owners; (B.) Licensed Pilots.

Categories of records in the system: (A.) FAA Civil Aircraft Registry; (B.) FAA Aircraft Owners Registry; (C.) FAA Airman Directory; (D.) Entries into NADDIS.

Authority for maintenance of the system: The System is maintained to provide intelligence and law enforcement activities pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970 (P.L. 91-513) and Reorganization Plan No. 2 of 1973.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system provides a

research data base for identification of aircraft, aircraft owners and pilots that are known or suspected of involvement in illicit air transportation of narcotics. Information developed from this system is provided to the following categories of users for law enforcement purposes on a routine basis: (A.) Other Federal law enforcement agencies; (B.) State and local law enforcement agencies; (C.) Foreign law enforcement agencies with whom DEA maintains liaison.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Reference materials are maintained on microfiche. Information developed from the reference materials is entered onto the NADDIS magnetic tape.

Retrievability: This system is indexed by name and identifying numbers.

Safeguards: This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to authorized DEA employees with appropriate clearance on a need-to-know basis.

Retention and disposal: Reference materials are retained until updated and then destroyed. Entries into NADDIS are retained for fifty-five years.

System manager(s) and address: Assistant Administrator for Intelligence; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537.

Notification procedure: The reference materials in this system are matters of public record. Information developed from this system and entered into the Narcotics and Dangerous Drug Information System (NADDIS) has been exempted from compliance with subsection (d) of the Act by the Attorney General.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Federal Aviation Administration

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3); (e)(4)(G), and (H), (e)(5) and (8), (f), (g), (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/DEA-INS - 111

System name: Automated Intelligence Records System (Pathfinder)

System location: Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C. 20537 and El Paso Intelligence Center (EPIC), El Paso, Texas 79902.

Categories of individuals covered by the system: (1) Those individuals who are known, suspected, or alleged to be involved in (a) narcotic trafficking, (b) narcotic-arms trafficking, (c) alien smuggling or transporting, (d) illegally procuring, using, selling, counterfeiting, reproducing, or altering identification documents relating to status under the immigration and nationality laws, (e) terrorist activities (narcotic, arms or alien trafficking/smuggling related), (f) crewman desertions and stowaways, and (g) arranging or contract-

ing a marriage to defraud the immigration laws; (2) In addition to the categories of individuals listed above, those individuals who (a) have had citizenship or alien identification documents put to fraudulent use or have reported them as lost or stolen, (b) arrive in the United States from a foreign territory by private aircraft, and (c) are informants or witnesses (including non-implicated persons) who have pertinent knowledge of some circumstances or aspect of a case or suspect; may be the subject of a file within this system, and (3) In the course of criminal investigation and intelligence gathering, DEA and INS may detect violations of non-drug or non-alien related laws. In the interests of effective law enforcement, this information is retained in order to establish patterns of criminal activity and to assist other law enforcement agencies that are charged with enforcing other segments of criminal law. Therefore, under certain limited circumstances, individuals known, suspected, or alleged to be involved in non-narcotic or non-alien criminal activity may be subject to a file maintained in this system.

Categories of records in the system: In general, this system contains computerized and manual intelligence information gathered from DEA and INS investigative records and reports. Specifically, intelligence information is gathered and collated from the following DEA and INS records and reports: (1) DEA Reports of Investigation (DEA-6), (2) DEA and INS Intelligence Reports, (3) INS Air Detail Office Index (I-92A), (4) INS Anti-Smuggling Indices (G-170), (5) INS Marine Intelligence Index, (6) INS Fraudulent Document Center Index, (7) INS Terrorist Index, and (8) INS Reports of Investigation and Apprehension (I-44, I-213, G-166).

Authority for maintenance of the system: This system has been established in order for DEA and INS to carry out their law enforcement, regulatory, and intelligence functions mandated by the Comprehensive Drug Abuse Prevention and Control Act of 1970 (84 Stat. 1236), Reorganization Plan No. 2 of 1973, the Single Convention on Narcotic Drugs, (18 UST 1407), and Sections 103, 265, and 290 and Title III of the Immigration and Nationality Act, as amended, (8 U.S.C. 1103, 1305, 1360, 1401 et seq.). Additional authority is derived from Treaties, Statutes, Executive Orders and Presidential Proclamations which DEA and INS have been charged with administering.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system will be used to produce association and link analysis reports and such special reports as required by intelligence analysts of DEA and INS. The system will also be used to provide 'real-time' responses to queries from Federal, state, and local agencies charged with border law enforcement responsibilities.

Information from this system will be provided to the following categories of users for law enforcement and intelligence purposes provided a legitimate and lawful 'need to know' is demonstrated: (a) Other Federal law enforcement agencies, (b) state and local law enforcement agencies, (c) foreign law enforcement agencies with whom DEA and INS maintain liaison, (d) U.S. intelligence and military intelligence agencies involved in border criminal law enforcement, (e) clerks and judges of courts exercising appropriate jurisdiction over subject matter maintained within this system, and (f) in the event there is an indication of a violation or potential violation of law whether civil, criminal, regulatory, or administrative in nature, the relevant information may be referred to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or rule, regulations, or order issued pursuant thereto.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manual subsets of the Pathfinder Information System are maintained on standard index cards and manual folders. Standard security formats are employed.

The automated Pathfinder Information System is stored on digital computers in the Drug Enforcement Administration Office of Intelligence Secured Computer facilities located at DEA Headquarters and El Paso, Texas.

Retrievability: Access to individual records can be accomplished by reference to either the manual indices or the automated information system. Access is achieved by reference to personal identifiers, other data elements or any combination thereof.

Safeguards: The Pathfinder System of Records is protected by both physical security methods and dissemination and access controls. Fundamental in all cases is that access to intelligence information is limited to those persons or agencies with a demonstrated and lawful need to know for the information in order to perform assigned functions.

Physical security when intelligence files are attended is provided by responsible DEA and INS employees. Physical security when files are unattended is provided by the secure locking of material in approved containers or facilities. The selection of containers or facilities is made in consideration of the sensitivity or National Security Classification, as appropriate, of the files, and the extent of security guard and/or surveillance afforded by electronic means.

Protection of the automated information system is provided by physical, procedural, and electronic means. The master file resides in the DEA Office of Intelligence Secured Computer System and is physically attended or safe-guarded on a full time basis. Access or observation to active telecommunications terminals is limited to those with a demonstrated need to know for retrieval information. Surreptitious access to an unattended terminal is precluded by a complex authentication procedure. The procedure is provided only to authorized DEA and INS employees.

Transmission from DEA Headquarters to El Paso, Texas is accomplished via a dedicated secured line.

An automated log of queries is maintained for each terminal. Improper procedure results in no access and under certain conditions completely locks out the terminal pending restoration by the master controller at DEA Headquarters after appropriate verification. Unattended terminals are otherwise located in locked facilities after normal working hours.

The dissemination of intelligence information to an individual outside the Department of Justice is made in accordance with the routine uses as described herein and otherwise in accordance with conditions of disclosure prescribed in the Privacy Act. The need to know is determined in both cases by DEA and INS as a prerequisite to the release of information.

Retention and disposal: Records maintained within this system are retained for fifty-five (55) years.

System manager(s) and address: Assistant Administrator for Intelligence, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C. 20537 and Associate Commissioner, Management, Immigration and Naturalization Service, 425 Eye Street, N.W., Washington, D.C. 20536.

Notification procedure: Inquiries should be addressed to Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C. 20537.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: DEA intelligence and investigative records/reports; INS investigative, intelligence and statutory mandated records/reports; records and reports of other Federal, state and local agencies; and reports and records of foreign agencies with whom DEA maintains liaison.

Systems exempted from certain provisions of the act: The Attorney General has proposed exemption of this system from subsections (c) (3) and (4), (d), (e) (1), (2), and (3), (e) (4) (g), (H) and (I), (e) (5) and (8), (f), (g), and (h) of the Privacy Act pursuant to 5 U.S.C 552a (j) and (k).

JUSTICE/DEA - 003

System name: Automated Records and Consumed Orders System/Diversion Analysis and Detection System (ARCOS/DADS)

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537. Also, field offices. See Appendix I for list of addresses.

Categories of individuals covered by the system: Persons registered with DEA under the Comprehensive Drug Abuse Prevention and Control Act of 1970 (P.L. 91-513).

Categories of records in the system: The information contained in this system consists of individual business transactions between levels of handlers of controlled substances to provide an audit trail of all manufactured and/or imported controlled substances to the dispensing level.

Authority for maintenance of the system: This system of records is maintained pursuant to the reporting requirements of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 826(d)) and to enable the United States to fulfill its treaty obligations under the Single Convention on Narcotic Drugs and the Convention on Psychotropic Substances.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information contained in this system is provided to the following categories of users for the purposes stated: A) Other Federal law enforcement and regulatory agencies for law enforcement or regulatory purposes; B) State and local law enforcement and regulatory agencies for law enforcement and regulatory purposes; C) The International Narcotics Control Board as required by treaty obligations.

The ARCOS/DADS system of records generates the following reports: 1) Reports to the United Nations on Narcotics and Psychotropic Substances; 2) Aggregate Individual Quota Allocation Supportive Data; 3) Usage of Controlled Substances; 4) Controlled Substance Summary by Reporting Registrant; 5) Controlled Substance Summary by Location; 6) Controlled Substance Usage & Inventory Summary - by Schedule; 7) Discrepancy Notice Reports; 8) Discrepancy Error Analysis Report; 9) Potential Diversion Reports; 10) Incomplete Transfers; 11) Unauthorized Purchases; 12) Excess Inventory & Purchases; 13) Order Form Monitoring; 14) Improper Reporting of Partial Shipments; 15) Discrepancies in Quantities; 16) Waste & Sampling of Controlled Substances Beyond Limits; 17) Controlled Substances Used in Manufacturing of Non-controlled Substances; 18) Controlled Substances Used in Research; 19) Controlled Substances Sold to Government Agencies; 20) Controlled Substances Destroyed; 21) Controlled Substances Imported/Exported; 22) Quota Excess.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: All automated data files associated with ARCOS/DADS are maintained in the Department of Justice Data Center and the Drug Enforcement Administration Data Center.

Retrievability: The system is indexed by name and identifying number. In addition a number of telecommunication terminals have been added to the existing network.

Safeguards: The portion of the records maintained in DEA headquarters is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to ARCOS Unit employees who have appropriate security clearances on a need to know basis. Information that is retrievable by terminals requires user identification numbers which are issued to authorized employees of the Department of Justice.

Retention and disposal: Input data received from registrants is maintained for 60 days for backup purposes and then destroyed by shredding or electronic erasure. ARCOS master inventory records are retained for eight consecutive calendar quarters. As the end of

a new quarter is reached the oldest quarter of data is purged from the record. ARCOS transaction history will be retained for a maximum of five years and then destroyed.

System manager(s) and address: Director, Office of Compliance and Regulatory Affairs, Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537.

Record source categories: Business forms and individuals registered with DEA under the Comprehensive Drug Abuse Prevention and Control Act of 1970 (P.L. 91-513).

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3), (d) (e)(4)(G) and (H), (f) of the Privacy Act pursuant to 5 U.S.C. 552a (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/DEA - 004

System name: Congressional Correspondence File

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system: Members of the United States Congress

Categories of records in the system: (A) Inquiries from members of Congress; (B) Reply to Congressional inquiries.

Authority for maintenance of the system: 5 U.S.C. 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system is maintained to provide a history of Congressional inquiries. The information is not disseminated outside the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The documents in this system are maintained in standard file folders.

Retrievability: The system is indexed by the name of the member of Congress.

Safeguards: This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service, and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, the records are stored in bar lock filing cabinets and access to the system is restricted to members of the DEA Congressional Relations Staff.

Retention and disposal: These records are retained indefinitely.

System manager(s) and address: Director of Congressional Relations, Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C. 20537.

Notification procedure: Inquiries should be addressed to Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W. Washington, D.C. 20537.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Members of Congress

Systems exempted from certain provisions of the act: None

JUSTICE/DEA - 005

System name: Controlled Substances Act Registration Records (CSA)

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system: Records are maintained on the following categories of individuals registered under the Controlled Substances Act including registrants doing business under their individual name rather than a business name: (A) Physicians and related practitioners; (B) Dentists; (C) Veterinarians; (D) Persons conducting research with controlled substances; (E) Importers of controlled substances; (F) Exporters of controlled substances; (G) Manufacturers of controlled substances; (H) Distributors of controlled substances; (I) Pharmacies.

Categories of records in the system: The Controlled Substances Act Registration Records are maintained in a manual system which contains the original of the application for registration under 225, 226, 227, and 363, order forms (DEA-222's) and any correspondence concerning a particular registrant. In addition, the same basic data is maintained in an automated system for quick retrieval.

Authority for maintenance of the system: The Drug Enforcement Administration is required under the Comprehensive Drug Abuse Prevention and Control Act of 1970 (Public Law 91-513) to register all handlers of controlled substances.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Controlled Substances Act Registration Records produce special reports as required for statistical analytical purposes. Disclosures of information from this system are made to the following categories of users for the purposes stated: (A) Other Federal law enforcement and regulatory agencies for law enforcement and regulatory purposes; (B) State and local law enforcement and regulatory agencies for law enforcement and regulatory purposes; (C) Persons registered under the Controlled Substances Act (Public Law 91-513) for the purpose of verifying the registration of customers and practitioners.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The automated portion of this system is maintained on magnetic tape and the manual portion is by batch.

Retrievability: The automated system is retrieved by name and registration number. The manual portion is filed in batches by date of application and indexed within each batch by name. A microfiche system of the names in each batch is maintained for quick reference purposes. In addition, a number of telecommunication terminals have been added to the existing network.

Safeguards: This system of records is maintained in DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to DEA personnel on a need-to-know basis. A specific computer program is necessary to extract information. Information that is retrievable by terminals requires user identification numbers which are issued to authorized employees of the Department of Justice

Retention and disposal: Records in the manual portion of the system are retired to the Federal Records Center after one year and destroyed after five years. The automated data is stored in the Department of Justice Computer Center and destroyed after five years.

System manager(s) and address: Director, Office of Compliance and Regulatory Affairs, Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537.

Notification procedure: The Attorney General has exempted the Controlled Substances Act Registration Records from compliance with subsection (d) of the Act.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Information contained in this system of records is obtained from: (A) Registrants under the Controlled Substances Act (Public Law 91-513); (B) DEA Compliance Investigators.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3), (d), (e)(4)(G) and (H), (f) of the Privacy Act pursuant to 5 U.S.C. 552a (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/DEA - 006

System name: Freedom of Information/Privacy Act Records.

System location: Freedom of Information Division, Drug Enforcement Administration, 1405 I Street, N.W., Room 200, Washington, D.C. 20537.

Categories of individuals covered by the system: Persons who request disclosure of records pursuant to the Freedom of Information Act; persons who request access to or correction of records pertaining to themselves contained in DEA's system of records pursuant to the Privacy Act; and, where applicable, persons about whom records have been requested or about whom information is contained in requested records.

Categories of records in the system: The system contains: (1) copies of all correspondence and internal memorandums related to the Freedom of Information Act and Privacy Act requests, and related records necessary to the processing of such requests received after January 1, 1975; (2) copies of all documents relevant to appeals and lawsuits under the Freedom of Information Act and Privacy Act.

Authority for maintenance of the system: This system is established and is maintained pursuant to the authority of the Comprehensive Drug Abuse Prevention and Control Act of 1970 and Reorganization Plan No. 2 of 1973; and is maintained to implement the provisions of 5 U.S.C. 552 and 552a and the provisions of 28 C.F.R. 16.1 et seq. and 28 C.F.R. 16.40 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system may be disseminated as a routine use of such records as follows: (1) a record may be disseminated to a Federal agency which furnished the record for the purpose of permitting a decision as to access or correction to be made by that agency, or for the purpose of consulting with that agency as to the propriety of access or correction; (2) a record may be disseminated to any appropriate Federal, State, local, or foreign agency for the purpose of verifying the accuracy of information submitted by an individual who has requested amendment or correction of records contained in systems of records maintained by the Freedom of Information Division.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National

Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records in this system are maintained in standard case file folders.

Retrievability: A record is retrieved by the name of the individual or person making a request for access or correction of records.

Safeguards: This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, the system is stored in Diebold combination vault and access is restricted to the staff of the Freedom of Information Division on a need-to-know basis.

Retention and disposal: Currently there are no provisions for disposal of records contained in this system. Destruction schedules will be developed as the system requirements become known.

System manager(s) and address: Chief, Freedom of Information Division, Drug Enforcement Administration, 1405 I Street, N.W., Room 200, Washington, D.C. 20537.

Notification procedure: A part of this system is exempted from this requirement under 5 U.S.C. 552a (j) or (k). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request is received by the Drug Enforcement Administration, 1405 I Street, Washington, D.C. 20537. A request shall be made in writing, with the envelope and the letter clearly marked "Privacy Request". Each Privacy request shall contain the name of the individual involved, his date and place of birth, and other verification of identity as required by 28 C.F.R. 16.41. Each requestor shall also provide a return address for transmitting the information. Requests shall be directed to the System Manager listed above.

Record access procedures: Same as Notification Procedures above.

Contesting record procedures: Same as Notification Procedures above except individuals desiring to contest or amend information maintained in the system should direct their written request to the System Manager listed above, and state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are the individuals and persons making requests, the systems of records searched in the processing of responding to requests, and other agencies referring requests for access to or correction of records originating in the Drug Enforcement Administration.

Systems exempted from certain provisions of the act: Records secured from other systems of records have been exempted from the provisions of the Freedom of Information/Privacy Acts to the same extent as the systems of records from which they were obtained. Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b)(c), and (e) and have been published in the Federal Register.

JUSTICE/DEA - 007

System name: International Intelligence Data Base

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system: Known and suspected drug traffickers

Categories of records in the system: (A) Intelligence reports; (B) Investigative reports; (C) Subject files.

Authority for maintenance of the system: This system is maintained for law enforcement and intelligence purposes pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970, Reorganization Plan No. 2 of 1973 and the Single Convention on Narcotic Drugs

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This system is maintained to further criminal investigations through the collation, analysis and dissemination of intelligence in-

formation. This system produces the following reports: a) Tactical, operational and strategic intelligence reports; b) Major organizational reports; c) Network analysis; d) Trafficker profiles; e) Intelligence briefs on prior experience with individuals, firms, countries, etc; f) Country profiles; g) Country Intelligence Action Plans; h) Current situational reports; i) Special reports as requested; j) Drug patterns and trends and drug trafficking from source to U.S. distributors.

In addition, information is provided to the following categories of users for law enforcement purposes on a routine basis: A) Other Federal law enforcement agencies; B) State and local law enforcement agencies; C) Foreign law enforcement agencies with whom DEA maintains liaison; D) U.S. Intelligence and Military Intelligence Agencies involved in drug enforcement; E) U.S. Department of State; F) The Cabinet Committee on International Narcotics Control.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained in standard case files and on index cards.

Retrievability: The system is indexed by name and subject category and retrieved by use of a card file index.

Safeguards: This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, all records contained in this system are stored in GSA approved security containers. Access to the system is restricted to authorized DEA personnel with Secret Clearance or above.

Retention and disposal: The Records contained in this system are currently retained for an indefinite period.

System manager(s) and address: Assistant Administrator for Intelligence; Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C. 20537.

Record source categories: A) Other Federal agencies; B) State and local law enforcement agencies; C) Foreign law enforcement agencies; D) Confidential informants.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H), (e)(5) and (8), (f), (g), (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j) and (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/DEA - 008

System name: Investigative Reporting and Filing System

System location: Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, DC 20537. Also, field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system:

- A. Drug offenders.
- B. Alleged drug offenders.
- C. Persons suspected of drug offenses.
- D. Confidential informants.
- E. Defendants.
- F. Witness

G. Non-implicated persons with pertinent knowledge of some circumstance or aspect of a case or suspect. These are pertinent references of fact developed by personal interview or third party interview and are recorded as a matter for which a probable need for recall will exist. In the regulatory portion of the system, records are maintained on the following categories of individuals: A) Individuals registered with DEA under the Comprehensive Drug Abuse Prevention and Control Act of 1970; B) Responsible officials of business firms registered with DEA; C) Employees of DEA registrants who handle controlled substances or occupy positions of trust related to the handling of controlled substances; D) Applicants for DEA registration and their responsible employees.

Categories of records in the system: The Investigative Reporting and Filing System includes, among other things, a system of records as defined in the Privacy Act of 1974. Individual records, i.e., items of information on an individual may be decentralized in separate investigative file folders. Such records as well as certain other records on persons and subjects not covered by the act, are made retrievable and are retrieved by reference to the following sub-systems.

A. The Narcotics and Dangerous Drugs Information (NADDIS) is a central automated index maintained by DEA Headquarters. It is accessible by the telecommunication means of appropriately equipped DEA headquarters and field offices. The index record contains names and selected items of information extracted from investigative reports. Direct references to the discrete file folders in which the source reports are filed are provided, therefore, the records point to the more comprehensive manual reports. The central index reflects records maintained at all DEA echelons. Records are retrievable by name and by certain identifying numbers.

B. Manual name indices covering regional and district investigative activities are maintained by DEA field offices. A residual card index is retained at DEA headquarters that predates the automated central index. The items of information on the manual index records are extracted only from investigative reports and point to the more comprehensive information in pertinent investigative file folders. The records in the field office indices are sub-sets of the central automated and manual indices. Records are retrievable by name only by this manual technique. Four basic categories of files are maintained within the Investigative Reporting and Filing System. DEA does not maintain a dossier type file in the traditional sense on an individual. Instead, the files are compiled on separate investigations, topics and on a functional basis for oversight and investigative support. A) Criminal Investigative Case Files; B) General Investigative Files, Criminal and Regulatory; C) Regulatory Audit and Investigative Files; D) Confidential Informant Files.

The basic document contained in these files is a multi-purpose report of investigation (DEA-6) on which investigative activities and findings are rigorously documented. The reports pertain to the full range of DEA criminal drug enforcement and regulatory investigative functions that emanate from the Comprehensive Drug Prevention and Control Act of 1970. Within the categories of files listed above, the general file category includes preliminary investigations of a criminal nature, certain topical or functional aggregations and reports of pre-registrant inspections/investigations. The case files cover targeted conspiracies, trafficking situations and formal regulatory audits and investigations. Frequently the criminal drug cases are the logical extension of one or more preliminary investigations. The distinction between the case file and general file categories, therefore, is based on internal administrative policy and should not be construed as a differentiation of investigation techniques or practices. These files, except for Confidential Informant Files, contain also adopted reports received from other agencies to include items that comprise, when indexed, individual records within the meaning of the Act. The central files maintained at DEA Headquarters include, in general, copies of investigative reports and most of the supporting documents that are generated or adopted by DEA Headquarters and field offices.

Authority for maintenance of the system: This system is established and maintained to enable DEA to carry out its assigned law enforcement and regulatory functions under the Comprehensive Drug Abuse Prevention and Control Act of 1970. (Public Law 91-513), Reorganization Plan No. 2 of 1973, and to fulfill United States obligations under the Single Convention on Narcotics Drugs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system may be used as a data source or reference facility for numerous summary, management and statistical reports produced by the Drug Enforcement Administration. Only on rare occasions do such reports con-

tain identifiable individual records. Information contained in this system is provided to the following categories of users as a matter of routine use for law enforcement and regulatory purposes: A) Other Federal law enforcement and regulatory agencies; B) State and local law enforcement and regulatory agencies; C) Foreign law enforcement agencies with whom DEA maintains liaison; D) The Department of Defense and Military Departments; E) The Department of State; F) U. S. intelligence agencies concerned with drug enforcement; G) The United Nations; H) Interpol; I) To individuals and organizations in the course of investigations to elicit information.

In addition, disclosures are routinely made to the following categories for the purposes stated: A) To federal agencies for national security clearance purposes and to federal and state regulatory agencies responsible for the licensing or certification of individuals in the fields of pharmacy and medicine; B) To the Office of Management and Budget upon request in order to justify the allocation of resources; C) To State and local prosecutors for assistance in preparing cases concerning criminal and regulatory matters; D) To the news media for public information purposes. E) To respondents and their attorneys for purposes of discovery, formal and informal, in the course of an adjudicatory, rule-making, or other hearing held pursuant to the Controlled Substances Act of 1970.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Administration regulations include detailed instructions for the preparation, adoption, handling, dissemination, indexing of individual records, storage, safeguarding of investigative reports and the accounting of disclosure of individual records.

Storage:

1. The Headquarters central files and the field office subsets of the Investigative Reporting and Filing System are maintained in standard file folders. Standard formats are employed. Manual indices are maintained using standard index record formats.

2. The Narcotics and Dangerous Drugs Information subset is stored electronically on the Department of Justice Information System separate from DEA Headquarters.

Retrievability: Access to individual records is gained by reference to either the automated or manual indices. Retrievability is a function of the presence of items in the index and the matching of names in the index with search argument names or identifying numbers in the case of the automated system. Files identified from field office indices are held by the field office and Headquarters. Files identified from the automated index may not be held by the interested office, but the originators of such files are identified. In addition a number of telecommunication terminals have been added to the existing network.

Safeguards: The Investigative Reporting and Filing System is protected by both physical security methods and dissemination and access controls. Fundamental in all cases is that access to investigative information is limited to those persons or agencies with a demonstrated and lawful need to know for the information in order to perform assigned functions.

1. Physical security when investigative files are attended is provided by responsible DEA employees. Physical security when files are unattended is provided by the secure locking of material in approved containers or facilities. The selection of containers or facili-

ties is made in consideration of the sensitivity or National Security Classification, as appropriate, of the files and the extent of security guard and/or surveillance afforded by electronic means.

2. Protection of the automated index is provided by physical, procedural and electronic means. The Master file resides on the Department of Justice Computer System and is physically attended or guarded on a full-time basis. Access or observation to active telecommunications terminals is limited to those with a demonstrated need to know for retrieval information. Surreptitious access to an unattended terminal is precluded by a complex sign-on procedure. The procedure is provided only to authorized DEA employees. For certain terminals, access is further restricted by cryptological equipment.

3. An automated log of queries is maintained for each terminal. Improper procedure results in no access. Terminals are signed-off after use. The terminals are otherwise located in locked facilities after normal working hours.

4. The dissemination of investigative information on an individual outside the Department of Justice is made in accordance with the routine uses as described herein or otherwise in accordance with the conditions of disclosure prescribed by the Act. The need to know of the recipient is determined in both cases by DEA as a prerequisite of the release.

Retention and disposal: Records contained within this system except for those in general files are retained for fifty-five (55) years. Records in general files are retained for twenty (20) years.

System manager(s) and address: Assistant Administrator for Enforcement; Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C. 20537.

Record source categories: A) DEA personnel; B) Cooperating individuals; C) Suspects and defendants; D) Federal, State and local law enforcement and regulatory agencies; E) Other federal agencies; F) Foreign law enforcement agencies; G) Business records by subpoena; H) Drug and chemical companies; I) Concerned citizens.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2), and (3), (e)(4)(G), (H), (e)(5) and (8), (f), (g), (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j) and (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register

JUSTICE/DEA - 009

System name: Medical Records

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537. Also, field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system: A) DEA Employees; B) Cooperating Individuals;

Categories of records in the system: A) Annual physical examinations; B) Reports of disease or injury pertaining to DEA Special Agents and Chemists; C) Reports of job related injury or illness for employees and cooperating individuals; D) Pre-employment physical examination of DEA Special Agents and Compliance Investigators; E) Physical examination reports of non-federal police personnel applying to attend the National Training Institute.

Authority for maintenance of the system: These records are maintained to establish and maintain an effective and comprehensive health program for employees pursuant to 5 U.S.C. 7901, 29 U.S.C. 655 and 668 and Executive Order 11807 of September 28, 1974.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are maintained for internal use DEA. The only disclosure outside the agency would be to a physician when authorized by the subject.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records are maintained in standard file folders.

Retrievability: Records are retrieved by name

Safeguards: This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, the records are stored in file safes in an alarmed, controlled access area. Access to the system is limited to employees of the medical office on a need-to-know basis.

Retention and disposal: These records are retained indefinitely

System manager(s) and address: Chief Medical Officer; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537.

Notification procedure: Inquiries should be addressed to Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C. 20537. Inquiries should contain the following information: Name; Date and Place of Birth; Dates of Employment with DEA; Employee number.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individuals on whom records are maintained; Employees of Medical Office.

Systems exempted from certain provisions of the act: None

JUSTICE/DEA - 010

System name: Office of Internal Security Records

System location: Drug Enforcement Administration; 1405 Eye Street, N. W.; Washington, D. C. 20537. Also, field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system: A) DEA employees, past and present B) Applicants for employment with DEA C) Drug offenders, alleged drug offenders, and persons suspected of drug offenses D) Offenders, alleged offenders, and persons suspected of committing Federal and state crimes broadly characterized as corruption or integrity offenses E) Confidential informants F) Witnesses G) Non-implicated persons with pertinent knowledge of circumstances or aspects of a case or suspect. These are pertinent references of fact developed by personal interview or third party interview and are recorded as a matter for which a probable need will exist.

Categories of records in the system: A) Investigative reports with supporting memoranda and work papers relating to investigations of individuals and situations. B) General files which include, among other things, supporting memoranda and work papers and miscellaneous memoranda relating to investigations of and the purported existence of situations and allegations about individuals. C) Audit and inspection reports of inspections of DEA offices, personnel, and situations. D) Zero files containing general correspondence and memoranda relating to the subject matter of the categories of individuals covered by the system.

Authority for maintenance of the system: Reorganization Plan No. 1 of 1968 and 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information contained in this system is provided to the following categories of users as a matter of routine uses for law enforcement and regulatory purposes: A. Other Federal law enforcement and regulatory agencies, B. State and local law enforcement and regulatory agencies; C. Foreign law enforcement agencies with whom DEA maintains liaison; D. The Department of State, E. The Department of Defense and Military Departments; F. U.S. Intelligence agencies concerned with drug enforcement; G. The United Nations, H. Interpol, I. To individuals and organizations in the course of investigations to elicit information.

In addition, disclosures are routinely made to the following categories for the purposes stated: A. To Federal agencies for na-

tional security clearance purposes and to Federal and state regulatory agencies responsible for the licensing or certification of individuals in the fields of pharmacy and medicine; B. To the Office of Management and Budget upon request in order to justify the allocation of resources; C. To state and local prosecutors for assistance in preparing cases concerning criminal and regulatory matters; D. To the news media for public information purposes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained in standard investigation folders.

Retrievability: These records are retrieved by use of a card index maintained alphabetically by employee name.

Safeguards: These records are maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to employees of the Office of Internal Security and upper level management officials. The records are stored in safe-type combination lock file cabinets.

Retention and disposal: These records are maintained for 55 years.

System manager(s) and address: Chief Inspector; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537.

Record source categories: A) DEA Investigations; B) Federal, State and local law enforcement agencies; C) Cooperating individuals.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H), (e)(5) and (8), (f), (g), (h) of the Privacy Act pursuant to 5 U.S.C. 552a(j) and (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/DEA - 011

System name: Operations Files

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system: A) Cooperating Individuals; B) Confidential Informants.

Categories of records in the system: A) Biographic and background information; B) Official Contact Reports; C) Intelligence Reports (DEA-6).

Authority for maintenance of the system: This system of records is maintained to assist in intelligence operations pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970 (P.L. 91-513) and Reorganization Plan No. 2 of 1973.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system is used to keep a history of intelligence operations against narcotics traffickers and their support networks. Information contained in this system is provided to the following categories of users for law enforcement purposes on a routine basis: A) Other Federal law enforcement agencies; B) State and local law enforcement agencies;

C) Foreign law enforcement agencies with whom DEA maintains liaison; D) United States Intelligence and Military Intelligence agencies involved in drug enforcement; E) The United States Department of State.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained in standard case files

Retrievability: These files are retrieved manually by subject matter category and coded identification number.

Safeguards: This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, all files are stored in GSA approved security containers approved for Secret material and treated as if they carried a Secret classification whether classified or not. Access to the files is restricted to authorized DEA employees with Top Secret clearances on a limited need-to-know basis.

Retention and disposal: These records are retained indefinitely.

System manager(s) and address: Assistant Administrator for Intelligence; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537.

Record source categories: A) DEA Reports; B) Reports of federal, state and local agencies; C) Reports of foreign agencies with whom DEA maintains liaison.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H), (e)(5) and (8), (f), (g), (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j) and (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/DEA - 012

System name: Registration Status/Investigation Records

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system: Individuals who have a Controlled Substances Act registration number under their personal name who have had some action taken against their license or registration.

Categories of records in the system: A) DEA reports of investigation; B) Information received from state regulatory agencies.

Authority for maintenance of the system: This system of records is maintained to enable the Drug Enforcement Administration to perform its regulatory functions under the Comprehensive Drug Abuse Prevention and Control Act of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information contained in this system of records is provided for law enforcement and regulatory purposes to the following categories of users on a routine basis: A) Other federal law enforcement and regulatory agencies; B) State and local law enforcement and regulatory agencies; C) To respondents and their attorneys for purposes of discovery, formal and informal, in the course of an adjudicatory, rule-making, or

other hearing held pursuant to the Controlled Substances Act of 1970.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained in standard case file folders.

Retrievability: This system is indexed by name of registrant.

Safeguards: This system of records is maintained in DEA Headquarters which is protected by 24-hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to authorized employees of the Compliance Investigations Division on a need-to-know basis.

Retention and disposal: These records are retained as long as there is a need for the file. These are working files and may be destroyed when no longer required or merged into the Investigative Case File and Reporting System.

System manager(s) and address: Director, Office of Compliance and Regulatory Affairs; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537.

Record source categories: A) DEA Investigators; B) State and local regulatory agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3), (d), (e)(4)(G) and (H), (f) of the Privacy Act pursuant to 5 U.S.C. 552a (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/DEA - 013

System name: Security Files

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix i for list of addresses.

Categories of individuals covered by the system: A) DEA personnel; B) Cooperating individuals and informants; C) Drug traffickers and suspected drug traffickers; D) Individuals who might discover DEA investigations or undercover operations by chance.

Categories of records in the system: This system of records contains reports concerning the categories of individuals stated above.

Authority for maintenance of the system: This system of records is maintained to identify and correct security problems in the area of intelligence operations and installations pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970 (P.L. 91-513) and Reorganization Plan No. 2 of 1973.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system is utilized to generate reports on security problems in the area of intelligence operations and installations. In addition, information is provided to the following categories of users for law enforcement purposes on a routine basis: A) Other federal law enforcement agencies; B) State and local law enforcement agencies; C) Foreign law enforcement agencies with whom DEA maintains liaison.

Release of information on the news media: Information permitted to be released to the news media and the public pursuant to 28

C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained in standard case folders.

Retrievability: The information in this system is retrieved by subject matter category or by coded identification number.

Safeguards: This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, these records are stored in GSA approved security containers authorized for Secret material. Access to the system is restricted to authorized DEA personnel who have Top Secret Clearances on a limited need-to-know basis.

Retention and disposal: Records in this system are retained as long as the individual remains active and then destroyed or retired to the Federal Records Center.

System manager(s) and address: Assistant Administrator for Intelligence; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537.

Record source categories: A) DEA Reports; B) Reports of federal, state and local agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H), (e)(5) and (8), (f), (g), (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j) and (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/DEA - 014

System name: System to Retrieve Information from Drug Evidence (STRIDE/Ballistics).

System location: Drug Enforcement Administration; 1405 Eye Street, N. W.; Washington, D. C. 20537. Also, field offices. See Appendix i for list of addresses.

Categories of individuals covered by the system: Defendants and suspected violators

Categories of records in the system: Ballistics report.

Authority for maintenance of the system: This system is maintained to provide drug intelligence for law enforcement purposes pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970 and Reorganization Plan No. 2 of 1973.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information from this system is provided to the following categories of users for law enforcement purposes on a routine basis: A) Other federal law enforcement agencies; B) State and local law enforcement agencies; C) Foreign law enforcement agencies with whom DEA maintains liaison.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C.

552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information is stored on magnetic tape.

Retrievability: The system is indexed by case number and subject name. The information can be retrieved by name or DEA case number. In addition, a number of telecommunication terminals have been added to the existing network.

Safeguards: This system of records is maintained at DEA headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to authorized DEA employees with appropriate clearance on a need-to-know basis. Information that is retrievable by terminals requires user identification numbers which are issued to authorized employees of the Department of Justice.

Retention and disposal: The information contained in this system is retained indefinitely.

System manager(s) and address: Chief, Forensic Sciences Division; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537.

Record source categories: DEA Reports; Scientific Analysis.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H), (e)(5) and (8), (f), (g), (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and been published in the Federal Register.

JUSTICE/DEA - 015

System name: Training Files

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system: Individuals who have attended the Drug Enforcement Administration National Training Institute.

Categories of records in the system: A) Class rosters; B) Biographic data; C) Evaluation reports; D) Application and attendance records.

Authority for maintenance of the system: This system is maintained to provide educational and training programs on drug abuse and controlled substances law enforcement pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system is maintained to assist in performing the administrative functions of the National Training Institute and is used to prepare Class Directories, Class Rosters, Program Evaluation Reports and Statistical Reports. In addition, information from this system is provided to federal, state and local law enforcement and regulatory agencies employing former students and to students in the programs.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records in this system are maintained on index cards and in file folders.

Retrievability: The system is indexed by name.

Safeguards: This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, the records are maintained in locked file cabinets and access is limited to National Training Institute Personnel on a need-to-know basis.

Retention and disposal: Records in this system are currently maintained indefinitely.

System manager(s) and address: Director; Office of Training, Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C. 20537.

Notification procedure: Inquiries should be addressed to: Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C. 20537. Inquiries should contain: Name; Date and Place of Birth; Dates of attendance at the National Training Institute.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: A) Students; B) Instructors.

Systems exempted from certain provisions of the act: None -

JUSTICE/DEA - 016

System name: Drug Enforcement Administration Accounting System (DEAAS).

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537. Also field offices. See Appendix 1 for list of addresses.

Categories of individuals covered by the system: All individuals who submit vouchers requesting payment for goods or services rendered, except payroll vouchers for DEA employees. These include vendors, contractors, experts, witnesses, court reporters, travelers, relocated employees, etc.

Categories of records in the system: All vouchers paid except payroll vouchers for DEA employees.

Authority for maintenance of the system: The system is established and maintained in accordance with the Budget and Accounting Procedures Act of 1950 as amended 31 U.S.C. 66(a) and 31 U.S.C. 200(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: After payment of the vouchers, the accounting data is used for the purpose of internal management reporting and external reporting to agencies such as OMB, U.S. Treasury, and the GAO.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manual voucher files are maintained alphabetically by payees name.

Retrievability: Information is retrieved primarily by using the name of the payee.

Safeguards: Information contained in the system is unclassified. It is safeguarded in accordance with organizational rules and procedures. Information that is retrievable by terminals requires user identification numbers which are issued to authorized employees of the Department of Justice.

Retention and disposal: The payment documents are retained at this location for three fiscal years (current and two prior years). The records are then shipped to a Federal Records Center for storage in accordance with the General Record Schedule published by the General Services Administration.

System manager(s) and address: Controller, Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C., 20537.

Notification procedure: Inquiries should be addressed to Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C., 20537.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Submitted by the payee involved.

Systems exempted from certain provisions of the act: None.

JUSTICE/DEA - 017

System name: Grants of Confidentiality Files (GCF).

System location: Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C., 20537.

Categories of individuals covered by the system: Applicants for grants of confidentiality.

Categories of records in the system: A) Requests for and actual Grants of Confidentiality; B) Correspondence relating to above; C) Documents relating to investigations of said applicants.

Authority for maintenance of the system: Pursuant to 21 U.S.C. 872 of the Comprehensive Drug Abuse Prevention and Control Act of 1970

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records are utilized for the purpose of investigating applicants prior to the granting of confidentiality. In the course of such investigations, information may be disseminated to state and local law enforcement and regulatory agencies to other federal law enforcement and regulatory agencies.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained on standard case folders.

Retrievability: The information in this system is retrieved by name of grantee.

Safeguards: This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, the

records are stored in bar lock filing cabinets and access to the system is restricted to members of the DEA employees on a 'need to know basis'.

Retention and disposal: Records in this system are retained indefinitely.

System manager(s) and address: Chief Counsel; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C., 20537.

Notification procedure: Inquiries should be addressed to: Freedom of Information Unit; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C., 20537. Inquiries should include the inquirer's name, date, and place of birth.

Record access procedures: Same as above

Contesting record procedures: Same as above.

Record source categories: A) DEA investigative reports; B) Applicants; C) Reports from other federal, state and local agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a (k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/DEA - 018

System name: DEA Applicant Investigations (DAI)

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C., 20537.

Categories of individuals covered by the system: Applicants for employment with DEA.

Categories of records in the system: Information in records may include date and place of birth, citizenship, marital status, military and social security status. These records contain investigative information regarding an individual's character, conduct, and behavior in the community where he or she lives or lived; arrests and convictions for any violations against the law; information from inquiries directed to present and former supervisors, co-workers, associates, educators, etc., credit and National Agency checks; and other information developed from the above.

Authority for maintenance of the system: 5 U.S.C. 301 and Executive Order No. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used by DEA to implement an effective screening process for applicants. To foreign, federal, state and local law enforcement and regulatory agencies, where appropriate, for referral to avoid duplication of the investigative process and where the appropriate agency is charged with the responsibility of investigating or prosecuting potential violations of law.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained in standard investigative folders.

Retrievability: These records are retrieved by use of a card index maintained alphabetically by employee name.

Safeguards: These records are maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees

and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to employees of the office of Internal Security and upper level management officials. The records are stored in safe-type combination lock file cabinets.

Retention and disposal: These records are maintained indefinitely.

System manager(s) and address: Chief Inspector; Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C., 20537.

Notification procedure: Inquiries should be addressed to: Freedom of Information Unit; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C., 20537. Inquiries should include the inquirer's name, date, and place of birth.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: DEA investigations, federal, state and local law enforcement agencies. Cooperating individuals, employees, educational institutions, references, neighbors, associates, credit bureaus, medical officials, probation officials.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections d(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements at 5 U.S.C. 553(b)(c) and (e) and have been published in the Federal Register.

JUSTICE/DEA - 019

System name: Specialized Automated Intelligence Files (NIMROD).

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C., 20537.

Categories of individuals covered by the system: Known and suspected drug traffickers.

Categories of records in the system: Special purpose applications from which information includes, but is not limited to, comprehensive personality data, activity data, significant event data, phone numbers, addresses, and special purpose information related to individuals.

Authority for maintenance of the system: This system will be maintained to provide DEA with an automated intelligence capability pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970, Reorganization Plan No. 2 of 1973 and the Single Convention on Narcotic Drugs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system will be used to produce association and link analysis reports and such special reports as required by DEA intelligence analysts. Information from this system will be provided to the following categories of users for law enforcement purposes: A) Other federal law enforcement agencies; B) State and local law enforcement agencies.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained on magnetic tape. Reference materials are maintained on microfiche.

Retrievability: This system is retrievable by data elements as a single entity or by a combination of data elements.

Safeguards: This system of records is maintained by DEA Headquarters which is protected by twenty-four hour guard service

and surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, the system is housed in a special computer facility which meets CIA and NSA standards for intrusion, electronic and acoustic penetration. Access to the system is strictly limited to DEA intelligence analysts with appropriate clearances on a specific need-to-know basis.

Retention and disposal: Information will be maintained in the system indefinitely.

System manager(s) and address: Assistant Administrator for Intelligence; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C., 20537.

Record source categories: A) DEA Intelligence Reports; B) Reports of other Federal agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f)(g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a(j) and (k)(1). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(c) and (e) and have been published in the Federal Register.

JUSTICE/DEA - 027

System name: DEA Employee Profile System (DEPS)

System location: Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C., 20537

Categories of individuals covered by the system: DEA employees.

Categories of records in the system: The following eight categories of information will be maintained in the system:

1. Personal identification
2. Work experience
3. Language & geographical areas
4. Formal education
5. Special skills
6. Record of training
7. Consideration for vacancies
8. Awards

Authority for maintenance of the system: This system is maintained to effectively place and assign employees to positions to further the mandates of the Comprehensive Drug Abuse Prevention and Control Act of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records will be used principally by the Personnel Management Division. Selected data will be forwarded by this personnel section to the Career Development Board and operational units throughout DEA for the purpose of:

1. Identifying employees with particular skills or qualifications for assignment to special projects.
2. Identification of candidates for overseas assignments who have specific language skills.
3. Insuring that the Career Development Board will be reviewing the entirety of an applicant's background.
4. Calculating DEA's human resources on hand and to project more accurately future resource needs and capabilities.

Information from this system will not be disseminated outside of DEA.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records will be maintained on magnetic tape and a disk storage device.

Retrievability: The information in this system can be retrieved by the individual's name, special skills information, special knowledge information or by some combination of the above information

Safeguards: The records of the system will be maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those transacting business within the building who are escorted by DEA employees. In addition, the area where

the tapes and disks are stored in a secured area and access is restricted to those employees who have business in the area and those non-DEA people who are transacting business within the area and escorted by a DEA employee. Inquiries to the system are only made by the written request of the Chief, Personnel Management Division.

Retention and disposal: Records in this system are retained as long as the individual is employed by DEA.

System manager(s) and address: Chief, Computer Services Division, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C., 20537.

Notification procedure: Inquiries should be addressed to Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C., 20537. Inquiries should include inquirer's name, date of birth, and social security number.

Record access procedures: Same as Notification Procedure.

Contesting record procedures: Same as Notification Procedure.

Record source categories:

1. DEA employee
2. Servicing personnel office
3. The Justice Uniform Personnel System (Juniper)

Systems exempted from certain provisions of the act: None.

JUSTICE/DEA - 999

System name:

DEA Appendix 1 - List of record location addresses. Copies of all or part of any system of records published by the Drug Enforcement Administration pursuant to 5 U.S.C. 552a may be maintained at the DEA field offices listed below. However, procedures for processing inquiries concerning DEA systems of records have been centralized in DEA Headquarters. Inquiries concerning all DEA systems of records should be addressed to:

Freedom of Information Unit
Drug Enforcement Administration
1405 Eye Street, N.W.
Washington, D.C. 20537

Drug Enforcement Administration field offices:

Region 1

Boston Regional Office
JFK Federal Building
Room G-64
Boston, Massachusetts 02203

Portland District Office
U.S. Courthouse Building
156 Federal Street
P.O. Box 451
Portland, Maine 04112

Burlington District Office
P.O. Box 327
Essex Junction, Vermont 05452

Concord District Office
Federal Building & Post Office
55 Pleasant Street
P.O. Box 1314
Concord, New Hampshire 03301

Providence District Office
Post Office & Federal Building
Room 232
Exchange Terrace
Providence, Rhode Island 02903

Hartford District Office
450 Main Street
Room 628-E
Hartford, Connecticut 06103

Region 2

New York Regional Office
555 West 57th Street
New York, New York 10019

Buffalo District Office
268 Main Street, Suite 300
Buffalo, New York 14202

Long Island District Office
2 Huntington Quadrangle
Melville, New York 11746

Montreal District Office
P.O. Box 65, Postal Station Disjardins
Consulate General of the U.S.A.
Montreal, Quebec, Canada H5B 161

Rouses Point District Office
P.O. Box 38
Rouses Point, New York 12979

Albany District Office
Leo W. O'Brien Federal Building
Clinton Avenue & Pearl Street, Room 746
Albany, New York 12207

JFK Airport District Office
P.O. Box 361
JFK Airport Station
Jamaica, New York 11430

Toronto District Office
U.S. Consulate General
360 University Avenue
Toronto, Canada M5G 1S4

Newark District Office
Federal Office Building
970 Broad Street
Newark, New Jersey 07101

New York DEA Drug Task Force
555 West 57th Street
Suite 1700
New York, New York 10019

Region 3

Philadelphia Regional Office
William J. Green Federal Building
600 Arch Street
Room 10224
Philadelphia, Pennsylvania 19106

Pittsburgh District Office
Federal Building
1000 Liberty Avenue
Room 2306
Pittsburgh, Pennsylvania 15222

Wilmington District Office
Courthouse, Customs House & Federal Office Building
844 King Street
Room 5305
Wilmington, Delaware 19801

Region 4

Baltimore District Office
955 Federal Building
31 Hopkins Plaza
Baltimore, Maryland 21201

Charleston District Office
22 Capital Street
Charleston, West Virginia 25324

Greensboro District Office
925 West Market Street
Room 111
Greensboro, North Carolina 27401

Norfolk District Office
870 North Military Highway
Suite 301

Norfolk, Virginia 23502

Washington District Office
400 Sixth Street, S.W.
Room 2558
Washington, D.C. 20024

Wilmington District Office
3909-D Oleander Drive
Lambe Young Building
Wilmington, North Carolina 28401

Region 5

Miami Regional Office
8400 N.W. 53rd Street
Miami, Florida 33166

Atlanta District Office
United Family Life Building
230 Houston Street, N.E.
Suite 200
Atlanta, Georgia 30303

Charleston District Office
1529 Highway 7
Suite 5 & 6
Charleston, South Carolina 29407

Columbia District Office
2611 Forest Drive
P.O. Box 702
Columbia, South Carolina 29202

Jacksonville District Office
4077 Woodcock Drive
Suite 210
Jacksonville, Florida 32207

Orlando District Office
1080 Woodcock Road
Suite 180
Orlando, Florida 32803

San Juan District Office
Housing Investment Building
Suite 154
416 Ponce de Leon Avenue
Hato Rey, Puerto Rico 00919

Savannah District Office
430 Mall Boulevard
Suite C
Savannah, Georgia 31406

Tampa District Office
700 Twigg's Street
Suite 400
Tampa, Florida 33602

West Palm Beach District Office
700 Clematis Street
Room 253
West Palm Beach, Florida 33402

Kingston District Office
U.S. Embassy Kingston
2 Oxford Road
Kingston, Jamaica

Region 6

Detroit Regional Office
357 Federal Building
231 West Lafayette
Detroit, Michigan 48226

Cleveland District Office
601 Rockwell
Room 300
Cleveland, Ohio 44114

Cincinnati District Office
Federal Office Building
550 Main Street
P.O. Box 1196
Cincinnati, Ohio 45201

Columbus District Office
Federal Office Building
85 Marconi Blvd.
Room 120
Columbus, Ohio 43215

Grand Rapids District Office
310 Federal Building, U.S. Courthouse
110 Michigan NW
Grand Rapids, Michigan 49502

Louisville District Office
Federal Building
600 Federal Plaza
Room 1006
Louisville, Kentucky 40202

Region 7

Chicago Regional Office
1800 Dirksen Federal Building
219 South Dearborn Street
Chicago, Illinois 60604

Indianapolis District Office
575 N. Pennsylvania
Room 267
Indianapolis, Indiana 46204

Milwaukee District Office
Federal Building & U.S. Courthouse
517 East Wisconsin
Room 232
Milwaukee, Wisconsin 53202

Mount Vernon District Office
Federal Building
105 South Sixth Street
P.O. Box 748
Mount Vernon, Illinois 62864

Hammond District Office
Federal Building
507 State Street
Room 407
Hammond, Indiana 46320

Region 8

New Orleans Regional Office
1001 Howard Avenue
New Orleans, Louisiana 70113

Birmingham District Office
236 Goodwin Crest
Suite 520
Birmingham, Alabama 35209

Little Rock District Office
One Union National Plaza
Suite 850
Little Rock, Arkansas 72201

Shreveport District Office
500 Fanin Street
Federal Building, U.S. Courthouse
Room 8A20
P.O. Box 105
Shreveport, La. 71102

Jackson District Office
First Federal Building
525 East Capitol Street
P.O. Box 22631

Jackson, Mississippi 39205

Nashville District Office
U S Courthouse Annex
Room 929
8th & Broadway
P O Box 1189
Nashville, Tennessee 37202

Memphis District Office
Federal Building
167 North Main Street
Room 401
Memphis, Tennessee 38103

Baton Rouge District Office
4560 North Boulevard
Suite 118
Baton Rouge, Louisiana 70806

Mobile District Office
2 Office Park
Suite 216
Mobile, Alabama 36609

Region 10

Kansas City Regional Office
U S Courthouse
811 Grand Avenue
Kansas City, Missouri 64106

Des Moines District Office
U S Courthouse
P.O. Box 1784
Des Moines, Iowa 50309

Duluth District Office
Federal Building & U.S. Courthouse
515 West First Street
P.O. Box 620
Duluth, Minnesota 55801

Minneapolis District Office
Federal Building
110 South Fourth Street
Room 402
Minneapolis, Minnesota 55401

Omaha District Office
New Federal Building
215 North 17th Street
P.O. Box 661, Downtown
Omaha, Nebraska 68101

Minot District Office
123 Southwest First Street
Room 414
Minot, North Dakota 58701

Sioux Falls District Office
400 S. Philips
Room 309
Sioux Falls, South Dakota 57102

St. Louis District Office
Suite 300
Chromalay Plaza
120 S. Central Avenue
St. Louis, Missouri 63105

Wichita District Office
202 West First Street
Room 505
Wichita, Kansas 67201

Region 11

Dallas Regional Office
Earle Cabell Federal Building
1100 Commerce Street

Room 4A5
Dallas, Texas 75202

Brownsville District Office
2100 Boca Chica Blvd.
Suite 305
Brownsville, Texas 78520

Corpus Christi District Office
723 Upper N. Broadway
P.O. Box 2443
Corpus Christi, Texas 78403

Del Rio District Office
3605 Highway 90, West
P.O. Drawer 1247
Del Rio, Texas 78840

Eagle Pass District Office
342 Rio Grande Street
Room 102
Eagle Pass, Texas 78852

El Paso District Office
4110 Rio Bravo
Suite 100
El Paso, Texas 79902

Houston District Office
1540 Esperson Building
815 Walker Street
Houston, Texas 77002

Laredo District Office
P.O. Drawer 2307
Laredo, Texas 78041

Midland District Office
100 East Wall Street
P.O. Drawer 2668
Midland, Texas 79701

McAllen District Office
3017 N. 10th Street
P.O. Box 338
McAllen, Texas 78501

Oklahoma City District Office
Old Federal Building
215 N.W. 3rd Street
Room 250
Oklahoma City, Oklahoma 73102

San Antonio District Office
4th Floor, 1800 Central Building
1802 N.E. Loop 410
San Antonio, Texas 78217

Tulsa District Office
333 W. 4th Street
Room 3335
Tulsa, Oklahoma 74103

Austin District Office
55 N. Interregional Highway
P.O. Box 8
Austin, Texas 78767

Lubbock District Office
3302 67th Street
Building No. 2
Lubbock, Texas 79413

Region 12

Denver Regional Office
U.S. Customs House
Room 336
P.O. Box 1860
Denver, Colorado 80201

PRIVACY ACT ISSUANCES

Cheyenne District Office
Federal Center
2120 Capitol Avenue
Room 8020
Cheyenne, Wyoming 82001

Albuquerque District Office
First National Bank Building, East
5301 Central Avenue, N.E.
Albuquerque, New Mexico 87108
Las Cruces District Office
Federal Building
200 E. Griggs Avenue
Room A-100
Las Cruces, New Mexico 88001

Phoenix District Office
Valley Bank Center, Suite 1980
201 North Central
Phoenix, Arizona 85073

Tucson District Office
Tucson International Airport
P.O. Box 27063
Tucson, Arizona 85726

San Luis District Office
P.O. Box 445
San Luis, Arizona 85349

Nogales District Office
P.O. Box 39
Mile Post 4 1/2
U.S. Highway 89
Nogales, Arizona 85621

Douglas District Office
2130 15th Street
P.O. Box 1294
Douglas, Arizona 85607

Salt Lake City District Office
Federal Building
125 South State Street
Room 2218
Salt Lake City, Utah 84138

Region 13

Seattle Regional Office
221 1st Avenue West
Suite 200
Seattle, Washington 98119

Anchorage District Office
Loussac-Sogn Building
429 D Street
Room 306
Anchorage, Alaska 99501

Blaine District Office
170 C Street
P.O. Box 1680
Blaine, Washington 98230

Eugene District Office
Federal Building
211 East 7th Avenue
Room 230
Eugene, Oregon 97401

Boise District Office
American Reserve Building
2404 Bank Drive
Suite 212
Boise, Idaho 83705

Great Falls District Office
1111 14th Street South
P.O. Box 2887
Great Falls, Montana 59403

Portland District Office
Georgia-Pacific Building
900 S.W. Fifth Avenue
Suite 1515
Portland, Oregon 97204

Spokane District Office
U.S. Courthouse
920 W. Riverside
P.O. Box 1504
Spokane, Washington 99210

Vancouver B.C. District Office
DEA/Justice
American Consulate General
1199 West Hastings Street
Vancouver, B.C., Canada V6E2Y4

Region 14

Los Angeles Regional Office
350 So. Figueroa Street
Suite 800
Los Angeles, California 90017

San Francisco District Office
450 Golden Gate Avenue
Box 36035
San Francisco, California 94102

San Diego District Office
402 West 35th Street
National City, California 92050

Calexico District Office
632 Imperial Avenue
P.O. Box J
Calexico, California 92231

Las Vegas District Office
Federal Building & U.S. Courthouse
300 Las Vegas Blvd. South
P.O. Box 16023
Las Vegas, Nevada 89101

Fresno District Office
P.O. Box 72
Fresno, California 93707

Honolulu District Office
300 Ala Moana Blvd.
Honolulu, Hawaii 96815

Tecate District Office
Post of Entry-Tecate
P.O. Box 67
Tecate, California 92080

Sacramento District Office
Federal Building
2800 Cottage Way
P.O. Box 4495
Sacramento, California 95825

Los Angeles Airport Office
600 Worldway
P.O. Box 91160
Los Angeles, California 90009

Region 15

Mexico City Regional Office
DEA/Justice
American Embassy
Apartado Postal 88 Bis
Mexico 1, D.F., Mexico

Guadalajara District Office
DEA/Justice
American Consulate General

Apartado Postal 1 - 1 B1S
Guadalajara, Jalisco, Mexico

Hermosillo District Office
DEA/Justice
American Consulate General
Apartado Postal 972
Hermosillo, Sonora, Mexico

Mazatlan District Office
DEA/Justice
American Consulate
Apartado Postal 321
Mazatlan, Sinaloa, Mexico

Merida District Office
SAIC
Dept. of State
Washington, D.C. 20521

Monterrey District Office
DEA/Justice
c/o Dept. of State
Washington, D.C. 20521

San Jose District Office
DEA/Justice
American Embassy
APO N.Y., N.Y. 09883

Guatemala District Office
American Embassy
APO N.Y., N.Y. 09891

Region 16

Bangkok Regional Office
Drug Enforcement Administration
American Embassy
APO San Francisco, California 96346

Chiang Mai District Office
Drug Enforcement Administration
American Consulate
APO San Francisco, California 96272

Hong Kong District Office
DEA/Justice
American Consulate General
Box 30
FPO San Francisco, California 96659

Kuala Lumpur District Office
DEA/Justice
Dept. of State
Kuala Lumpur
Washington, D.C. 20520

Vientiane District Office
DEA/Justice
APO San Francisco, California 96352

Singapore District Office
DEA/Justice
FPO San Francisco, California 96699

Saigon District Office
DEA/Justice
APO San Francisco, California 96243

Songkhla District Office
DEA/Justice
American Consulate
APO San Francisco, California 96346

Region 17

Paris Regional Office
DEA/Justice
American Embassy
APO New York, New York 09777

Marseilles District Office
DEA/Justice
American Embassy (m)
APO New York, New York 09777

Vienna District Office
DEA/Justice
American Embassy Vienna
Department of State
Washington, D.C. 20520

Brussels District Office
DEA/Justice
American Embassy
APO New York, New York 09667

London District Office
DEA/Justice
American Embassy
Box 40
FPO New York, New York 09510

Bonn District Office
DEA/Justice
American Embassy
Box 290
APO New York, New York 09080

Frankfurt District Office
DEA/Justice
American Consulate General
APO New York, New York 09757

Hamburg District Office
DEA/Justice
American Consulate General
Box 2
APO New York, New York 09069

Munich District Office
DEA/Justice
American Consulate General
APO New York, New York 09108

Rome District Office
DEA/Justice
Consulate 301
APO New York, New York 09794

Genoa District Office
DEA/Justice
American Consulate General
Box G
APO New York, New York 09794

Milan District Office
DEA/Justice
American Consulate General
APO New York, New York 09689

The Hague District Office
DEA/Justice
American Embassy
APO New York, New York 09159

Madrid District Office
DEA/Justice
American Embassy
APO New York, New York 09285

Barcelona District Office
DEA/Justice
American Consulate General
APO New York, New York 09285

Region 18

Caracas Regional Office
DEA/Justice
American Embassy

PRIVACY ACT ISSUANCES

A.P.O. New York, New York 09893

Buenos Aires District Office
DEA/Justice
American Embassy
A.P.O. New York, New York 09871

Asuncion District Office
DEA/Justice
American Embassy
Asuncion, Paraguay
Dept. of State Pouch Mail
Washington, D.C. 20520

Bogota District Office
DEA/Justice
American Embassy
A.P.O. New York, New York 09895

Brazilia District Office
DEA/Justice
American Embassy
A.P.O. New York, New York 09676

Guayaquil District Office
DEA/Justice
U.S. Consulate
Guayaquil, Ecuador
Dept. of State Pouch Mail
Washington, D.C. 20520

La Paz District Office
DEA/Justice
American Embassy
A.P.O. New York, New York 09867

Lima District Office
DEA/Justice
American Embassy
Lima, Peru
Dept. of State Pouch Mail
Washington, D.C. 20520

Montevideo District Office
DEA/Justice
American Embassy
Montevideo, Uruguay
Dept. of State Pouch Mail
Washington, D.C. 20520

Panama District Office
DEA/Justice
American Embassy
Panama City, Panama
Dept. of State Pouch Mail
Washington, D.C. 20520

Balboa District Office
DEA/Justice
American Embassy
Balboa Canal Zone
Dept. of State Pouch Mail
Washington, D.C. 20520

Quito District Office
DEA/Justice
American Embassy
Quito, Ecuador
Dept. of State Pouch Mail
Washington, D.C. 20520

Santiago District Office
DEA/Justice
American Embassy
A.P.O. New York, New York 09869

Region 19

Ankara Regional Office
DEA/Justice
American Embassy

APO New York, New York 09254

Istanbul District Office
DEA/Justice
American Consulate General
APO New York, New York 09380

Izmir District Office
DEA/Justice
American Consulate General
APO New York, New York 09224

Beirut District Office
DEA/Justice
Dept. of State Pouch Mail
Washington, D.C. 20520

Kabul District Office
DEA/Kabul
Dept. of State Pouch Mail
Washington, D.C. 20520

Tehran District Office
DEA/Justice
American Embassy
Box 2000
APO New York, New York 09205

Islamabad District Office
DEA/Islamabad
Dept. of State Pouch Mail
Washington, D.C. 20520

New Delhi District Office
DEA/Delhi
Dept. of State Pouch Mail
Washington, D.C. 20520

Karachi District Office
DEA/Karachi
Department of State Pouch Mail
Washington, D.C. 20520

Region 20

Manila Regional Office
DEA/Justice
American Embassy
APO San Francisco, California 96528

Guam District Office
P.O. Box 2137
Agana, Guam 96910
Jakarta District Office
DEA/Justice
American Embassy
A.P.O. San Francisco, California 96356
Taipei District Office
DEA/Justice
American Embassy
A.P.O. San Francisco, California 96263

Sukiran/Okinawa District Office
DEA/Justice, P.O. Box 792
APO San Francisco, California 96331

Tokyo District Office
DEA/Justice
American Embassy
APO San Francisco, California 96503

Seoul District Office
DEA/Justice ext. 4260
American Embassy
APO San Francisco, California 96301

Regional Laboratories

Special Testing & Research Lab
Watergate Research Park
7704 Old Springhouse Road

McLean, Virginia 22101

Mid-Atlantic Regional Lab
460 New York Avenue, N.W.
Washington, D.C. 20537

Northeast Regional Lab
555 West 57th Street
New York, New York 10019

Southeast Regional Lab
15655 S.W. 127th Avenue
Miami, Florida 33157

North-Central Regional Lab
500 U.S. Customs House
610 South Canal Street
Chicago, Illinois 60607

South-Central Regional Lab
1114 Commerce Street
Room 1020
Dallas, Texas 75202

Southwest Regional Lab
410 West 35th Street
National City, California 92050

Western Regional Lab
450 Golden Gate Avenue
Box 36075
San Francisco, California 92102

Ottawa Office
DEA/Justice
U.S. Embassy
100 Wellington Street
Ottawa, Ontario, Canada
KIP-ST1

Special Project Division
Aircraft Section
(Addison Texas)
DEA/Justice
P.O. Box 534
Addison, Texas 75001

El Paso Intelligence Center
2211 E. Missouri
Suite 200
El Paso, Texas 79903

Field Offices of Inspection

Northeast Field Office of Internal Security
Suite 208
222 South Marginal Road
Fort Lee, New Jersey 07024

Western Field Office of Internal Security
P.O. Box 807, Main Office
Los Angeles, California 90053

South Central Field Office of Internal Security
P.O. Box 907
Addison Texas 75001

North Central Field Office of Internal Security
219 S. Dearborn
Room 422
Chicago, Illinois 60604

Southeast Field Office of Internal Security
P.O. Box 660316
Miami Springs, Florida 33166

Mid-Atlantic Field Office of Internal Security
1325 K Street, N.W.
Washington, D.C. 20537

JUSTICE/LEAA - 001

System name: Personnel System

System location: Law Enforcement Assistance Administration;
633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Regional Operating Files; Motor Vehicle Operators Permit, Form SF 74; Interagency Motor Pool Service Authorization, Form GSA 1313; Government Parking Spaces, Form GSA 7415; Property Sign-out, LEAA Form 1820/4; Equipment Control Records, LEAA Form 1820/5; Annual Physical Examination File.

Categories of records in the system: Motor Vehicle Operators Permit, Form SF 74; Interagency Motor Pool Service Authorization, Form GSA 1313; Government Parking Spaces, Form GSA 7415; Property Sign-out, LEAA Form 1820/4; Equipment Control Records, LEAA Form 1820/5; Annual Physical Examination File

Authority for maintenance of the system: The system is established and maintained in accordance with 5 U.S.C. 301, 1302.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The motor vehicle and property data is used for inventory control, parking space control, and to allow use of government vehicles for official purposes. Routine user would be GSA. Physical examination information is non-releasable except upon written authorization of individual.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in system is stored in file folders and index cards.

Retrievability: Information is retrieved by name of employee.

Safeguards: Data is maintained in locked file cabinets.

Retention and disposal: Documents relating to equipment control and motor vehicles are closed when employee leaves agency. Records are destroyed three years thereafter. Health records are placed in sealed envelopes upon separation of employee and filed with official personnel folder. Such data is destroyed in accordance with Civil Service regulations. Operating files are destroyed when an individual resigns, transfers or is separated from Federal service.

System manager(s) and address: Assistant Administrator; Office of Operations Support; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531. Regional Operating Files: Regional Administration, applicable region.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from the system shall be in writing, with the envelope and letter clearly marked 'Privacy Access Request.' Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, employee's supervisors.

Systems exempted from certain provisions of the act: None

JUSTICE/LEAA - 002

System name: Law Enforcement Education System

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Recipients of LEAA Law Enforcement Education Loans and Grants

Categories of records in the system: LEEP Master Computer File; LEEP Promissory Note File; LEAA Form 03

Authority for maintenance of the system: The system is established and maintained pursuant to 42 U.S.C. 3746.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To contractors for coding and statistical analysis, educational institutions for record reconciliation, IRS and references listed on application for address verification, referees in bankruptcy for claim action.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on computer magnetic tape, discs and folders.

Retrievability: Information is retrievable by name of recipient and social security number.

Safeguards: Computerized information is safeguarded and protected by computer password key and limited access. Noncomputerized data is safeguarded in file room which is locked after business hours. Access is limited to LEAA authorized personnel.

Retention and disposal: Computerized records are kept indefinitely. Uncollected loans/grants are transferred to GAO as soon as determined uncollectable. Cancelled or repaid loan/grants are closed at end of fiscal year, held three years, sent to Federal Records Center and destroyed in accordance with instructions from GAO.

System manager(s) and address: Comptroller; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name and personal identifier number. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information are the recipients of loans/grants and their educational institutions.

Systems exempted from certain provisions of the act: None.

JUSTICE/LEAA - 003

System name: General Investigative System.

System location: Office of Audit and Investigation; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Grantees, subgrantees, contractors, subcontractors, employees, and applicants.

Categories of records in the system: Resolution of Investigations of Criminal or Civil Violations Investigatory Case Index Card File

Authority for maintenance of the system: 5 U.S.C. 301; 42 U.S.C. 3791, 3792, 3793.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Investigation of possible violations of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by regulation, rule or order pursuant thereto. Records may be referred to the appropriate agency, whether federal, state, or local for the purpose of investigating or prosecuting such violations or enforcing compliance with statute, rule, regulation or order.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in the system is stored in file folders and on index cards.

Retrievability: Information is retrieved by name of respondent and complainant.

Safeguards: Information is kept in locked file cabinets and combination safe. Access is limited to investigative personnel.

Retention and disposal: Complaint control logs are destroyed upon completion of action on the inquiry or complaint. Complaint case files thereafter are not retrievable by name, number, or other information identifiable to the individual. Other investigative information is destroyed four years after the investigation is completed.

System manager(s) and address: Assistant Administrator; Office of Audit and Investigation; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Notification procedure: Same as the above.

Record source categories: Information contained in this system was received from individual complainants, witnesses, grant files, respondents, official state and federal records.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (d), (e)(4)(G) and (H), and (f) of the Privacy Act pursuant to 5 U.S.C. 522a(k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/LEAA - 004

System name: Grants Program System

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: The system contains recipients of LEAA funds, project monitors and project directors.

Categories of records in the system: Grant/Contract Applicant Index; Grant/Contract Award Computer Data File.

Authority for maintenance of the system: The system is established and maintained in accordance with 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records from this system of records may be disclosed for the purpose of technical review and fiscal or program evaluation to experts in particular subject areas related to the substantive or fiscal components of the program.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on computer discs for use in a computer environment.

Retrievability: Data is retrievable by name and grant/contract number.

Safeguards: Information in the system is safeguarded and protected by computer password key. Direct access is limited to computer personnel.

Retention and disposal: Data is maintained for current fiscal year and three previous fiscal years in Master File; thereafter information is retired to Historical File. No authority to destroy.

System manager(s) and address: Comptroller; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing with the envelope and letter clearly marked 'Privacy Access Request.' Include in the request the name and grant/contract number. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their requests to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in the system are grant/contract award documents and applications for award.

Systems exempted from certain provisions of the act: None

JUSTICE/LEAA - 005

System name: Financial Management System

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Recipients of LEAA funds; Employees.

Categories of records in the system: Employee Travel files; time and attendance files; Government Transportation Requests; Paid Vendor Document File.

Authority for maintenance of the system: 5 U.S.C. 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There are no uses outside the Department.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Computerized discs, file folders.

Retrievability: Name, social security numbers, digital identifiers assigned by accounting office.

Safeguards: Manual information in system is safeguarded in locked file cabinets. Computerized password key is needed to access computerized information. Direct access only by comptroller personnel.

Retention and disposal: Employee travel files, time and attendance files and Government transportation files are closed at end of fiscal year, held three years thereafter; the records are then retired to Federal Records Center. Federal Records Center destroys in accordance with instructions of GAO.

System manager(s) and address: Comptroller; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing with the envelope and letter clearly marked 'Privacy Access Request.' Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in the system are the individuals to whom the information pertains.

Systems exempted from certain provisions of the act: None

JUSTICE/LEAA - 006

System name: Congressional Correspondence System

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Members of Congress

Categories of records in the system: Correspondence with Congressional Committees and members of Congress.

Authority for maintenance of the system: The system is established and maintained in accordance with 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: No uses are made outside the Department.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored in file folders.

Retrievability: Information is retrieved by name of the member of Congress who is the correspondent.

Safeguards: Information contained in the system is of a general correspondence nature and maintained pursuant to LEAA Handbook Instruction HB 1330.2.

Retention and disposal: Records are retained for two years, then retired to Federal Records Center. Six years thereafter records are destroyed.

System manager(s) and address: Director; Office of Congressional Liaison; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from the system shall be in writing, with the envelope and letter clearly marked 'Privacy Access Request.' Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information are congressional members.

Systems exempted from certain provisions of the act: None

JUSTICE/LEAA - 007

System name: Public Information System

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Public figures

Categories of records in the system: Biographical, Morgue, and Speech files. Photograph files.

Authority for maintenance of the system: The system is maintained and established in accordance with 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Available to the public under the Freedom of Information Act.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in system is stored in file folders.

Retrievability: Information is retrieved by name of person to whom information pertains.

Safeguards: This information is of a nonconfidential nature and maintained pursuant to LEAA Handbook Instruction HB 1330.2.

Retention and disposal: Records are retained for four years, retired to Federal Record Center, and destroyed pursuant to Disposal Instructions in LEAA Handbook Instruction HB 1330.2.

System manager(s) and address: Director; Office of Public Information; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from the system shall be in writing, with the envelope and letter clearly

marked 'Privacy Access Request.' Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Newspaper, magazine and press service teletype clippings as well as individual to whom information pertains.

Systems exempted from certain provisions of the act: None

JUSTICE/LEAA - 008

System name: Civil Rights Investigative System.

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Complaints of discrimination by individuals affected by the agency program for which the agency has compliance responsibility, grantees, subgrantees, contractors, subcontractors, employees, and applicants.

Categories of records in the system: Civil Rights Complaint Control Logs; Civil Rights Litigation Reference Files.

Authority for maintenance of the system: 42 U.S.C. 3766(c); E.O. 11246 (3 C.F.R. 173) as amended by E.O. 11375.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Investigation of complaints and to obtain compliance with Civil Rights laws. Users of the data are State Planning Agencies, State Governors and Attorneys General, Criminal Justice Agencies, Office of Federal Contract Compliance, Equal Employment Opportunity Commission, Office of Federal Revenue Sharing, and a United States Commission on Civil Rights.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in the system is stored in file folders and on index cards.

Retrievability: Information is retrieved by name of respondent and complainant.

Safeguards: Information is kept in locked file cabinets and combination safe. Access is limited to investigative personnel.

Retention and disposal: Complaint control logs are destroyed upon completion of action on the inquiry or complaint. Complaint case files thereafter are not retrievable by name, number, or other information identifiable to the individual. Other investigative information is destroyed four years after the investigation is completed.

System manager(s) and address: Office of Civil Rights Compliance; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record containing civil rights investigatory material shall be made in writing with the envelope and letter clearly marked 'Privacy Access Request' to the Civil Rights System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their

request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The information contained in this system was received from individual complainants, witnesses, grant files, respondents, official State and Federal records.

Systems exempted from certain provisions of the act: None.

JUSTICE/LEAA - 009

System name: Federal Advisory Committee Membership Files.

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Individuals who have been or are presently members of or are being considered for membership on advisory committees within the jurisdiction of the Law Enforcement Assistance Administration.

Categories of records in the system: Correspondence with and documents relating to committee members.

Authority for maintenance of the system: Federal Advisory Committee Act, 5 U.S.C. App. 1 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Annual Report to the President; administrative reports to OMB and other federal agencies.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in system is stored in file folders.

Retrievability: Information is retrieved by name of individual.

Safeguards: Data is maintained in file cabinets. The entrance to the building requires building pass or security sign-in.

Retention and disposal: The data is placed in an inactive file upon discontinuance of membership, held for two years and then retired to the Federal Records Center.

System manager(s) and address: Federal Advisory Committee Officer; Office of General Counsel; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information are supplied directly by individuals about whom the record pertains, references, recommendations, program personnel, and biographical reference books.

Systems exempted from certain provisions of the act: None.

JUSTICE/LEAA - 010

System name: Technical Assistance Resource Files

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Consultants with expertise in criminal justice systems.

Categories of records in the system: The system consists of resumes and other documents related to technical assistance requests.

Authority for maintenance of the system: The system is maintained under authority of 42 U.S.C. 3763(c).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is used to determine the qualifications and availability of individuals for technical assistance assignments. Users are State planning agencies and the Law Enforcement Assistance Administration.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information contained in the system is on hard copy and stored in file cabinets.

Retrievability: Information is manually retrieved by the name of the individual.

Safeguards: Records are stored in file cabinets. Admittance to the building in which they are stored requires a building pass or an individual's signature at the main entrance to the building.

Retention and disposal: Records are placed in an inactive file at the end of the fiscal year in which final use was made. They are held two years in the inactive file; then transferred to the Federal Records Center. Records are destroyed after six years.

System manager(s) and address: Technical Assistance Coordinator; Office of Regional Operations; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531, or the National Institute of Law Enforcement and Criminal Justice; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Notification procedure: Address inquiries to the system manager(s) at the above address.

Record access procedures: A request for access to a record contained in this system shall be made in writing with the envelope and letter clearly marked 'PRIVACY ACCESS REQUEST.' Include in the request the name and grant/contract number for the record desired. Access requests will be directed to the system manager(s) listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their requests to the system manager(s) listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are those individuals to whom the information pertains.

Systems exempted from certain provisions of the act: None.

JUSTICE/LEAA - 011

System name: Registered Users File--National Criminal Justice Reference Service (NCJRS).

System location: Justice Data Service Center; U.S. Department of Justice; 4th & I Streets, N.W.; Washington, D.C. 20537.

Categories of individuals covered by the system: The system contains information on those individuals engaged in criminal justice activities, citizen groups and academicians.

Categories of records in the system: The system provides a record for registrants for services and products of NCJRS.

Authority for maintenance of the system: The system is maintained and established in accordance with 42 U.S.C. 3742.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in the system is used within the Department of Justice. No external dissemination of information is made.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is stored on magnetic disc pack for use in a computer environment.

Retrievability: Information is retrieved by the name and user identity number of the desired record.

Safeguards: Information is maintained in the Justice Data Services Center which is a secured area. Special identity cards are required for admittance to the area.

Retention and disposal: Information is retained until the individual no longer wishes to utilize the service. Upon notification by an individual that he no longer wishes to use the service, his record is electronically purged from the file.

System manager(s) and address: Director, Reference and Dissemination Division; National Criminal Justice Reference Service; Law Enforcement Assistance Administration; U.S. Department of Justice; Washington, D.C. 20531.

Notification procedure: Address inquiries to the system manager(s) at the above address.

Record access procedures: A request for access to a record contained in this system shall be made in writing with the envelope and letter clearly marked 'PRIVACY ACCESS REQUEST.' Access requests will be directed to the system manager(s) at the above address.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their requests to the system manager(s) listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources for the information contained in this system are those individuals to whom the information pertains.

Systems exempted from certain provisions of the act: None.

JUSTICE/LEAA-012

System name: Public Safety Officers' Benefits System

System location: Law Enforcement Assistance Administration, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

Categories of individuals covered by the system: Public Safety Officers who died while in the line of duty and their surviving beneficiaries.

Categories of records in the system: This system contains an index by claimant and deceased Public Safety Officers; case files of eligibility documentation; and benefit payment records.

Authority for maintenance of the system: Authority for maintaining this system exists under 42 U.S.C. 3701, et seq., Pub. L. No. 94-430 (Sept. 29, 1976) and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) State and local agencies to verify and certify eligibility for benefits; (2) educational institutions where beneficiary is full-time student to verify eligibility status; (3) appropriate Federal agencies to coordinate benefits paid under similar programs; and (4) members of Congress or staff acting upon the member's behalf when the member or staff requests the information on behalf of and at the request of the individual who is a party in interest.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on a master index, in folders and on computer magnetic tape.

Retrievability: Information is retrievable by name of claimant, name of deceased Public Safety Officer, and case file number.

Safeguards: Computerized information is safeguarded and protected by computer password key and limited access. Noncomputerized data is safeguarded in locked cabinets. All files are maintained in a guarded building.

Retention and disposal: Files are retained, retired to Federal records centers and disposed of in accordance with General Services Administration disposal schedules.

System manager(s) and address: PSOB Program Officer, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

Notification procedure: Same as above.

Record access procedures: Request for access to a record from this system should be made in writing with the envelope and the letter clearly marked 'Privacy Access Request.' Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above and state clearly and concisely what information is being contested, the reason for contesting it and the proposed amendment to the information sought.

Record source categories: Public agencies including employing agency, beneficiaries, educational institutions, physicians, hospitals, official state and Federal documents.

Systems exempted from certain provisions of the act: None.

JUSTICE/BIA - 001

System name: Decisions of the Board of Immigration Appeals.

System location: 521 12th Street, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: (a) Aliens, including those previously admitted for lawful permanent residence, in deportation proceedings; (b) Aliens and alleged aliens in exclusion proceedings; (c) Aliens seeking waivers of inadmissibility; (d) Aliens in bond determination proceedings; (e) Aliens in whose behalf a preference classification is sought.

Categories of records in the system: This system of records consists of the formal orders and decisions of the Board of Immigration Appeals, including the indices and logs pertaining thereto.

Authority for maintenance of the system: This system is established and maintained under the authority granted the Attorney General by sections 103 and 292 of the Immigration and Nationality Act, 8 U.S.C. 1103 and 1362. Such authority has been delegated to the Board of Immigration Appeals by 8 C.F.R. Part 3.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Decisions of the Board of Immigration Appeals are disseminated to the following categories of users for the purposes indicated:

(a) Parties appearing before the Board, (including the Immigration and Naturalization Service), their attorneys or other representatives. Purpose: Parties are entitled to the decision as a matter of due process; and in accordance with the requirements of 8 C.F.R. 3.1(g).

(b) Other lawyers, organizations recognized to appear before the Immigration and Naturalization Service and their representatives. Purpose: To permit these users to be informed of current case law and general maintenance of open system of jurisprudence.

(c) Members of Congress. Purpose: Constituent inquiries.

(d) General public. Purpose: Selected decisions, designated as precedent decisions pursuant to 8 C.F.R. are published in bound volumes of Administrative Decisions Under Immigration and Nationality Laws of the United States. These are published to provide the public with guidance on the administrative interpretation of the immigration laws and to facilitate open and uniform adjudication of cases.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in the system is kept in typed form and stored in loose leaf binders.

Retrievability: Each decision is indexed by name and a numerical identifier

Safeguards: Information contained in the records is unclassified and intended for wide dissemination. No specific safeguards to prevent unauthorized disclosure are employed since no type of disclosure is presently regarded as 'unauthorized'. Access to buildings in which records are stored is controlled by guards provided by GSA.

Retention and disposal: Records are retained indefinitely and are not disposed of.

System manager(s) and address: Executive Assistant; Board of Immigration Appeals; Department of Justice; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: Decisions of the Board of Immigration Appeals are available to anyone upon request pursuant to 5 U.S.C. 552a(b)(2).

Contesting record procedures: Decisions of the Board of Immigration Appeals constitute official opinions and are not subject to correction or amendment except in accordance with accepted standards of due process. Decisions have been exempted from the correction provisions of 5 U.S.C. 552a(d).

Record source categories: Sources of information contained in this system are provided primarily by the record of proceedings forwarded by the Immigration and Naturalization Service. Additionally, the person concerned and his representative provide information.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsection (d)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/BIA - 002

System name: Roster of Organizations and their Accredited Representatives Recognized by the Board of Immigration Appeals.

System location: 521 12th Street, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: (a) Persons associated in an official capacity with a recognized organization; (b) Persons who have applied for, have been granted or have been denied accreditation as representatives of recognized organizations.

Categories of records in the system: This system consists of (a) a roster of charitable, social service and similar organizations, and of their accredited representatives; (b) applications and related documents submitted by such organizations and their representatives and (c) orders of the Board of Immigration Appeals granting or denying recognition to such organizations and their representatives. Recognized organizations and their accredited representatives are authorized to practice before the Immigration and Naturalization Service and Board of Immigration Appeals.

Authority for maintenance of the system: This system is established and maintained under the authority granted the Attorney General by sections 103 and 292 of the Immigration and Nationality Act, 8 U.S.C. 1103 and 1362. Such authority has been delegated to the Board of Immigration Appeals by 8 C.F.R. Part 292.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Copies of decisions granting or denying applications for recognition and accreditation are sent to (a) the organization seeking recognition and (b) the Immigration and Naturalization Service.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information contained in the system is stored in file folders.

Retrievability: Information is retrieved by use of the name of the organization or person accredited.

Safeguards: Information contained in this record system is unclassified. Access to building in which records are stored is controlled by guards provided by GSA. No specific safeguards are employed.

Retention and disposal: Records in this system are retained indefinitely.

System manager(s) and address: Executive Assistant; Board of Immigration Appeals; Department of Justice; Washington, D.C. 20530.

Notification procedure: Address inquiries to: Chairman; Board of Immigration Appeals; Department of Justice; Washington, D.C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and letter clearly marked 'Privacy Access Request'. Include in the request (a) the name of the organization which has sought, or has been granted or denied recognition and the name of the individual who has sought accreditation as a representative of such organization, or, (b) where no organization is concerned, the name of the individual who has sought accreditation or recognition. The requester will provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: The procedures for contesting or amending information contained in this system of records is governed by 8 C.F.R. Part 292. The procedures require that organizations seeking accreditation of their representatives be notified of adverse information and be given an opportunity to rebut such information.

Record source categories: Sources of information contained in this system are supplied by the organization seeking recognition, individuals seeking accreditation, and reports supplied by the Immigration and Naturalization Service.

Systems exempted from certain provisions of the act: None.

JUSTICE/CIV - 001

System name: Civil Division Case File System.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Any and all parties involved in the cases handled by the Civil Division will have identifying data contained in this system.

Categories of records in the system:

1) The main record of the system is the case file which is retained on each case under the jurisdiction of the Civil Division except for those cases for which files are maintained in the Civil Division Case File System: Customs Section and the Office of Alien Property File System, and constitutes the official record of the Department of Justice. All record material relating to a case is retained in the file. Each case is assigned a number comprised of the category designation for the subject matter, the code number for the judicial district where the action originated, and the number of cases of that category which have arisen in that district.

2) Alphabetical and numerical indices are utilized as a means of access to the proper file by the cross-referencing of the names of all parties to a suit with the file number. Forms CV-54 and carbon-interleaf index cards are used in these indices.

3) A Docket Card Index is maintained on each case in order to follow the progress of all Division cases and to obtain statistical data for monthly and fiscal reports. However, all information contained on the cards has been taken from the record material contained in the official file.

Authority for maintenance of the system: General authority to maintain the system is contained in 5 U.S.C. 301 and 44 U.S.C. 3101. The particular system was established in accordance with 28 C.F.R. 0.77(f) and was delegated to the Civil Division pursuant to the memorandum from the Deputy Attorney General, dated July 17, 1974.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Any record pertaining to any case or matter in the Civil Division may be disseminated to any other component of the Department of Justice, including the F.B.I. and the United States Attorneys' Offices, for use in connection with the consideration of that case or matter or any other case or matter under consideration by the Civil Division or any other component of the Department of Justice. A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal or regulatory in nature, or during the course of a trial or hearing, or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual or organization possesses information relating to the investigation, trial or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate federal, state, local or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion of such matters as settlement of the case or matter, plea bargaining, or formal or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, or where the agency or officials thereof are a party to litigation or where the agency or officials may be affected by a case or matter, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a

case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, provided that the record does not contain any information identifiable to a specific individual other than is necessary to identify the matter or where the information has previously been filed in a judicial or administrative office, including the clerk of the court; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in civil or criminal proceedings in which the United States or one of its officers or agencies has an interest; (13) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making positions to which they were appointed by the President, in accordance with the provisions of 28 C.F.R. 17.60.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: 1) The case files utilize standard file jackets and are retained in electronic, rotary power files; 2) The alphabetical and numerical index cards, as well as the docket cards, are retained in standard file cabinets.

Retrievability: The files and docket cards must be retrieved by file number. The file number can be ascertained from the alphabetical index if the name of any party to the suit is known.

Safeguards: Information contained in the system is unclassified. However, only attorneys who have their names recorded in the File Unit can be issued a case file. Minimal information about a case is provided from the various indices to telephone callers, since there is a problem with identifying the identity of a caller. If a party desires detailed information, he is referred directly to the attorney of record.

Retention and disposal: When a case file is closed by the legal section, it is sent to the Federal Records Center for retention in accordance with the authorized Record Disposal Schedule for the classification of the case. Such schedules are approved by the National Archives. After the designated period has passed, the file is destroyed. However, the index and docket cards are not purged.

System manager(s) and address: Assistant Attorney General; Civil Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to: Assistant Attorney General; Civil Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Record access procedures: A request for information concerning the cases of the Civil Division should be submitted in writing, with the envelope and letter clearly marked 'Privacy Access Request'. The request should include the file number and/or the names of any litigants known to the requestor. The requestor should also provide a return address for transmitting the information. Such access requests should be submitted to the System Manager listed above. Requests may also be made by telephone. In such cases the caller will be referred to the attorney of record. The attorney, in turn, may require an official written request.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above. The request should clearly state, what information is being contested, the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: All litigants involved in the cases of this Division are sources of information. Such information is either contained in the record material in the case files or has been extracted from that record material and put onto docket and index cards.

Systems exempted from certain provisions of the act: None.

JUSTICE/CIV - 002

System name: Civil Division Case File System: Customs Section

System location: 26 Federal Plaza, New York, New York 10007, and U.S. Department of Justice Data Services Center, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Any and all parties and counsel involved in the cases handled by the Customs Section of the Civil Division will have identifying data contained in this system.

Categories of records in the system:

1. The main record of the system is the case file which is retained on each case under the jurisdiction of the Customs Section of the Civil Division and constitutes the official record of the Department of Justice thereon. All record material relating to a case is retained in the file. Each file is assigned the Customs Court number given to the summons filed in that court or, in cases filed prior to October 1, 1970, to reappraisal appeals or to protests filed with the Customs Court.

The number assigned to the file will change to the number assigned by the Court of Customs and Patent Appeals, if that case becomes the subject of an appeal before that court. In addition, the Customs Section retains a log of communications received and communications sent. The correspondence is identified thereon by court (case) number, identification of the kind of communication, and the person receiving it.

2. The case file and communication logs are physically retained at the offices of the Customs Section, 26 Federal Plaza, New York, New York 10007. From these records, the Customs Section inputs certain information for conversion into a data processing system which is maintained at the Department of Justice Data Services Center, 10th and Constitution Avenue, N.W., Washington, D.C. 20530. Included in the information contained in the data processing system is the identity of the parties and their counsel, as well as the merchandise involved, the port of entry and the competing statutory provisions.
3. Alphabetical and numerical indices are maintained as a means of access to the proper file number by the cross-referencing of the names of non-government parties to suits with the appropriate file (court) numbers. These indices are made of index cards and maintained in the Chief Clerk's office in the Customs Section.

Authority for maintenance of the system: The Customs Section case files are maintained under the authority of 28 U.S.C. 2601(b) and 2632(e) and established in accordance with 28 C.F.R. 0.45(c) which gives the Civil Division responsibility for 'all litigation incident to the reappraisal and classification of imported goods, including the defense of all suits in the Court of Customs and Patent Appeals', and with 28 C.F.R. 0.48 which designates the Chief, Customs Section, 'to accept service of notices of appeals to the Court of Customs and Patent Appeals and all pleadings and other papers filed in the Customs Court, when the United States is an adverse Party in any customs litigation'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Any record pertaining to

any case or matter in the Civil Division may be disseminated to any other component of the Department of Justice, including the Federal Bureau of Investigation and the United States Attorney offices, for use in connection with the consideration of that case or matter or any other case or matter under consideration by the Civil Division or any other component of the Department of Justice.

Certain information contained in the record may also be disseminated to the U.S. Customs Service, the Department of the Treasury, the International Trade Commission, the Department of State, or any other agency of the Government whose decision is being challenged in a case assigned to the Customs Section for disposition. A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, the record in question may be disseminated to the appropriate Federal, state, local or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal or regulatory in nature, or during the course of a trial or hearing, or the preparation for a trial or hearing for such violation, a record may be disseminated to a Federal, state, local or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual or organization possesses information relating to the investigation, trial or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate Federal, state, local or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a Federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion of such matters as settlement of the case or matter, plea bargaining, or formal or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, or where the agency or officials thereof are a party to litigation or where the agency or officials may be affected by a case or matter, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a Federal, state, local or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a Federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, provided that the record does not contain any information identifiable to a specific individual other than is necessary to identify the matter or where the information

has previously been filed in a judicial or administrative office, including the clerk of the court; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in civil or criminal proceedings in which the United States or one of its officers or agencies has an interest; (13) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making positions to which they were appointed by the President, in accordance with the provisions of 28 C.F.R. 17.60; (14) copies of the summons (protest and reappraisal appeals, where appropriate) and the communication logs are made available to employees of the private contractor who services the data processing system in New York for the purpose of enabling such employees to extract all pertinent information from said documents so that such information may be encoded and converted to punch card form.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: (1) The case files utilize standard file jackets or envelopes and are maintained in standard file cabinets; (2) The alphabetical index cards are maintained in standard file cabinets; (3) The communication logs are maintained in looseleaf binders and, when not being currently referred to, are also maintained in standard file cabinets; (4) The information in the data processing system is maintained on tapes stored in the Data Services Center.

Retrievability: (1) The case files must be retrieved by number. The file number may be ascertained from the alphabetical index when the name of any non-government litigant is known. (2) The information contained in the data processing system may be retrieved through the retrieval tool activated by an attorney making a request for a report to the computer technician who codes the request on a form in the format of the retrieval language. The action words of the retrieval reports are: List - lists the case numbers of the cases which satisfy certain criteria such as plaintiff's name, counsel's name, court number, merchandise, competing statutory provisions, Government counsel. Write - output and the full history for any case specified by case number. Write * - a limited case history for any case specified by case number. Count - tallying the number of cases in the data base contained in the request.

Safeguards: (1) Information contained in the system is unclassified. However, only attorneys in the Customs Section who have responsibility for the case may properly obtain a case file. Correspondence and telephone calls about particular cases are referred to the attorney having responsibility for the case. In the attorney's absence, another attorney covering for the absent attorney or the Chief of the Section may respond to the telephone call or correspondence. The index files and the communication logs are utilized only by the personnel of the Customs Section in locating or verifying information contained in the system. (2) Information from the data processing system may be obtained only by attorneys on the basis of requests made in writing on a proper form supplied by the Customs Section. The request is made of the computer technician. Normally these requests are mailed to the technician in charge at the Data Services Center, but occasionally the request may be related telephonically by the computer technician.

Retention and disposal: (1) Closed case files are sent to the Federal Records Center for retention in accordance with the authorized Records Disposal Schedule for the classification of the case. Such schedules are approved by the National Archives. After the designated period is passed, the file is destroyed. The communication logs are sent to the Federal Records Center for retention in accordance with the authorized records disposal schedule after five years. After the designated period those records are also destroyed. The index cards, however, are not purged. (2) Periodically, the inactive cases will be purged from the main tape in the data processing system and transferred to the historical tape where the information will be retained indefinitely. There is a provision in the data processing system to delete and remove an entire case history from the main or historical tape. This may be done on request from the Chief of the Customs Section and such removed cases will not be saved or written on any other tape.

System manager(s) and address: Assistant Attorney General, Civil Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Record access procedures: A request for information concerning the cases of the Customs Section of the Civil Division should be submitted in writing, with the envelope and letter clearly marked 'Privacy Access Request'. The request should include the file number and/or the names of any non-government litigant known to the requestor. The requestor should also provide a return address for transmitting the information. Such access request should be submitted to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the Assistant Attorney General, Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530. The request should clearly state what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: All litigants involved in the cases of this Division are sources of information. Such information is either contained in the record material in the case files or has been extracted from that record material and put on communication logs and/or index cards.

Systems exempted from certain provisions of the act: None.

JUSTICE/CIV - 003

System name: Office of Alien Property File System.

System location: 550 11th Street, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Any and all parties involved in the cases, claims and matters handled by the Office of Alien Property may have identifying data contained in this system.

Categories of records in the system:

1. This system consists of indices and files relative to enemy-owned property, reporting sources, ownership, vesting, and claims for the return thereof. Each vesting order is assigned a general file number, and each claim has a separate file number. Separate account files are maintained on vested property for each alien account.
2. Alphabetical and numerical indices are utilized as a means of access to the proper general file by the cross-referencing of the names of all individual former property owners and claimants with the general files.
3. Records of litigation involving the Office of Alien Property are contained in this system. There are also alphabetical and numerical indices to facilitate access to these cases.

Authority for maintenance of the system: The Office of Alien Property files are maintained under the authority of 44 U.S.C. 3101 and 50 U.S.C. App. 40, Title II of the International Claims Settlement Act, and was established in accordance with 28 C.F.R. 0.47 which states in part 'The Office of Alien Property shall be a part of the Civil Division ...' and thereafter describes the authority, rights, privileges, powers, duties and functions of that office.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Any record pertaining to any case or matter in the Civil Division may be disseminated to any other component of the Department of Justice, including the Federal Bureau of Investigation and the United States Attorney offices, for use in connection with the consideration of that case or matter or any other case or matter under consideration by the Civil Division or any other component of the Department of Justice.

Certain information contained in the record may also be disseminated to the U.S. Customs Service, the Department of the Treasury, the International Trade Commission, the Department of State, or any other agency of the Government whose decision is being challenged in a case assigned to the Customs Section for disposition. A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, the record in question may be disseminated to the appropriate Federal, state, local or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal or regulatory in nature, or during the course of a trial or hearing, or the preparation for a trial or hearing for such violation, a record may be disseminated to a Federal, state, local or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual or organization possesses information relating to the investigation, trial or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate Federal, state, local or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion of such matters as settlement of the case or matter, plea bargaining, or formal or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, or where the agency or officials thereof are a party to litigation or where the agency or officials may be affected by a case or matter, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a Federal, state, local or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a Federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, provided that the record does not contain any information identifiable to a specific individual other than is necessary to identify the matter or where the information has previously been filed in a judicial or administrative office, including the clerk of the court; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in civil or criminal proceedings in which the United States or

one of its officers or agencies has an interest; (13) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making positions to which they were appointed by the President, in accordance with the provisions of 28 C.F.R. 17.60; (14) records are also available to the public for inspection and distribution as set forth at 8 C.F.R. 503.1, including (a) Annual Reports of the Office of Alien Property, and (b) final determinations, opinions and orders in cases heard or reviewed within the Office of Alien Property; (15) records and documents are available for inspection by persons properly and directly concerned in connection with claims filed with the Office, records in cases heard or reviewed in the Office, and authorizations for sale and records of bids in public sales and orders for their acceptance or rejection and notifications thereof; (16) any record or portion thereof may also be disseminated to the Department of the Treasury and to the Foreign Claims Settlement Commission as a matter of routine use when such record relates to matters within the jurisdiction of the Office of Foreign Assets Control, Department of the Treasury, or claims being processed before the Foreign Claims Settlement Commission; (17) any record or portion thereof relating to an estate or trust matter under the jurisdiction of the probate courts of the several states may be disseminated to the parties and their representatives or to the courts, in proceedings involving the property owned or claimed to have been owned by a designated national of an enemy country under the provisions of the Trading with the Enemy Act; (18) any record may be disseminated to the Department of State for any negotiation or other action relating to the Office of Alien Property or to any subject matter which is, or was at one time, under the jurisdiction of the Office of Alien Property.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in the system is stored in standard file jackets, and on index cards, within standard filing cabinets.

Retrievability: The files and index cards must be retrieved by file numbers, which can be ascertained from alphabetical indices if the name of the non-government party is known, or from numerical indices relating to the various vesting orders, accounts, claims, or cases.

Safeguards: Information in the system is regarded as confidential, pursuant to 8 C.F.R. 503.17. Departmental rules and procedures are in force that insure that only Departmental attorneys and their authorized agents have access to this information.

Retention and disposal: A file is closed when one of the following occurs:

1. The vesting order has been complied with and the property disposed of pursuant to the Trading with the Enemy Act, and all claims have been processed.
2. A case involving the Office of Alien Property has ended by the final termination of the litigation through a compromise settlement, court decision or any other method of termination for court cases.

The file is then retained in the Federal Records Center for a number of years and thereafter may be destroyed. Index cards are retained for as long as may be practicable.

System manager(s) and address: Assistant Attorney General, Civil Division; U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Notification procedure: Address inquiries to Assistant Attorney General, Civil Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Record access procedures: A request for access to a record within the Office of Alien Property system involving matters of privacy and which is not otherwise available to the party requesting the same should be submitted in writing, with the envelope and letter clearly marked 'Privacy Access Request'. The request should include file or account numbers and/or the names of any known non-government parties. The requestor should also provide a return address for transmitting the information. Such access requests should be submitted to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above. The request should clearly state what information is being contested, the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: All claimants to property, as well as former depositories, are sources of information, also other offices and agencies operating under provisions of the Trading with the Enemy Act.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRT - 001

System name: Central Civil Rights Division Index File and Associated Records.

System location: U.S. Department of Justice; Civil Rights Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530; and, Todd Building; 550 - 11th Street, N.W.; Washington, D.C. 20530; and, Federal Records Center; Suitland, Maryland.

Categories of individuals covered by the system: Persons referred to in potential or actual cases and matters of concern to the Civil Rights Division and correspondents on subjects directed or referred to the Civil Rights Division.

Categories of records in the system: The system consists of alphabetical indices bearing individual names and the associated records to which the indices relate containing the general and particular records of all Civil Rights Division correspondence, cases, matters, and memoranda, including but not limited to, investigative reports, correspondence to and from the Division, memoranda, legal papers, evidence, and exhibits.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. It is also maintained to implement the Civil Rights Division's responsibilities under 28 C.F.R. 0.50 to enforce Federal criminal and civil statutes affecting civil rights.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A. Information in the system may be used by employees and officials of the Department to make decisions in the course of investigations and legal proceedings; to assist in preparing responses to correspondence from persons outside the Department; to prepare budget requests, Management by Objective (MBO) Program descriptions, and various reports on the work product of the Civil Rights Division; and to carry out other authorized internal functions of the Department.

B. A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) a record relating to a possible or potential violation of law, whether civil, criminal, or regulatory in nature may be disseminated to the appropriate federal, state or local agency charged with the responsibility of enforcing or implementing such law; (2) in the course of investigation or litigation of a case or matter, a record may be disseminated to a federal, state or local agency, or to an individual or organization, if there is reason to believe that such agency, individual or organization possesses information relating to the investigation, trial or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a prospective witness or informant; (3) a record relating to a case or matter may be disseminated to an appropriate court, grand jury

or administrative or regulatory proceeding in accordance with applicable law or practice; (4) a record relating to a case or matter may be disseminated to an actual or potential party to litigation or his attorney a) for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or b) in formal or informal discovery proceedings; (5) a record relating to a case or matter that has been referred for investigation may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any determination that has been made; (6) a record relating to a person held in custody or probation during a criminal proceeding, or after conviction, may be disseminated to any agency or individual having responsibility for the maintenance, supervision or release of such person; (7) a record may be disseminated to the United States Commission on Civil Rights in response to its request and pursuant to 42 U.S.C. 1975d.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is stored manually on index cards and in file jackets.

Retrievability: A retrieval capability exists in this system through use of an index card system arranged alphabetically by the names of individuals or organizations that have been involved in possible civil rights violations either as the subjects of investigations by the Department or as victims and/or complainants. (Complaints received from individuals which have not been investigated by the Department have not been systematically indexed and information pertaining to such individuals may or may not be retrievable.) Information on such individuals may be retrievable from the file jackets by a number assigned and appearing on the index cards.

Safeguards: Information is safeguarded and protected in accordance with applicable Departmental rules and procedures.

Retention and disposal: There are no provisions for disposal of the records in the system although such procedures are currently under active consideration.

System manager(s) and address: Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Notification procedure: Part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2) and (k)(2). Address inquiries to the System Manager listed above.

Record access procedures: Part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2), and (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record retrievable in this system shall be made in writing, with the envelope and letter clearly marked 'Privacy Access Request.' Include in the request the name of the individual involved, his birth date and place, and any other information which is known and may be of assistance in locating the record, such as the name of the civil rights related case or matter involved, where and when it occurred and the name of the judicial district involved. The requester will also provide a return address for transmitting the information. Access requests should be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend non-exempt information retrievable in the system should

direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system may be any agency or person who has or offers information related to the law enforcement responsibilities of the Division.

Systems exempted from certain provisions of the act: The Attorney General has exempted parts of this system from subsections (c)(3), (d), and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(c) and (e) and have been published in the Federal Register.

JUSTICE/CRT - 002

System name: Files of Applications for the Position of Attorney with the Civil Rights Division.

System location: U.S. Department of Justice; Civil Rights Division, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who have applied for a position as an attorney with the Civil Rights Division.

Categories of records in the system: The system may contain SF 171 forms, resumes, referral letters, letters of recommendation, writing samples, interview notes, internal notes or memoranda, and other correspondence and documents.

Authority for maintenance of the system: This system of records is maintained in the ordinary course of meeting the responsibilities assigned to the Civil Rights Division under 28 U.S.C. 0.50, 0.51.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records in this system are used by employees and officials of the Department in making employment decisions. If an individual is hired, the records may become part of his or her standard personnel file.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records in the system are primarily original papers or reproductions or copies thereof. The system consists of files pertaining to individual applicants.

Retrievability: Information is retrieved by using an applicant's name.

Safeguards: Information in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

Retention and disposal: Information is retained in the system until a final employment decision is made or until such time as the Civil Rights Division is notified by the applicant that he or she is no longer interested in or available for the position. If an individual is hired, some or all of the records may become part of his or her standard personnel file.

System manager(s) and address: Deputy Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Notification procedure: Address inquiries to the Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' The request should include the name of the applicant and the position applied for. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in the system generally are the applicants, persons referring or recommending the applicant, and employees and officials of the Department.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRT - 003

System name: Files of Pending Applications for Clerical or Research Analyst Positions with the Civil Rights Division.

System location: U.S. Department of Justice; Civil Rights Division, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who have applied for a clerical or research analyst position with the Civil Rights Division and upon whose applications no final action has been taken.

Categories of records in the system: The system contains S.F. 171 forms and resumes provided by the applicant. It may also contain letters of recommendation, letters rejecting the application, letters indicating that no positions are available, interview notes or internal memoranda, and other correspondence and documents.

Authority for maintenance of the system: This system is maintained in the ordinary course of meeting the responsibilities assigned to the Civil Rights Division under 28 C.F.R. 0.50, 0.51.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records in this system are used by employees and officials of the Department in making employment decisions. If an individual is hired, the records may become part of his or her standard personnel file.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records in the system are primarily original papers or copies thereof. The system consists of files pertaining to individual applicants.

Retrievability: Information is retrieved by using an applicant's name.

Safeguards: Information in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

Retention and disposal: Information is retained in this system until a final employment decision has been made or until such time as the Civil Rights Division is notified by the applicant that he or she is no longer interested in or available for the position. If an

individual is hired, some or all of the records may become part of his or her standard personnel file.

System manager(s) and address: Chief; Administrative Section; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Notification procedure: Address inquiries to the Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' The request should include the name of the applicant and the position applied for. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in the system generally are the applicants, persons recommending or referring the applicant, and the employees and officials of the Department.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRT - 004

System name: Registry of Names of Interested Persons Desiring Notification of Submissions under Section 5 of the Voting Rights Act.

System location: U.S. Department of Justice; Civil Rights Division; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who have requested that the Attorney General send them notice of submissions under Section 5 of the Voting Rights Act of 1965, 42 U.S.C. 1973c.

Categories of records in the system: The Registry contains the name, address and telephone numbers of interested persons and, where appropriate, the area or areas with respect to which notification was requested by such persons.

Authority for maintenance of the system: 28 C.F.R. 51.13; 42 U.S.C. 1973c; 5 U.S.C. 301 and 28 U.S.C. 509, 510.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Registry is used to identify persons interested in receiving notice of Section 5 submissions and to comply with their requests. The Registry may be used to notify the persons listed therein of any proposed changes in the 'Procedure for the Administration of Section 5 of the Voting Rights Act of 1965,' 28 C.F.R. 51-1 et seq., and to solicit their comments with respect to any such proposed changes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Names are stored in a card file system.

Retrievability: Records in this system are retrievable by the names of interested persons or organizations.

Safeguards: Information in the system is safeguarded in accordance with Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

Retention and disposal: An individual or organizational name is retained in the Registry until such time as that person or organization requests that the name be deleted.

System manager(s) and address: Chief; Voting Section; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Notification procedure: Address inquiries to: Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Record access procedures: This system contains no information about any individual other than as described in Category of Record above. Persons whose names appear on the Registry may have access thereto or have their names and other information pertaining to them deleted or modified upon a request of the same nature as indicated in 28 C.F.R. 51.13.

Contesting record procedures: Same as the above.

Record source categories: Sources of information in the Registry are those persons or organizations whose names appear therein by virtue of their having requested inclusion in the Registry pursuant to 28 C.F.R. 51.13.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRT - 005

System name: Records Obtained by Office of Special Litigation Concerning Residents of Certain State Institutions.

System location: U.S. Department of Justice; Civil Rights Division; Todd Building; 550 11th Street, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: The information in this system pertains primarily to individuals who are residents of state operated or supported institutions for mentally and physically handicapped persons, juveniles and the aged, if such institutions have been the subject of litigation or investigation involving the Civil Rights Division. Information may also pertain to other individuals who are not receiving but may be entitled to forms of educational, habilitative or rehabilitative care under state or federal law.

Categories of records in the system: Information collected in the course of business by state agencies on persons generally identified by categories of individuals above including admission notes, commitment papers, transfer reports, juvenile records, psychological and social behavior notes, programming progress notes, disease records, restraint or seclusion notes, security reports, dental records, confinement notes, medicaid histories, incident and missing person reports, and death reports.

Authority for maintenance of the system: Collection and maintenance of these records is pursuant to 44 U.S.C. 3101 and is necessary to accomplish the Division's responsibility under 28 C.F.R. 0.50 to enforce Federal statutes involving unlawful discrimination including 42 U.S.C. 2000b, 2000d and 2000h-2 (Titles III, VI and IX of the Civil Rights Act of 1964).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A. Information in this system may be used by authorized persons within the Civil Rights Division to make decisions in the course of investigations and legal proceedings and to assist in preparing memoranda, legal papers and responses to correspondence from persons outside the Department.

B. Except as prohibited by order of a court of competent jurisdiction, a record maintained in this system may be disseminated as a routine use of such record as follows: (1) to the extent the record relates to a possible or potential violation of law it may be disseminated to the appropriate federal, state or local agency charged with responsibility of enforcing or implementing such law; (2) a record may be disseminated to an appropriate court, grand jury or administrative or regulatory proceeding in accordance with applicable law or practice; (3) a record may be disseminated to an actual or potential party to litigation or his attorney (a) for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or (b) in formal or informal discovery proceedings; (4) a record may be returned or disseminated to the agency or institution from which it was obtained.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on xeroxed or microfilm reproductions of original documents or on computer printouts.

Retrievability: Information is retrieved primarily by reference to the name of the appropriate state institution or agency. Within the files maintained with respect to such institutions or agencies, records are often filed by individual names or identification numbers.

Safeguards: These records are maintained in accordance with (1) the terms of any applicable court orders (many of the records in this system are subject to outstanding court orders protecting their confidentiality), (2) applicable agreements or understandings made with the state and local agencies which furnished the records, and (3) Departmental rules and procedures governing the maintenance of its official files.

Retention and disposal: These records are retained and disposed of in accordance with applicable court orders and agreements as outlined under safeguards. Provisions for the disposal of records maintained by the Civil Rights Division are under active consideration.

System manager(s) and address: Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Record source categories: Sources of information in this system are the state operated or supported agencies responsible for administration of institutions which confine or treat individuals identified in categories of individuals of this notice.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3), and (d) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRT - 006

System name: Files of Federal Programs Section, Civil Rights Division.

System location: U.S. Department of Justice; Civil Rights Division; Federal Programs Section; Safeway Building; 521 12th Street, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system:

A. Individuals listed on the U.S. Department of Agriculture's EMIS (Extension Management Information System) personnel records for state extension service employees of the states of Mississippi, Alabama, North Carolina, Kansas, Illinois, Louisiana, Arkansas, Georgia, Texas and Maryland.

B. Children in the state of Alabama, and their families, including but not limited to: children receiving foster family care and day care under the jurisdiction of the state of Alabama Department of Pensions and Security, (DPS) 1970-1973; children receiving care in public and private institutions from 1964 through 1973; children and families having records maintained by juvenile courts as of July 1, 1973; children and families having records as AFDC assistance and/or as service cases as of July 1, 1973, with state and county DPS; adults functioning as foster parents in Montgomery County, Ala. as of January 1973, and foster families caring for children at any time, in other counties, appearing in above-mentioned AFDC-

service files; and persons receiving AFDC, APTD, AB, or OAA (categorical assistance) in the state of Alabama as of January 31, 1973.

Categories of records in the system:

A. With respect to the category described in category of individual (A) of this notice, the records contain personnel information on individual employees.

B. With respect to the category described in category of individual (B) of this notice, the records contain identifications, social, psychological, economic, judicial, and educational histories of persons.

Authority for maintenance of the system: Collection and maintenance of the records in this system is pursuant to 44 U.S.C. 3101 and is necessary to fulfill the Civil Rights Division's responsibility under 28 C.F.R. 0.50 and Executive Order 11764 (Jan. 21, 1974) to enforce Federal statutes protecting the civil rights of beneficiaries of Federal assistance programs including 42 U.S.C. 2000d, 2000e, and 2000h.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A. Information in this system be used by authorized persons within the Civil Rights Division to make decisions in the course of investigations and legal proceedings and to assist in preparing memoranda, legal papers and responses to correspondence from persons outside the Department.

B. Except as prohibited by order of a court of competent jurisdiction, a record maintained in this system may be disseminated as a routine use of such record as follows: (1) to the extent the record relates to a possible or potential violation of law, it may be disseminated to the appropriate federal, state or local agency charged with responsibility of enforcing or implementing such law. (2) a record may be disseminated to an appropriate court, grand jury or administrative or regulatory proceeding in accordance with applicable law or practice; (3) a record may be disseminated to an actual or potential party to litigation or his attorney (a) for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or (b) in formal or informal discovery proceedings; (4) a record may be returned or disseminated to the agency or institution from which it was obtained.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records in this system consist of computer printouts of information stored electronically, and original papers or reproductions thereof stored manually.

Retrievability: Records described in categories of individuals and records of this notice are retrievable by name and identifying number of an individual.

Safeguards: Information in this system is safeguarded and protected in accordance with applicable Departmental rules and procedures. In addition, records described in category of individual (B) and category of record (B) of this notice are subject to the terms of a protective order entered by a United States District Court in *Player v. Alabama Department of Pensions and Security*, No. 3835-N (M.D. Ala.), to protect the confidentiality of their contents.

Retention and disposal: There are no provisions for disposal of the records in the system although such procedures are currently under active consideration.

System manager(s) and address: Assistant Attorney General; Civil Rights Division; Washington, D.C. 20530.

Record source categories: Sources of information described in categories of individuals and records of this notice were the federal or state agencies referred to therein.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (d) of the Privacy Act pursuant to 5 U.S.C. 552a(k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRT - 007

System name: Files on Employment Civil Rights Matters Referred by the Equal Employment Opportunity Commission

System location: U.S. Department of Justice; Civil Rights Division, 10th and Constitution Avenue, N.W.; Washington, D.C. 20530, and, Todd Building; 550 11th Street, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons seeking employment or employed by a state or a political subdivision of a state who have filed charges alleging discrimination in employment with the Equal Employment Opportunity Commission (hereinafter EEOC) which have resulted in a determination by EEOC that there is probable cause to believe that such discrimination has occurred, and attempts by EEOC at conciliation have failed.

Categories of records in the system: The system may contain copies of charges filed with EEOC; copies of EEOC's 'determination' letters, letters of transmittal from and to EEOC, analyses or evaluations summarizing the charge and other materials in the EEOC file, internal memoranda, attorney notes, and copies of 'right to sue' letters issued by the Civil Rights Division.

Authority for maintenance of the system: The system is maintained pursuant to 44 U.S.C. 3101 and in order to accomplish the Civil Rights Division's responsibility under 28 C.F.R. 0.50 to enforce Federal statutes affecting civil rights including 42 U.S.C. 2000e-5(f) and 2000e-6.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is used by employees and officials of the Department to make decisions regarding prosecution of alleged instances of employment discrimination, to issue 'right to sue' letters on behalf of individuals; to make policy and planning determinations; to prepare annual budget requests and justifications; to prepare statistical reports on the work product of the Employment and Education Sections and to carry out other authorized internal functions of the Department. If the Department has determined to initiate an investigation or litigate a matter referred by EEOC, the records pertaining to that matter are not contained in this system. Such records and their routine uses are described under the notice for the system named: Central Civil Rights Division Index File and Associated Records.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in the system is stored manually on index cards and file jackets which are maintained by the Education Section, Civil Rights Division, if the charge relates to a public educational agency or institution, or the Employment Section, Civil Rights Division, if the charge relates to any other public employer.

Retrievability: Information is retrieved primarily by using the appropriate Department of Justice file number, or the name of the charging party, or the state in which the alleged discrimination occurred.

Safeguards: Information in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures.

Retention and disposal: There are no provisions for the disposal of the records in the system although such procedures are under active consideration.

System manager(s) and address: Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing with the envelope and letter clearly marked 'Privacy Access Request.' The request should indicate the state where the alleged employment discrimination took place and the employer to which the charge was related. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Disclosure of part of the materials in this system may be prohibited by 42 U.S.C. 2000e-8(e) and 44 U.S.C. 3508. Part of this system is exempted from access and contest under 5 U.S.C. 552(k)(2).

Record source categories: Sources of information in this system are charging parties, information compiled and maintained by EEOC, and employees and officials of the Department of Justice responsible for the disposition of the referral request.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsection (d) of the Privacy Act pursuant to 5 U.S.C. 552a (k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRT - 008

System name: Files on Correspondence Relating to Civil Rights Matters from Persons Outside the Department of Justice.

System location: U.S. Department of Justice; Civil Rights Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530; and, Todd Building; 550 - 11th Street N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons communicating in written form in person or by telephone, including complaints, requests for information or action, or expressions of opinion regarding civil rights matters.

Categories of records in the system: The system contains original correspondence regarding civil rights matters from persons, cover letters or notes from persons referring original correspondence to the Department, attorney or other employee notes regarding the correspondence, and copies of Civil Rights Division's responses to the original correspondence.

Authority for maintenance of the system: This system of records is maintained pursuant to 44 U.S.C. 3101 and in the ordinary course of fulfilling the responsibilities assigned to the Civil Rights Division under the provisions of 28 C.F.R. 0.50.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A. The system is used by employees and officials of the Department to respond to incoming correspondence, to compile statistics for use in preparing budget requests, to insure proper disposition of incoming mail, to determine the status and content of responses to correspondence, to respond to inquiries from Division personnel, Office of Legislative Affairs and Congressional offices regarding the status of correspondence, and to carry out other authorized functions of the Department.

B. Information in the system regarding individual pieces of correspondence may be provided to members of Congress upon request in instances where the member making the request referred the correspondence in question to the Department.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28

C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records in the system are primarily index cards and original letters or copies thereof. They are stored manually.

Retrievability: Information may be retrieved through use of a card index file system which is subdivided into indexes (1) arranged according to the name of citizens that corresponded with the Department and (2) arranged according to the name of members of Congress or White House staff members who have referred correspondence to the Department.

Safeguards: Information in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures.

Retention and disposal: There are no provisions for disposal of the records in this system although such procedures are currently under active consideration.

System manager(s) and address: Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' The request should include the name of the correspondent, his address or the name of the member of Congress or White House staff member who referred the correspondence to the Department, if known, the Department of Justice file number, if known, and the date of the correspondence. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are the original correspondents, persons referring original correspondence to the Department, and employees and officials of the Department responsible for the disposition of the correspondence.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRT - 009

System name: Civil Rights Division Employees Travel Reporting

System location: U.S. Department of Justice, Todd Building, 550 11th Street, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Employees of the Civil Rights Division who have traveled on official assignments for the Civil Rights Division.

Categories of records in the system: The system contains information, concerning travel expenditures, which was recorded by Division employees on travel authorization forms (Form JD-10) and travel voucher forms (Form OBD-157) and submitted to the Fiscal Unit of the Civil Rights Division, from Fiscal Year 1972 to the present.

Authority for maintenance of the system: This system is maintained in the ordinary course of meeting the responsibilities assigned the Civil Rights Division under 28 C.F.R. 0.50, 0.51.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records in this system are used to make monthly reports to the Executive Office, Civil Rights Division, and to the Fiscal Unit, Civil Rights Division, for use in controlling and reviewing Division expenditures. Copies of individual's reports may be disclosed to the individual when appropriate forms are not submitted following a return from travel status.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records in the system are stored on magnetic tape and on computer punch cards, and on monthly reports printed on computer. Individual vouchers and travel authorization forms are stored in file jackets.

Retrievability: Records in this system are retrievable by the names of present and former Division employees who have filed travel authorization forms or travel voucher forms.

Safeguards: Information in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures.

Retention and disposal: There are no provisions for disposal of the records in the system.

System manager(s) and address: Executive Officer, Civil Rights Division, United States Department of Justice, Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: Requests by former employees for access to records in this system may be made in writing with the envelope and letter clearly marked 'Privacy Act Request'. The request should clearly state the dates on which official travel was taken. The requestor should also provide a return address for transmitting the information. Access requests will be directed to the System Manager. Present employees may request access by contacting the System Manager directly.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reason for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information are the Civil Rights Division employees filing travel authorization and travel voucher forms.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRT - 010

System name: Freedom of Information/Privacy Act Records.

System location: U.S. Department of Justice, Civil Rights Division, 10th & Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who request disclosure of records pursuant to the Freedom of Information Act; persons who request access to or correction of records pertaining to themselves contained in Civil Rights Division systems of records pursuant to the Privacy Act; and, where applicable, persons about whom records have been requested or about whom information is contained in requested records.

Categories of records in the system: The system contains copies of all correspondence and internal memoranda relating to Freedom of Information and Privacy Act requests, and related records necessary to the processing of such requests received on or after January 1, 1975.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101 and is maintained to implement the provisions of 5 U.S.C. 552 and 552a and the provisions of 28 C.F.R. 16.1 et seq. and 28 C.F.R. 16.40 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system may be disseminated as a routine use of such record as follows: (1) a record may be disseminated to a Federal agency which furnished the record for the purpose of permitting a decision as to access or correction to be made by that agency, or for the purpose of consulting with that agency as to the propriety of access or correction; (2) a record may be disseminated to any appropriate Federal, State, local, or foreign agency for the purpose of verifying the accuracy of information submitted by an individual who has requested amendment or correction of records contained in systems of records maintained by the Criminal Division.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually in alphabetical order in file cabinets.

Retrievability: A record is retrieved by the name of the individual or person making a request for access or correction of records.

Safeguards: Access to physical records is limited to personnel of the Freedom of Information/Privacy Act Unit of the Civil Rights Division and known Department of Justice personnel who have a need for the record in the performance of their duties. The records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: Currently there are no provisions for disposal of records contained in this system.

System manager(s) and address: Assistant Attorney General, Civil Rights Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Notification procedure: Parts of this system are exempted from this requirement under 5 U.S.C. 552a(j)(2) or (k)(2). Address inquiries to the System Manager listed above.

Record access procedures: Parts of this system are exempted from this requirement under 5 U.S.C. 552a(j)(2), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other information which is known and may be of assistance in locating the record. The requester shall also provide a return address for transmitting the information. Access requests should be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend non-exempt information maintained in the system should direct their request to the System Manager listed above, stating

clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are the individuals and persons making requests, the systems of records searched in the process of responding to requests, and other agencies referring requests for access to or correction of records originating in the Civil Rights Division.

Systems exempted from certain provisions of the act: Records secured from other systems of records have been exempted from the provisions of the Privacy Act to the same extent as the systems of records from which they were obtained. The Attorney General has also exempted certain categories of records in this system from subsection (c) (3), (d) of the Privacy Act pursuant to 5 U.S.C. 552a (k) (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(c), and (e) and have been published in the Federal Register.

JUSTICE/CRM - 001

System name: Central Criminal Division Index File and Associated Records.

System location: U.S. Department of Justice; Criminal Division, 10th and Constitution Avenue N.W.; Washington, D.C. 20530, and Federal Records Center; Suitland, Maryland 20409.

Categories of individuals covered by the system: Persons referred to in potential or actual cases and matters of concern to the Criminal Division and correspondents on subjects directed or referred to the Criminal Division.

Categories of records in the system: The system consists of alphabetical indices bearing individual names, and the associated records to which they relate, arranged either by subject matter or individual identifying number containing the general and particular records of all Criminal Division correspondence, cases, matters, and memoranda, including but not limited to, investigative reports, correspondence to and from the Division, legal papers, evidence, and exhibits. The system also includes items classified in the interest of national security with such designations as confidential, secret, and top secret received and maintained by the Department of Justice. This system may also include records concerning subject matters more particularly described in other systems of records of the Criminal Division.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101, and is intended to assist in implementing and enforcing the criminal laws of the United States, particularly those codified in title 18, United States Code. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55 and 0.61.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter

within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return; (13) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making provisions to which they were appointed by the President, in accordance with the provisions codified in 28 C.F.R. 17.60; (14) a record relating to an actual or potential civil or criminal violation of title 17, United States Code, may be disseminated to a person injured by such violation to assist him in the institution or maintenance of a suit brought under such title.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually on index cards and in file jackets.

Retrievability: A record is retrieved from index cards by the name of the individual and from the file jackets by a number assigned and appearing on the index cards.

Safeguards: The records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: Currently there is an agreement with the Federal Records Center for retention and disposal after ten years applicable to approximately 20 percent of the Division records; there are no provisions for disposal of the other records in the system although such procedures are currently under active consideration.

System manager(s) and address: Assistant Attorney General, Criminal Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). Inquiry concerning this system should be directed to the system manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Department officers and employees, and other federal, state, local, and foreign law enforcement and non-law enforcement agencies, private persons, witnesses, and informants.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (e)(4)(G), (H) and (I), (e)(5) and (8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 002

System name: Criminal Division Witness Security File.

System location: U.S. Department of Justice; Criminal Division, 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530. In addition, some of the records contained in this system may be located at one or more of the Organized Crime and Racketeering Sections Field Offices listed in the appendix to the Criminal Division Systems of Records.

Categories of individuals covered by the system: Persons who are potential or actual witnesses and/or informants, relatives, and associates of those individuals.

Categories of records in the system: The system consists of the Witness Security Program files on all persons who are considered for admission or who have been admitted into the program. The files contain information concerning the individuals, the source and degree of danger to which they are exposed, the cases in which they are expected to testify, relocation information and documentation, job assistance, sponsoring office, requirements for reimbursement and administration of the program, and protection techniques. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM - 001.

Authority for maintenance of the system: This system is authorized pursuant to sections 501 through 504 of Public Law 91-452.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: 1. dissemination of a record may be made to a federal, state, local, or foreign agency to acquire information concerning the individual, or those associated with him, relating to the protection of the subject or to a criminal investigation; 2. in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law; 3. in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record

may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; 4. a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; 5. a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; 6. a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; 7. a record relating to an individual in a matter that has been referred for either consideration or investigation by an agency may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made; 8. a record relating to an individual held in custody pending arraignment, trial, or sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; 9. a record may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; 10. a record may be disseminated to a federal, state, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; 11. a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; 12. a record may be disseminated to a non-governmental entity or individual in the acquisition of employment or other services in behalf of the witnesses.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is kept on index cards and in files stored in safe type filing cabinets.

Retrievability: A record is retrieved by name of the individual.

Safeguards: The records are maintained in safes with additional physical safeguards as well as limited access by Departmental personnel.

Retention and disposal: Currently there are no provisions for the disposal of the records in the system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning the system should be addressed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: 1. Federal, state, local, or foreign government agencies concerned with the administration of criminal justice; 2. Members of the public; 3. Government agency employees; 4. Published material; 5. Persons considered for admission or admitted to the program.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H) and (I), (e)(5) and (8), (f), and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 003

System name: File of Names Checked to Determine If Those Individuals Have Been the Subject of An Electronic Surveillance.

System location: U.S. Department of Justice; Criminal Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Grand jury witnesses, defendants and potential defendants in criminal cases and their attorneys.

Categories of records in the system: The system contains the names of those persons submitted by federal prosecutors to inquire whether such persons have been the subject of electronic surveillances. The file consists of the names, the inquiries made to federal investigatory agencies, the replies received from such agencies, and the reply submitted to the prosecutor. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM - 001.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions of 18 U.S.C. 3504.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: 1. in an appropriate federal court proceeding in accordance with established constitutional, substantive, or procedural law or practice; 2. to an actual or potential party or his attorney in the case or matter in which the request was made.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually in file jackets.

Retrievability: A record is retrieved by the name of the individual checked.

Safeguards: The records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: Currently there are no provisions for disposal of the records in this system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: A part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2). Inquiry concerning this system should be directed to the System Manager listed above.

Record access procedures: A part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are an actual or potential party or his attorney in the case or matter in question, federal prosecutors, and the federal investigative agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(4), (d), (e)(4)(G), (H) and (I), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (c) and have been published in the Federal Register.

JUSTICE/CRM - 004

System name: General Crimes Section, Criminal Division, Central Index File and Associated Records.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons referred to in potential or actual cases and matters of concern to the General Crimes Section, Criminal Division, and correspondents on subjects directed or referred to the Criminal Division.

Categories of records in the system: The system consists of an alphabetical index by individual name or subject matter of all incoming correspondence, cases, and matters assigned, referred, or of interest to the General Crimes Section, Criminal Division. A large percentage of these records are duplicated in the central Criminal Division records; some, however, are not sent through central records and come to the General Crimes Section directly.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101, and is intended to assist in implementing and enforcing the criminal laws of the United States, particularly those codified in title 18, United States Code. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency

charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually on index cards.

Retrievability: A record is retrieved from index cards by the name of the individual or matter which will then indicate the Section Unit or attorney assigned to work on the correspondence, case, or matter.

Safeguards: Records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: Currently there are no provisions for disposal of the records contained in this system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to the applicability of an exemption as to a specific record shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Department offices and employees and other federal, state, local, and foreign law enforcement and non-law enforcement agencies, private persons, witnesses, and informants.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), and (e)(4)(G), (H) and (I), (e)(5) and (8), (f), and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 005

System name: Index to Names of Attorneys Employed by the Criminal Division, U.S. Department of Justice, Indicating the Subject of the Memoranda on Criminal Matters They Have Written.

System location: U.S. Department of Justice; Criminal Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Past and present attorneys employed by the Criminal Division, U.S. Department of Justice.

Categories of records in the system: This system of records consists of the names of past and present Criminal Division attorneys and lists the memoranda they have written on various matters, generally involving legal research, on matters of interest to the Division. This system is a cross-reference index maintained for convenience only and does not include the memoranda themselves other than the fact of authorship.

Authority for maintenance of the system: This system is established and maintained pursuant to the authority granted by 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55 and 0.61.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There are no uses of the records in this system outside of the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually on index cards.

Retrievability: A record is retrieved by name of the individual.

Safeguards: Records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: Currently there are no provisions for disposal of the records in this system.

System manager(s) and address: Assistant Attorney General, Criminal Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the past or present attorney employed by the Criminal Division. The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Past and present attorneys employed by the Criminal Division, U.S. Department of Justice.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRM - 006

System name: Information File on Individuals and Commercial Entities Known or Suspected of Being Involved in Fraudulent Activities.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals involved in actual or suspected fraudulent activities and their victims.

Categories of records in the system: This system of records consists of alphabetized indices of the names of those individuals or commercial entities known or suspected of involvement in fraudulent activities both foreign and domestic, and of computerized printouts of information obtained from documents, records, and other files in the possession of the Criminal Division that indicate the scope, details, and methods of operation of known or suspected fraudulent activities. The system also consists of the documents, records, and other files to which the printouts relate. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM - 001.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101, and is intended to assist in implementing and enforcing the criminal laws of the United States, codified in title 18, United States Code and elsewhere, particularly the laws relating to offenses involving fraudulent activities. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55, particularly subsection (b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored on lists, index cards, and on computer printout paper. The documents, records, and other files to which the printouts relate are stored in file jackets in file cabinets.

Retrievability: A record is retrieved by name of the individual, trade style used, or by source of the information of the preceding.

Safeguards: The computer center is maintained by the Office of Management and Finance which has designed security procedures consistent with the sensitivity of the data. Materials related to the system maintained at locations other than the location of the computer center are protected and safeguarded in accordance with applicable Departmental rules.

Retention and disposal: Currently there are no provisions for disposal of records contained in this system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiries concerning the system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

Record source categories: Federal, state, local, or foreign agencies, investigators, and prosecutors, private organizations, quasi-governmental agencies, trade associations, private individuals, publications, and the news media.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2), and (3), (e)(4)(G), (H) and (I), (e)(5) and (8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 007

System name: Name Card File on Criminal Division Personnel Authorized to Have Access to the Central Criminal Division Records.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530, or Federal Records Center; Suitland, Maryland 20409.

Categories of individuals covered by the system: Current personnel of the Criminal Division, generally attorneys.

Categories of records in the system: The file contains the names of those attorneys and others currently employed by the Criminal Division who are authorized to have access to the central records of the Division.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55 and 0.61.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There are no uses of the records in this system outside of the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually on index cards.

Retrievability: A record is retrieved by name from the index cards.

Safeguards: The records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: A name card is destroyed upon notification that the individual is no longer employed by the Criminal Division.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Personnel of the Criminal Division.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRM - 008

System name: Name Card File on Department of Justice Personnel Authorized to Have Access to Classified Files of the Department of Justice.

System location: U.S. Department of Justice; Criminal Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Current personnel of the Department of Justice, generally attorneys.

Categories of records in the system: This index file contains the names of those attorneys and others currently employed in the Department of Justice who are authorized to have access to records of the Department of Justice classified in the interest of national security with such designations as confidential, secret, and top secret.

Authority for maintenance of the system: This system is established pursuant to Executive Order No. 11652. The system is also maintained to implement the provisions codified in 28 C.F.R. 17.1 through 17.82.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There are no uses of the records in this system outside of the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually on index cards.

Retrievability: A record is retrieved by name from the index cards.

Safeguards: The index is contained in the vault maintained for classified files of the Department of Justice.

Retention and disposal: The names in the index are maintained and deleted in accordance with Departmental regulations.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Personnel of the Department of Justice.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRM - 009

System name: Narcotic and Dangerous Drug Witness Security Program File.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who are potential or actual witnesses and/or informants, relatives, and associates of those individuals in narcotic and dangerous drug cases.

Categories of records in the system: The system consists of the Witness Security Program files on all persons who are considered for admission or who have been admitted into the program. The files contain information concerning the individuals, the source and degree of danger to which they are exposed, the cases in which they are expected to testify, relocation information and documentation, job assistance, sponsoring office, requirements for reimbursement and administration of the program, and protection techniques. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM - 001.

Authority for maintenance of the system: This system is authorized pursuant to sections 501 through 504 of Public Law 91-452.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of

such record as follows. 1. dissemination of a record may be made to a federal, state, local, or foreign agency to acquire information concerning the individual, or those associated with him, relating to the protection of the subject or to a criminal investigation; 2. in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law; 3. in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; 4. a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding, in accordance with established constitutional, substantive, or procedural law or practice; 5. a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; 6. a record relating to a case or matter may be disseminated to an actual or potential party or his attorney, for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; 7. a record relating to an individual in a matter that has been referred for either consideration or investigation by an agency may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made; 8. a record relating to an individual held in custody pending arraignment, trial, or sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; 9. a record may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; 10. a record may be disseminated to a federal, state, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; 11. a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; 12. a record may be disseminated to a non-government entity or individual in the acquisition of employment or other services in behalf of the witnesses.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is kept on index cards and files stored in safe type filing cabinets.

Retrievability: A record is retrieved by name of the individual.

Safeguards: The records are maintained in safes with additional physical safeguards as well as limited access by Department personnel.

Retention and disposal: Currently there are no provisions for the disposal of the records in the system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning this system should be addressed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

Record source categories: 1. Federal, state, local, or foreign government agencies concerned with the administration of criminal justice; 2. Members of the public; 3. Government agency employees; 4. Published material; 5. Persons considered for admissions or admitted to the program.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H) and (I), (e)(5) and (8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 010

System name: Organized Crime and Racketeering Information System.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530. In addition, some of the records contained in this system may be located at one or more of the Organized Crime and Racketeering Section Field Offices listed in the appendix to the Criminal Division's systems of records.

Categories of individuals covered by the system: Persons who have been prosecuted or who are under investigation for potential or actual criminal prosecution as well as persons allegedly involved in organized criminal activity and those alleged to be associated with the subject.

Categories of records in the system: The records contained in this system of records consist of a variety of categories related to the background, current and past activities, as well as records of investigation, if any, and prosecution, if any, of persons under investigation for potential or actual involvement in criminal activity relating to organized crime as well as those alleged to be associated with such persons. The records in this system concern matters primarily involving organized crime and include, but are not limited to, information obtained from investigative reports, grand jury files and records of indictments, prosecution, conviction, parole, probation, or immunity. The system also includes information as to those individuals involved in the investigation, prosecution, or trial of such persons. Records are originally recorded on forms CRM 75 - CRM 85 inclusive and are subsequently computerized. Additional information of the same nature is maintained on disc packs or tapes having been recorded prior to the advent of forms CRM 75 - CRM 85. Additional information of a similar nature is received from various federal investigatory agencies in machine readable form. In-

cluded within the system are various management control documents. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM - 001.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101 and the Presidential Directive on the Federal Drive Against Organized Crime issued May 5, 1966 (Weekly Compilation of Presidential Documents, Vol. 2, No. 18 (1966)). In addition, this system is maintained to assist in implementing and enforcing the criminal laws of the United States, particularly those codified in title 18, United States code. This system is also maintained to implement the provisions codified in 28 C.F.R. 0.55 particularly subsection (g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) a record may be disseminated to a federal agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (2) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored on forms CRM 75 - 85 inclusive, magnetic tape, disc packs and microfiche, index cards, computer paper, and punch cards.

Retrievability: The system is accessed by one or more of the components of the information contained in the system; accessing is by several methods including by individual name.

Safeguards: The computer center is maintained by the Office of Management and Finance which has designed security procedures consistent with the sensitivity of the data. Materials related to the system maintained at locations other than the location of the computer center are similarly protected by being maintained in a restricted area at the Department of Justice.

Retention and disposal: Information in the system is constantly modified as new information is received. Historical data is maintained as an audit trail until sufficient experience with the system is received to develop appropriate procedures for the elimination and destruction of the data. Such procedures are consistent with applicable governmental procedures.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning the system should be addressed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject of exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly

marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

Record source categories: 1. Federal, state, local, or foreign government agencies concerned with administration of criminal justice and non-law enforcement agencies both public and private; 2. Members of the public; 3. Government employees; 4. Published material; 5. Witnesses and Informants.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3), and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H) and (I), (e)(5) and (8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 011

System name: Organized Crime and Racketeering Section File Check Out System.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals having access to the Organized Crime and Racketeering Section files and subjects of the files.

Categories of records in the system: This system consists of a manual and automated index of those individuals who have had access to Organized Crime and Racketeering Section files with accompanying notations of the numbers of the files to which access was granted.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55, particularly subsection (g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There are no uses of the records in this system outside of the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored on disc pack, tape, and paper.

Retrievability: A record in this system may be accessed by name or file number.

Safeguards: The computer center is maintained by the Office of Management and Finance which has designed security procedures consistent with the sensitivity of the data. Materials related to the system maintained at locations other than the location of the computer are similarly protected by being maintained in a restricted area at the Department of Justice.

Retention and disposal: Information in the system is constantly modified as new information is received. Historical data is maintained as an audit trail until sufficient experience with the system is received to develop appropriate procedures for the elimination and destruction of the data. Such procedures are consistent with applicable governmental procedures.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W., Washington, D.C. 20530.

Notification procedure: Inquiry concerning the system should be addressed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

Record source categories: Employees of governmental agencies and personnel of the Department of Justice.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(4)(G), (H) and (I), (f), and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 012

System name: Organized Crime and Racketeering Section, General Index File and Associated Records.

System location: The general files of the Organized Crime and Racketeering Section are located at several locations and not all files are located at all locations. The location of the files are: 1. U.S. Department of Justice; Criminal Division, Organized Crime and Racketeering Section; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530; and 2. Organized Crime and Racketeering Section Field offices listed in the Appendix to the Criminal Division's systems of records.

Categories of individuals covered by the system: Persons who have been prosecuted or are under investigation for potential or actual criminal prosecution as well as persons allegedly involved in organized criminal activity and those alleged to be associated with the subject.

Categories of records in the system: The system consists of alphabetical indices bearing individual names and the associated records to which they relate, arranged either by subject matter or individual identifying number, of all incoming correspondence, cases, matters, investigations, and memoranda assigned, referred, or of interest, to the Organized Crime and Racketeering Section and its field offices. The records in this system concern matters primarily involving organized crime and include, but are not limited to, case files; investigative reports; intelligence reports; subpoena and grand jury files; records of warrants and electronic surveillances; records of indictment, prosecution, conviction, parole, probation, or immunity; legal papers; evidence; exhibits; items clas-

sified confidential, secret, and top secret; and various other files related to the Section's activities and its ongoing investigations, prosecutions, cases, and matters. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM - 001.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101 and the Presidential Directive on the Federal Drive Against Organized Crime, issued May 5, 1966 (Weekly Compilation of Presidential Documents, Vol. 2, No. 18 (1966)). In addition, this system is maintained to assist in implementing and enforcing the criminal laws of the United States, particularly those codified in title 18, United States Code. This system is also maintained to implement the provisions codified in 28 C.F.R. 0.55 particularly subsection (g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his

return; (13) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making provisions to which they were appointed by the President, in accordance with the provisions codified in 28 C.F.R. 17.60.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records in this system are stored on various documents, tapes, disc packs, and punch cards, some of which are contained in files, on index cards, or in related type materials.

Retrievability: The system is accessed by name but may be grouped for the convenience of the user by subject matter, e.g., parole file, photograph file, etc.

Safeguards: Materials related to the system are maintained in appropriately restricted areas and are safeguarded and protected in accordance with applicable Department rules.

Retention and disposal: Currently there are no provisions for the disposal of the records in the system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning the system should be addressed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

Record source categories: 1. Federal, state, local, or foreign government agencies concerned with the administration of criminal justice and non-law enforcement agencies both public and private; 2. Members of the public; 3. Government employees; 4. Published material; 5. Witnesses and informants.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H), and (I), (e)(5) and (8), (f), and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have

been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register

JUSTICE/CRM - 013

System name: Organized Crime Information Management System.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Intelligence clerks and technicians of the Organized Crime and Racketeering Section, Criminal Division.

Categories of records in the system: This system consists of a record of the quantity and accuracy of data input by various clerical and technical personnel of the Organized Crime and Racketeering Section, Criminal Division.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of the record as follows: 1. to data transcription service personnel from outside of the Department of Justice; 2. to demonstrate data transcription techniques to potential user agencies outside of the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored on magnetic tape, disc pack, and paper.

Retrievability: A record in this system is accessed by individual name.

Safeguards: The records in this system are maintained in safes with additional physical safeguards as well as limited access by Departmental personnel.

Retention and disposal: Currently there are no provisions for disposal of records contained in this system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual concerned and the dates of his or her employment, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Input clerks and technicians.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRM - 014

System name: Organized Crime and Racketeering Section, Intelligence and Special Services Unit, Information Request System.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530. In addition, some of the records contained in this system are located at one or more of the Organized Crime and Racketeering Section Field Offices listed in the appendix to the Criminal Division's systems of records.

Categories of individuals covered by the system: Individuals making inquiries of the Intelligence and Special Services Unit data sources, Unit personnel processing those inquiries, Intelligence Analysts assigned to the Strike Forces, and those individuals about whom such inquiries are made.

Categories of records in the system: The information request record system provides an audit trail of the Organized Crime and Racketeering Section information system. Included in this system of records is such information as the request from an agency and the date of the request, the employee processing the request, the subject of the request, and a brief summary of the results of the check.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55 particularly subsection (g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record to a federal agency at its request if such agency has a need for the record to perform its duties.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Polices and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored on computer tapes, paper, magnetic tape, and disc pack.

Retrievability: A record in this system is accessed by one or more of the components of the information contained in the system including accessing by the name of the individual.

Safeguards: The computer center is maintained by the Office of Management and Finance which has designed security procedures consistent with the sensitivity of the data. Materials related to the system maintained at locations other than the location of the computer are similarly protected by being maintained in a restricted area at the Department of Justice.

Retention and disposal: Information in the system is constantly modified as new information is received. Historical data is maintained as an audit trail until sufficient experience with the system is received to develop appropriate procedures for the elimination and destruction of the data. Such procedures are consistent with applicable governmental procedures.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Individuals who make inquiry of the Organized Crime and Racketeering Information System.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(4)(G), (H) and (I), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 015

System name: Organized Crime and Racketeering Section Intelligence and Special Services Unit Visitor Pass System.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals from outside the Criminal Division who are permitted to enter the Intelligence and Special Services Unit for the purpose of transacting business, and the employee being visited.

Categories of records in the system: The system consists of an alphabetical index of the names of those from outside the Criminal Division who have visited the Intelligence and Special Services Unit of the Organized Crime and Racketeering Section. It includes the name of the visitor, the name of the person visited, the visitor's date of birth, address, employment, citizenship, security clearance, time of arrival and departure, the signature of the visitor, a brief statement of the purpose of the visit, and occasional comments by unit personnel on the visit.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55 particularly subsection (g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There are no uses of the records in this system outside of the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is prepared on form CM-67 and kept in filing cabinets.

Retrievability: A record is retrieved either alphabetically by name of the person visited or chronologically.

Safeguards: The records are maintained in safe type filing cabinets.

Retention and disposal: Currently there are no provisions for disposal of the records in this system.

System manager(s) and address: Assistant Attorney General; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or other identifying numbers or information which may be of assistance in locating the record. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Visitors to the Intelligence and Special Services Unit, Organized Crime and Racketeering Section, and Unit personnel.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRM - 016

System name: Records on Persons Who Have Outstanding and Uncollected Federal Criminal Fines or Federal Bond Forfeitures.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who have outstanding and uncollected federal criminal fines or federal bond forfeitures whose address is presently unknown or was, at one time, unknown.

Categories of records in the system: This system contains the names of persons, and correspondence relating to such persons, who have federal criminal fines or federal bond forfeitures outstanding and whose whereabouts are presently unknown or were, at one time, unknown. The system is maintained to gather information on the whereabouts of such persons and to assist in federal collection efforts.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. This system is also maintained to implement the provisions codified in 28 C.F.R. 0.171(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: (A) in the case of an individual whose whereabouts are unknown, to any individual, organization, or government agency for the purpose of gathering information to locate such person; or (B) in the case of any individual whose name is contained in the system whether or not his whereabouts are known as follows: (1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a

record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually in file jackets.

Retrievability: A record is retrieved by the name of the individual.

Safeguards: Records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: Currently there are no provisions for disposal of the records in this system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name and address of the individual involved, his address, his birth date and place, or other identifying number or information which may be of assistance in locating the record, the name of the case involved, if known, and the name of the judicial district, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are federal, state, local, or foreign agencies, and private individuals and organizations.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRM - 017

System name: Registration and Propaganda Files Under the Foreign Agents Registration Act of 1938, As Amended.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons required to file under the Foreign Agents Registration Act of 1938, 22 U.S.C. 611 et seq.

Categories of records in the system: The system contains the statement of the registrant and other documents required to be filed under the Foreign Agents Registration Act of 1938. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM - 001.

Authority for maintenance of the system: This system is established and maintained pursuant to 22 U.S.C. 611 et seq. The system is also maintained to implement the provisions of 28 C.F.R. 5.1 through 5.801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record to any individual, organization, or government agency.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually on index cards and in file jackets.

Retrievability: A record is retrieved by name of the individual.

Safeguards: Records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: Currently there are no provisions for disposal of the records in this system.

System manager(s) and address: Assistant Attorney General, Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made pursuant to the provisions of 28 C.F.R. 5.600 and 5.601.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The source of information contained in this system is the registrant.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRM - 018

System name: Registration Files of Individuals Who Have Knowledge of, or Have Received Instruction or Assignment in, Espionage, Counterespionage, or Sabotage Service or Tactics of a Foreign Government or of a Foreign Political Party.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who have knowledge of, or who have received instruction or assignment in, espionage, counterespionage, or sabotage service or tactics of a foreign government or of a foreign political party.

Categories of records in the system: The system contains the statement of the registrant and other documents required to be filed

under 50 U.S.C. 851. The system is a public record except that certain statements may be withdrawn from public examination pursuant to 50 U.S.C. 853 and 28 C.F.R. 12.40 by the Attorney General having due regard for national security and the public interest. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM-001.

Authority for maintenance of the system: This system is established and maintained pursuant to 50 U.S.C. 851 et seq. The system is also maintained to implement the provisions codified in 28 C.F.R. 12.1 through 12.70.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: (A) in the case of a record not withdrawn by the Attorney General from public examination, to any individual, organization, or government agency; or (B) in the case of a record withdrawn by the Attorney General from public examination as follows: (1) in any case in which there is an indication of a violation or potential violation of law, whether civil, or criminal or regulatory in nature, the registration record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a registration record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a registration may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a registration may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a registration may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a registration that has been referred by an agency for investigation may be disseminated to the referring agency to notify such agency of the status of the registration or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the matter; (7) a registration record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such person; (8) a record relating to a registration may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a registration record may be disseminated to a federal, state, local or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a registration record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decisions on the matter; (11) a registration record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making provisions to which they were appointed by the President, in accordance with the provisions codified in 28 C.F.R. 17.60.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually on index cards and in file jackets.

Retrievability: A record is retrieved by name of the individual registrant.

Safeguards: Records are safeguarded and protected in accordance with applicable Departmental files.

Retention and disposal: Currently there are no provisions for disposal of the records in this system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made pursuant to the provisions of 28 C.F.R. 12.40 and 12.41.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The source of information contained in this system is the registrant.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRM - 019

System name: Requests to the Attorney General For Approval of Applications to Federal Judges For Electronic Interceptions.

System location: U.S. Department of Justice; Criminal Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals who have been the subject of requests by federal investigative agencies for electronic surveillance.

Categories of records in the system: The system contains requests received from federal investigative agencies and federal prosecutors, and associated documents, seeking the authorization of the Attorney General required by 18 U.S.C. 2516 for an application to a federal court for an order authorizing the interception of a wire or oral communication in cases involving federal criminal violations. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM - 001.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions of 18 U.S.C. 2516 and 18 U.S.C. 2519.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: 1. in an appropriate federal, state, or local court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; 2. to the requesting agency to notify such agency of the status of the case or matter or of any decision or determination that has been made; 3. to furnish such information for reports to the Administrative Office of the United States Courts as is necessary to comply with the reporting provisions of 18 U.S.C. 2519; 4. to a party pursuant to 18 U.S.C. 2518 (8)(d), (9), and (i0) and 18 U.S.C. 3504.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that

release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually in file jackets.

Retrievability: A record is retrieved by the name of the individual who appears first on the application or affidavit that is first received.

Safeguards: The records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: Currently there are no provisions for disposal of the records in this system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

Record source categories: Sources of information contained in this system are federal investigative agencies, federal prosecutors, and personnel of the Criminal Division, Department of Justice.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G), (H) and (I), (c)(8), (f), and (g) of the Privacy Act Pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 020

System name: Requests to the Attorney General For Approval of Applications to Federal Judges For Electronic Interceptions in Narcotic and Dangerous Drug Cases.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals who have been the subject of requests by federal investigative agencies for electronic surveillance.

Categories of records in the system: The system contains requests received from federal investigative agencies and federal prosecutors, and associated documents, seeking authorization of the Attorney General required by 18 U.S.C. 2516 for an application to a federal court for an order authorizing an interception of a wire or oral communication in cases involving narcotics and dangerous drugs. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM - 001.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions of 18 U.S.C. 2516 and 18 U.S.C. 2519.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system may be disseminated as a routine use of such record as follows: 1. in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; 2. to the requesting agency to notify such agency of the status of the case or matter or of any decision or determination that has been made; 3. to furnish such information for reports to the Administrative Office of the United States Courts as is necessary to comply with the reporting provisions of 18 U.S.C. 2519; 4. to a party pursuant to 18 U.S.C. 2518 (8)(d), (9), and (10) and 18 U.S.C. 3504.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually in file jackets.

Retrievability: A record is retrieved by the name of the individual who appears first on the application or affidavit that is first received.

Safeguards: The records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: Currently there are no provisions for disposal of the records in this system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

Record source categories: Sources of information contained in this system are federal investigative agencies, federal prosecutors, and personnel of the Criminal Division, Department of Justice.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G), (H) and (I), (e)(8), (f), and (g) of the Privacy Act Pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 021

System name: The Stocks and Bonds Intelligence Control Card File System.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals, and their known associates, who are actual, potential, or alleged violators, of statutes dealing with stocks, bonds, and other securities.

Categories of records in the system: This system is an alphabetical listing of all individuals, and their associates, who are actual, potential, or alleged violators of the statutes dealing with counterfeiting, forging, and theft of stocks, bonds, and other securities including those who traffic, or are suspected of trafficking, in such stocks, bonds, or other securities. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM - 001.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101, and is intended to assist in implementing and enforcing the criminal laws of the United States codified in title 18, United States Code and elsewhere, particularly the laws relating to offenses involving stocks and bonds. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence, or

extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually on index cards.

Retrievability: A record is retrieved by the name of the individual.

Safeguards: Records are safeguarded and protected in accordance with applicable Departmental rules.

Retention and disposal: Currently there are no provisions for disposal of the records in this system.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning the system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

Record source categories: Sources of information contained in this system are federal, state, local, and foreign government agencies and prosecutors, private organizations and individuals, and personnel of the Department of Justice.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H) and (I), (e)(5) and (8), (f), and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 022

System name: Witness Immunity Records

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Potential or actual witnesses for whom immunity (pursuant to 18 U.S.C. 6001-6005 and 18 U.S.C. 2514) is proposed.

Categories of records in the system: The system contains background information on the individual and the case or matter in which he is expected to testify in a proceeding before or ancillary to a court or grand jury of the United States or an agency of the United States. In criminal cases or matters, the information maintained in the system is entered from DOJ Form-LAA-111, 'Request for Immunity Authorization.' The system also contains a record of action taken by the Criminal Division on the request.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions of 18 U.S.C. 6001-6005 and 18 U.S.C. 2514.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) a record may be disseminated to a federal, state, local, or foreign law enforcement agency to alert such agency to the proposed immunity, to the extent necessary for identification purposes, to elicit information concerning the potential or actual witness which may be necessary to an evaluation of the proposed immunity; (2) a record from this system, relating to a proposed immunity that has been referred to the Department of Justice for approval, may be disseminated to the referring agency to notify such agency of the status of the referral or of any decision or determination that has been made, and the reasons therefor.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Index records, cross-indexed to request files, are maintained alphabetically in locked index card cabinets. Request files are maintained numerically in file cabinets.

Retrievability: A record is retrieved from the index cards by the name of the individual and from the files by a number assigned and appearing on the index cards.

Safeguards: Access to physical records is limited to unit personnel and known Department personnel.

Retention and disposal: There are no provisions for disposal of the records contained in this system of records.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: The major part of this system is exempted from this requirement pursuant to 5 U.S.C. 552a (j)(2) or (k)(2). Inquiry concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement pursuant to 5 U.S.C. 552a (j)(2) or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: 1. Federal government prosecutors; 2. Federal agencies; 3. Department of Justice attorneys and personnel.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2), (3) and (e)(4)(G), (H) and (I), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/CRM - 023

System name: Weekly Statistical Report.

System location: U.S. Department of Justice; Criminal Division; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Past or present attorneys of the Criminal Division.

Categories of records in the system: The system consists of weekly statistical reports submitted by each attorney of the Criminal Division detailing the time expended on case or matter oriented activities and on non-case and matter oriented activities. The system also includes periodic computer printout summaries.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Statistical compilations arranged by Section and by Division are submitted to the Congress and the Office of Management and Budget in connection with annual appropriations. There are no other uses of the records in this system outside of the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information

to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Original Weekly Statistical Reports are retained and the information contained thereon is also stored at the Department's computer center. Summaries are also retained on computer printout paper. Records not at the computer center are stored in file cabinets in the Criminal Division.

Retrievability: The record is retrieved by date, section, unit, or name of attorney.

Safeguards: The computer center is maintained by the Office of Management and Finance which has designed security procedures consistent with the sensitivity of the data. Materials related to the system maintained at locations other than the location of the computer center are protected and safeguarded in accordance with applicable Departmental rules.

Retention and disposal: Information as to individuals is destroyed at the computer center annually. Original weekly reports are destroyed approximately every two years. Statistical data and compilations are maintained indefinitely.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as above.

Record access procedures: A request for access to a record from this system shall be made in writing with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name of the past or present attorney employed by the Criminal Division. The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Attorneys of the Criminal Division.

Systems exempted from certain provisions of the act: None.

JUSTICE/CRM - 024

System name: Freedom of Information/Privacy Act Records.

System location: U.S. Department of Justice, Criminal Division, 10th & Constitution Avenue, N.W. Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who request disclosure of records pursuant to the Freedom of Information Act, persons who request access to or correction of records pertaining to themselves contained in Criminal Division systems of records pursuant to the Privacy Act; and, where applicable, persons about whom records have been requested or about whom information is contained in requested records.

Categories of records in the system: The system contains copies of all correspondence and internal memorandums related to Freedom of Information and Privacy Act requests, and related records necessary to the processing of such requests received on or after January 1, 1975.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101 and is maintained to implement the provisions of 5 U.S.C. 552 and 552a and the provisions of 28 C.F.R. 16.1 et seq. and 28 C.F.R. 16.40 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system may be disseminated as a routine use of such record as follows: (1) a record may be disseminated to a Federal agency which furnished the record for the purpose of permitting a decision as to access or correction to be made by that agency, or for the purpose of consulting with that agency as to the propriety of access or correction; (2) a record may be disseminated to any appropriate Federal, State, local, or foreign agency for the purpose of verifying the accuracy of information submitted by an individual who has requested amendment or correction of records contained in systems of records maintained by the Criminal Division.

Release of information to the news media; Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually in alphabetical order in file cabinets.

Retrievability: A record is retrieved by the name of the individual or person making a request for access or correction of records.

Safeguards: Access to physical records is limited to personnel of the Freedom of Information/Privacy Act Unit of the Criminal Division and known Department of Justice personnel who have a need for the record in the performance of their duties. The records are safeguarded and protected in accordance with applicable Department rules.

Retention and disposal: Currently there are no provisions for disposal of records contained in this system.

System manager(s) and address: Assistant Attorney General, Criminal Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Notification procedure: A part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2), (k) (1), or (k) (2). Inquiry concerning this system should be directed to the system manager listed above.

Record access procedures: A part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2), (k) (1), or (k) (2), to the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Requests.' Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requester shall also provide a return address for transmitting the information. Access requests shall be directed to the system manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reason for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are the individuals and persons making requests, the systems of records searched in the process of responding to requests, and other agencies referring requests for access to or correction of records originating in the Criminal Division.

Systems exempted from certain provisions of the act: Records secured from other systems of records have been exempted from the provisions of the Privacy Act to the same extent as the systems of records from which they were obtained. Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b) (c), and (e) and have been published in the Federal Register.

JUSTICE/CRM - 999

System name: Appendix to Criminal Division System of Records

Field Offices of the Organized Crime and Racketeering Section are located as follows:

Organized Crime and Racketeering Section
U. S. Department of Justice
P.O. Box 834
Atlanta, Georgia 30301

Organized Crime and Racketeering Section
U.S. Department of Justice
Room 1703
U.S. Post Office and Courthouse
Boston, Massachusetts 02109

Organized Crime and Racketeering Section
U.S. Department of Justice
Room 327-A, Federal Building
Brooklyn, New York 11201

Organized Crime and Racketeering Section
U.S. Department of Justice
Suite 921 - Genesee Building
1 West Genesee Street
Buffalo, New York 14202

Organized Crime and Racketeering Section
U.S. Department of Justice
Room 1552
219 South Dearborn Street
Chicago, Illinois 60604

Organized Crime and Racketeering Section
U.S. Department of Justice
Room 526
Northern Ohio Bank Building
Cleveland, Ohio 44113

Organized Crime and Racketeering Section
U.S. Department of Justice
Room 940 - Federal Building
Detroit, Michigan 48226

Organized Crime and Racketeering Section
U.S. Department of Justice
Federal Building
Hartford, Connecticut 06103

Organized Crime and Racketeering Section
U.S. Department of Justice
Suite 717
906 Grand Avenue
Kansas City, Missouri 64106

Organized Crime and Racketeering Section
U.S. Department of Justice
Room 2307 - Federal Building
300 North Los Angeles Street
Los Angeles, California 90012

Organized Crime and Racketeering Section
U.S. Department of Justice
111 Northwest 5th Street
Miami, Florida 33128

Organized Crime and Racketeering Section
U.S. Department of Justice
P.O. Box 89
Newark, New Jersey 07101

Organized Crime and Racketeering Section
U.S. Department of Justice
P.O. Box B
9th and Chestnut Streets
Philadelphia, Pennsylvania 19107

Organized Crime and Racketeering Section
U.S. Department of Justice
Federal Building
Providence, Rhode Island 02901

Organized Crime and Racketeering Section
U.S. Department of Justice
Room 318 - New Federal Building

100 State Street
Rochester, New York 14614

Organized Crime and Racketeering Section
U.S. Department of Justice
Box 36132
450 Golden Gate Avenue
San Francisco, California 94102

Organized Crime and Racketeering Section
U. S. Department of Justice
Box 571 Ben Franklin Station
Washington, D.C. 20044

Organized Crime and Racketeering Section
U.S. Department of Justice
P.O. Box 2799
Tampa, Florida 33601

JUSTICE/LDN - 001

System name: Appraisers File.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Appraisers who have indicated their availability for appraisal of real property proposed to be acquired by the United States.

Categories of records in the system: Alphabetized list, alphabetized index cards, and associated papers including application and information relating to qualifications.

Authority for maintenance of the system: The system is established and maintained as an incident of such of the statutory authority of the Attorney General relating to the conduct of litigation as he has delegated to the Land and Natural Resources Division (28 U.S.C. 509 and 510, and 28 C.F.R. Subpart M), particularly the authority to conduct proceedings for condemnation of property (see 40 U.S.C. 257 et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records are utilized in compiling a list of individual appraisers, with their qualifications, who have indicated their availability for appraisal of real property proposed to be acquired by the United States, for use by Federal agencies and the Department of Justice for acquisitions involving or which may finally involve exercise of the power of eminent domain.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained in form received.

Retrievability: Information is retrieved by alphabetized name of the subject.

Safeguards: Information contained in the system is unclassified. It is safeguarded in accordance with Departmental rules and procedures governing Justice records.

Retention and disposal: Records are retained during their useful life and are subject to destruction 15 years after the pertinent subject has ceased to be in an active status.

System manager(s) and address: Chief, Administrative Section; Land and Natural Resources Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the: Assistant Attorney General; Land and Natural Resources Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D. C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request', and the system and record sufficiently described in the letter for identification.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are principally the applicant and his references, which sources may be supplemented by others having knowledge of the applicant's professional qualifications.

Systems exempted from certain provisions of the act: None.

JUSTICE/LDN - 002

System name: Congressional Correspondence File.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N. W.; Washington, D. C. 20530.

Categories of individuals covered by the system: Senators and Congressmen

Categories of records in the system: This file contains the correspondence had by the Land and Natural Resources Division with Members of the Congress.

Authority for maintenance of the system: This file is maintained pursuant to requirements for maintenance of records by Federal agencies (see 44 U.S.C. 3101 et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This file is routinely consulted by personnel of the Land and Natural Resources Division to determine past actions on specific matters and to expedite any additional action as to which there is correspondence with a Member of the Senate or House of Representatives.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained in form received.

Retrievability: Information is retrieved by alphabetized name of the subject.

Safeguards: Information contained in the system is unclassified. It is safeguarded in accordance with Departmental rules and procedures governing Justice records.

Retention and disposal: Records are retained during their useful life and are subject to destruction 15 years after the pertinent subject has ceased to be in an active status.

System manager(s) and address: Chief, Administrative Section; Land and Natural Resources Division; U. S. Department of Justice; 10th and Constitution Avenue, N. W.; Washington, D. C. 20530.

Notification procedure: Address inquiries to the: Assistant Attorney General; Land and Natural Resources Division; U. S. Department of Justice; 10th and Constitution Avenue, N. W.; Washington, D. C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request', and the system and record sufficiently described in the letter for identification.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The sole sources of the information in this system are the Senators or Congressmen with whom the correspondence is conducted.

Systems exempted from certain provisions of the act: None

JUSTICE/LDN - 003

System name: Docket Card System.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D. C. 20530.

Categories of individuals covered by the system: Persons, associations or corporations whose names may appear in the case name or subject name of a matter coming to the attention of the Land and Natural Resources Division for possible litigation.

Categories of records in the system: The system contains index cards on which is maintained a summary of the correspondence, pleadings, and other developments regarding the pertinent matter.

Authority for maintenance of the system: The system is established and maintained as an incident of such of the statutory authority of the Attorney General relating to the conduct of litigation as he has delegated to the Land and Natural Resources Division (28 U.S.C. 509 and 510, and 28 C.F.R. Subpart M).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used by personnel of the Division as an aid in determining the existence in the Division of a matter relating to the named case or subject, and to facilitate appraisal of the status of the pertinent matter for the purpose of taking timely appropriate action relating thereto.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained on index cards.

Retrievability: Information is retrieved by alphabetized name of the case or subject.

Safeguards: Information contained in the system is unclassified. It is safeguarded in accordance with Departmental rules and procedures governing Justice records.

Retention and disposal: Records are retained during their useful life and are subject to destruction 15 years after the pertinent case or subject has ceased to be in an active status.

System manager(s) and address: Chief, Administrative Section; Land and Natural Resources Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D. C. 20530.

Notification procedure: Address inquiries to the: Assistant Attorney General; Land and Natural Resources Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the

letter clearly marked 'Privacy Access Request', and the system and record sufficiently described in the letter for identification

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are the correspondence, pleadings, and other indices of developments regarding the pertinent case or subject, from wheresoever received.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (d) of the Privacy Act pursuant to 5 U.S.C. 552a (k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register

JUSTICE/LDN - 004

System name: Title Abstractors, Attorneys and Insurance Corporations File.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D. C. 20530.

Categories of individuals covered by the system: Abstractors, Attorneys and Insurance Corporations requesting approval for preparation of title evidence in land acquisitions by the United States.

Categories of records in the system: Alphabetized list, alphabetized index cards, and associated papers including application and information relating to qualifications.

Authority for maintenance of the system: The system is established and maintained, as an incident to carrying out the statutory requirement (R.S. 355; 40 U.S.C. 255) that the Attorney General pass on title to land acquired by the United States or delegate such responsibility in accordance with regulations promulgated by him (see 28 C.F.R. 0.66).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are utilized in compiling a list of those abstractors, attorneys and insurance corporations which are approved, for advising agencies of the United States as to the fact of such approval and consequent eligibility for preparation of title evidence.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained in form received.

Retrievability: Information is retrieved by alphabetized name of the subject.

Safeguards: Information contained in the system is unclassified. It is safeguarded in accordance with Departmental rules and procedures governing Justice records.

Retention and disposal: Records are retained during their useful life and are subject to destruction 15 years after the pertinent subject has ceased to be in an active status.

System manager(s) and address: Chief, Administrative Section, Land and Natural Resources Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D. C. 20530.

Notification procedure: Address inquiries to the: Assistant Attorney General; Land and Natural Resources Division; U. S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D. C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request', and the system and record sufficiently described in the letter for identification.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are the Abstractors, Attorneys and Insurance Corporations involved and the United States Attorneys for the districts in which they principally do business, with the latter supplementing his personal knowledge with information from local banks, clients and other sources having knowledge reflecting on the professional qualifications of the subject involved.

Systems exempted from certain provisions of the act: None.

JUSTICE/LDN - 005

System name: Freedom of Information Act and Privacy Act Records System.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: All persons who request, under the Freedom of Information and Privacy Acts, access to or copies of records maintained by the Land and Natural Resources Division.

Categories of records in the system: This system contains, in alphabetical order, requests, under the Freedom of Information and Privacy Acts, for access to Division records, responses thereto and related materials.

Authority for maintenance of the system: 5 U.S.C. 552.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is used: a) to maintain records concerning the processing and determination of requests for information made pursuant to the Freedom of Information Act and the Privacy Act; b) to provide documentation of receipt and processing of requests for information made pursuant to the Freedom of Information Act and the Privacy Act if needed for processing contested denials of release of data; c) to furnish information to employees of the Department of Justice who have a need for information from the system in performance of their duties; d) to maintain a count of requests and method of compliance as required by the Freedom of Information Act and the Privacy Act.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained in form received.

Retrievability: Information is retrieved by alphabetized name of the subject.

Safeguards: Information contained in the system is unclassified. It is safeguarded in accordance with Departmental rule, and procedures governing Justice records.

Retention and disposal: Records are retained during their useful life and are subject to destruction 15 years after the pertinent subject has ceased to be in an active status.

System manager(s) and address: Division Control Officer; Land and Natural Resources Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the: Assistant Attorney General; Land and Natural Resources Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request' and the system and record sufficiently described in the letter for identification.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Source of information contained in this system is the applicant for information.

Systems exempted from certain provisions of the act: Records secured from other systems of records have been exempted from the provisions of the Privacy Act to the same extent as the systems of records from which they were obtained. The Attorney General has also exempted certain categories of records in this system from subsection (c) (3) and (d) of the Privacy Act pursuant to 5 U.S.C. 552a (k) (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b),(c) and (e) and have been published in the Federal Register.

JUSTICE/DAG - 001

System name: Declassification Review Index.

System location: Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: All persons who request declassification of Department documents.

Categories of records in the system: Copies, filed by year of requests for declassification of Department of Justice documents.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records are public information.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in paper folders.

Retrievability: By name of the requester.

Safeguards: These records are stored in cabinets in a lockable room.

Retention and disposal: These records are maintained indefinitely.

System manager(s) and address: Staff Assistant to the Deputy Attorney General; Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: The individuals who request declassification.

Systems exempted from certain provisions of the act: None.

JUSTICE/DAG - 002

System name: Freedom of Information and Privacy Appeals Index.

System location: Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D. C. 20530.

Categories of individuals covered by the system: The system encompasses all individuals who submit administrative appeals under the Freedom of Information or Privacy Acts.

Categories of records in the system: The system contains copies of administrative appeals and other related correspondence filed under the Freedom of Information and Privacy Acts and copies are filed sequentially by date of receipt based on a numerical identifier assigned to each appeal.

Authority for maintenance of the system: The system was established and is maintained to enable the Office of the Deputy Attorney General to comply with the reporting requirements set forth in 5 U.S.C. 552 and 552a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are maintained for the purpose of processing administrative appeals under the Freedom of Information and Privacy Acts and to comply with the reporting requirements of those Acts.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in file folders in cabinets.

Retrievability: These folders are filed by the number assigned to each.

Safeguards: These records are stored in cabinets in a lockable room.

Retention and disposal: These folders are kept indefinitely.

System manager(s) and address: Director, Office of Privacy and Information Appeals, Office of the Deputy Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: Same as the System Manager.

Contesting record procedures: Same as the System Manager.

Record source categories: Those individuals who submit appeals under the Freedom of Information and Privacy Acts.

Systems exempted from certain provisions of the act: None.

JUSTICE/AAG - 001

System name: Appointed Assistant United States Attorneys Personnel System.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: The system encompasses all Assistant United States Attorneys.

Categories of records in the system: This system of records consists of records folders which may contain up to a total of five sections. The personnel section contains personnel records such as completed Civil Service forms, letters of recommendation, law school grade transcripts, appointment letters, appointment affidavits, bar affidavits, locator forms and personnel action forms. The character section contains completed or portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of applicants. The complaint section contains correspondence from individuals or groups complaining about office holders. Rarely does a personnel folder contain more than the personnel and character sections.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used only by Department of Justice personnel. Information contained in a folder may be used as the basis for answering future inquiries from other government agencies about a former assistant's qualifications. The personnel section may be made available to other federal agencies, at their request, upon the transfer of the assistant to such an agency.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in paper folders.

Retrievability: Information is retrieved by use of the assistant's name, as the folders are filed alphabetically by name.

Safeguards: These records are maintained in cabinets stored in a locked room.

Retention and disposal: These records are retained until the subjects of the files resign or otherwise leave their offices for non-federal government employment. In that instance, the personnel section is sent to the St. Louis Records Center for an indefinite period. If the assistant transfers to another agency of the federal government, the personnel section is sent to the gaining agency. All other sections of the folder are destroyed six months after the assistant leaves office.

System manager(s) and address: Deputy Associate Attorney General; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

Record access procedures: A request for access to non-exempt portions of records from this system should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Sources of information contained in this system include the individuals, government agencies as appropriate, and interested third parties.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/AAG - 002

System name: Assistant United States Attorney Applicant Records System.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: The system encompasses all applicants for Assistant United States Attorney positions.

Categories of records in the system: This system of records consists of records folders which may contain up to a total of four sections. The personnel section contains records such as resumes, letters of recommendation, law school grade transcripts, completed Civil Service forms, and related personnel matters. The character section contains completed or portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of applicants. Rarely does a personnel folder contain more than the personnel and character sections.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used only by Department of Justice personnel for recruitment purposes. However, the fact that the applicant was being considered would be made known to the references supplied by the applicant and others contacted. Information about the applicant, as then known, might be supplied to contacted individuals as necessary to verify already obtained information or to seek elaboration of that information.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in paper folders.

Retrievability: Information is retrieved by use of the applicant's name, as the folders are filed alphabetically by name.

Safeguards: These records are maintained in cabinets stored in a locked room.

Retention and disposal: These records are retained, in the case of applicants who are not offered positions, for two years and then destroyed. If the applicant is offered a position and accepts it, his folder is transferred to the Appointed Assistant United States Attorney Personnel System and retained as specified therein.

System manager(s) and address: Deputy Associate Attorney General; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Notification procedure: Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

Record access procedures: A request for access to non-exempt portions of records from this system should be directed orally or in writing to the Deputy Associate Attorney General. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the Deputy Associate Attorney General, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Non-exempt sources of information contained in this system include the individual, government agencies as appropriate, and interested third parties.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/AAG - 003

System name: Honor Program Applicant System.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: The system encompasses third year law students who will be honor graduates of law schools and law clerks of federal judges who file applications for attorney positions in the Department.

Categories of records in the system: These records consist of items supplied by the applicant, such as resumes, completed Civil Service forms, application forms, and transcripts of grades, items supplied by third parties such as letters of recommendation, and items supplied by the Department such as acceptance or rejection letters and interview evaluation sheets.

Authority for maintenance of the system: This system is established and maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are made available within the Department for recruitment purposes and may be made available to other federal agencies, at their request, for recruitment purposes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in paper folders.

Retrievability: Information is retrieved in various ways, depending upon the age of the record. Initially, the records are indexed by the name of the applicant's law school, then by the names of the

applicants according to their ranking by interviewers. Therefore, to locate an individual's file, it is necessary to know both the name of the individual and his or her law school. After the Department's annual attorney hiring is completed, these files are transferred to the control of the Deputy Associate Attorney General. His staff then places the files in alphabetical order by name and stores them.

Safeguards: These records are maintained in cabinets stored in a locked room.

Retention and disposal: These records are maintained and stored for two years and then destroyed if the applicant is not offered a position with the Department or rejects an offered position. If a position is accepted by the applicant, his folder is transferred to another system.

System manager(s) and address: Honor Program Director; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: A request for access to a record from this system may be made in person or in writing to the System Manager. Any written request should clearly be marked 'Privacy Access Request' on both the letter and envelope.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager and clearly and concisely state what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Sources of information contained in this system are as noted in Categories of Records.

Systems exempted from certain provisions of the act: None.

JUSTICE/AAG - 004

System name: Master Index File of Names.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: This system encompasses all individuals having file folders contained in the following systems of records; Appointed Assistant U.S. Attorneys Personnel System, Assistant U.S. Attorney Applicant Records, Presidential Appointee Candidate Records System, Presidential Appointee Records System, Special Candidates for Presidential Appointments Records System, and U.S. Judges Records System, dating from 1932 until the present.

Categories of records in the system: This system consists of file cards containing an individual's date of birth, date of entry on duty in Federal Service, date of termination of Federal Service, notes as to the disposition of his records folder, and title.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These cards contain information used solely for Department internal purposes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained on file cards.

Retrievability: Information is retrieved by using the name of the individual, as these cards are filed alphabetically.

Safeguards: These cards are kept in file drawers stored in a locked room.

Retention and disposal: These cards are retained indefinitely, except in the instance of cards relating to applicants for attorney positions within the Department. If the applicant is rejected, his card is destroyed after two years.

System manager(s) and address: Deputy Associate Attorney General; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address all inquiries to the System Manager.

Record access procedures: A request for access to these records should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Information contained in this system is obtained from the individual's records folder.

Systems exempted from certain provisions of the act: None.

JUSTICE/AAG - 005

System name: Presidential Appointee Candidate Records System.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: This system encompasses all individuals who are brought to the attention of the Department of Justice as potential candidates for appointment as United States Judges, United States Attorneys, or United States Marshals.

Categories of records in the system: As to any particular individual, the number and kind of records may vary according to the qualifications of the individual. Thus, these records, in some instances, contain merely single letters from the individual himself or some other person recommending his consideration for one of the positions mentioned in Categories of Individuals. The records may also contain biographical sketches of the individual, supplied either by the individual himself or the person recommending him. If the individual is under serious consideration for nomination for appointment, a confidential evaluation of his qualifications for the position will be in his folder. Also present may be completed background investigations on the individual. Letters, if any are received, protesting the individual's potential appointment may also be in his folder. Also present would be any information supplied by the individual or any other letters of recommendation.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records vary with the amount of consideration given to nominating the individual for appointment. In some instances, the records are stored, reviewed by Department personnel, and destroyed as outlined under Retention and Disposal. The candidate's entire records folder would be sent to the President upon his request. After a candidate is nominated and his nomination is pending Senate confirmation, the background investigation is routinely provided to the Chairman of the Senate Judiciary Committee. The fact that the candidate was being considered for appointment would be made known to the references supplied by the candidate and others contacted. Information about the candidate, as then known, might be supplied to contacted individuals as necessary to verify already obtained information or to seek elaboration of that information.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of

Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in paper folders.

Retrievability: Information is retrieved from this system by reference first to the office, indexed geographically or by the circuit or district, for which the individual is being considered, and then alphabetically by name of the candidate.

Safeguards: These records are stored in cabinets which are kept in a locked room.

Retention and disposal: These records are kept for five years and then destroyed, unless the individual receives the appointment. In that event, his individual record is transferred to another records system.

System manager(s) and address: Deputy Associate Attorney General; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

Record access procedures: A request for access to non-exempt portions of records from this system should be directed orally or in writing to the Deputy Associate Attorney General. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the Deputy Associate Attorney General stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Non-exempt sources of information in this system include the general public, the candidates themselves, government agencies where appropriate, and any other interested party.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/AAG - 006

System name: Presidential Appointee Records System.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue; N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: The system encompasses the following: Department of Justice Presidential appointees and retired, resigned, or deceased appointees.

Categories of records in the system: This system of records consists of records folders which may contain up to five sections. The personnel section includes such items as biographical sketches, qualification statements, completed Civil Service forms if applicable, letters recommending appointment, notifications of appointment, and other personnel-related matters. The character section contains completed or portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of candidates. The complaint section contains correspondence from individuals or groups complaining about office holders.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Generally, these records are used only for internal Department of Justice purposes. Prior to appointment, routine uses would include those specified for the Presidential Appointee Candidate Records System. If an appointee leaves the Department, information contained in his personnel folder might be used as the basis for answering inquiries from prospective employers about his qualifications and performance. The personnel section of his folder would be made available to other federal agencies, at their request, upon the transfer of the appointee to such an agency.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in paper folders.

Retrievability: Information is retrieved by using the name of the individual who is the subject of the folder.

Safeguards: These records are stored in cabinets which are kept in a locked room.

Retention and disposal: The personnel section of these records is retained indefinitely at the Office of the Associate Attorney General, except in the instance of an appointee who resigns or dies, in which case that section is sent to the St. Louis Records Center for indefinite storage. All other sections of the folders, in the instance where an appointee dies or resigns, are sent to the Suitland, Maryland Records Center for storage for five years and then destroyed.

System manager(s) and address: Deputy Associate Attorney General; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D. C. 20530.

Notification procedure: Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

Record access procedures: A request for access to non-exempt portions of records from this system should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Non-exempt sources of information contained in this system include the general public, the subjects of the records themselves, government agencies when appropriate, and any other interested party.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c), and (e) and have been published in the Federal Register.

JUSTICE/AAG - 007

System name: Special Candidates for Presidential Appointments Records System.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: The system encompasses all individuals under consideration for presidential appointments as heads of divisions or sections of the Department of Justice.

Categories of records in the system: This system of records consists of records folders which may contain up to a total of four sections. The personnel section contains records such as resumes, letters of recommendation, and related personnel matters. The character section contains completed and portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of candidates. The majority of these personnel folders contain only the personnel section.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301 to assist the President in obtaining information necessary for determining the qualifications and availability of individuals for appointed offices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records vary with the amount of consideration given to nominating the candidate for appointment. In some instances, the records are stored, reviewed by Department personnel, and destroyed as outlined under Retention and Disposal. The candidate's entire records folder would be sent to the President upon his request. After a candidate is nominated and his nomination is pending Senate confirmation, the background investigation is routinely provided to the Chairman of the Senate Judiciary Committee. The fact that the candidate was being considered for appointment would be made known to the references supplied by the candidate and others contacted. Information about the candidate, as then known, might be supplied to contacted individuals as necessary to verify already obtained information or to seek elaboration of that information.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in paper folders.

Retrievability: Information is retrieved by the name of individuals seeking appointment as the files are arranged alphabetically by name.

Safeguards: These records are stored in cabinets in a locked room.

Retention and disposal: In the event a candidate is not nominated for appointment, his record is maintained for five years and then destroyed. If the candidate is appointed, his records are transferred to the Presidential Appointee Records System.

System manager(s) and address: Deputy Associate Attorney General; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

Record access procedures: A request for access to non-exempt portions of records from this system should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Non-exempt sources of information contained in this system include the general public, the subjects of the records themselves, government agencies when appropriate, and any other interested party.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/AAG - 008

System name: Summer Intern Program Records System.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: All individuals who submit applications for the Department's Summer Intern Program for Law Students.

Categories of records in the system: This system of records consists of items such as completed Civil Service forms, law school grade transcripts, letters of recommendation, and completed Summer Law Intern Applications.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used by Department personnel for recruitment purposes. However, in the case of an applicant with regard to whom the Department has decided not to extend an offer of employment, his or her application and Civil Service forms might be referred to another agency, upon its request, for that agency's recruitment purposes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stapled together.

Retrievability: Information is retrieved by use of the applicant's name, as these records are filed by use of the first letter of the applicant's last name.

Safeguards: These records are maintained in cabinets stored in a locked room.

Retention and disposal: These records are retained, in the case of applicants who are not offered positions, for one year and then destroyed. In the case of accepted applicants, their records enter the Civil Service system.

System manager(s) and address: Deputy Associate Attorney General; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to these records should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Information contained in this system is obtained from the applicant and references provided by him.

Systems exempted from certain provisions of the act: None.

JUSTICE/AAG - 009

System name: United States Judge and Department of Justice Presidential Appointee Records.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: This system encompasses all United States Judges and all Department of Justice Presidential Appointees.

Categories of records in the system:

A. Card index relating to United States Judges which includes name, salary, Congress of appointment, state of birth, political party (if known), religion (if known), and American Bar Association rating.

B. Cross index of judges' names and districts.

C. Roster of districts showing the dates of duty of district court judges and Department of Justice Presidential Appointees, indexed alphabetically by name.

D. Book of commissions of United States Judges and Department of Justice Presidential Appointees in order by date of appointment and indexed alphabetically by name.

E. Nomination book showing the name of the nominated judge or Department of Justice Presidential Appointee, the date the proposed nomination was sent to the White House, the date the nomination was made to the Senate, the date of confirmation, the date of appointment, and the date of entrance on duty. This book is in chronological order, and is indexed alphabetically by name of the nominee.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are maintained to make responses to public inquiries regarding those individuals noted in Categories of Individuals, (the political party and religion of an appointee is not released), and for Department internal purposes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are kept on cards, in folders or in books.

Retrievability: As noted above in Categories of Records.

Safeguards: Biographical sketches are kept in a lockable safe. All other information is kept in cabinets or card files.

Retention and disposal: This information is maintained indefinitely.

System manager(s) and address: Deputy Associate Attorney General; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to these records should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Information contained in this system is obtained from the individuals who are the subjects of the records and from other Department of Justice records.

Systems exempted from certain provisions of the act: None.

JUSTICE/AAG - 010

System name: United States Judges Records System.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: The system encompasses every United States Judge except those appointed to the United States Court of Military Appeals and Tax Court.

Categories of records in the system: This system of records consists of records folders which may contain up to five sections. The personnel section contains general, personnel-type information and includes such items as biographical sketches, oaths of office, copies of commissions, nomination letter, qualifications statements, letters of recommendation, and copies of notifications of appointment. The character section contains completed or portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The complaint section contains correspondence from individuals or groups complaining about office holders. The protest section contains correspondence, if any exists, protesting the appointment of candidates.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Generally, these records are used only for internal Department of Justice purposes. Prior to appointment, routine uses would include those specified for the Presidential Appointee Candidate Record System.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained in paper folders.

Retrievability: Information is retrieved by use of the name of the judge, as these records are filed alphabetically.

Safeguards: These records are maintained in cabinets stored in a locked room.

Retention and disposal: The personnel section of the folders of United States Supreme Court Judges are sent to the National

Archives upon the death of the judge. All other sections are retained indefinitely as are the entire records folders of all other United States Judges.

System manager(s) and address: Deputy Associate Attorney General; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

Record access procedures: A request for access to non-exempt portions of records from this system should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Non-exempt sources of information contained in this system include the general public, organizations, associations, the subjects of the records themselves, government agencies as appropriate, and other interested parties.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/AAG - 011

System name: Miscellaneous Attorney Personnel Records System.

System location: Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who applied to or are employed by the Department of Justice as attorneys and are not included within another OAG system.

Categories of records in the system: This system of records consists of records folders which may contain up to a total of four sections. The personnel section contains records such as resumes, letters of recommendation, law school grade transcripts, completed Civil Service forms, and related personnel matters. The character section contains completed or portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of applicants. The complaint section contains correspondence from individuals or groups complaining about office holders and may contain matters relating to the disposition of those complaints. Rarely does a personnel folder contain more than the personnel and character sections.

Authority for maintenance of the system: These records are maintained pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used only by Department of Justice personnel. Information contained in a folder may be used as the basis for answering future inquiries from other government agencies about a former employee's qualifications. The personnel section may be made available to other federal agencies, at their request, upon the transfer of an employee to such an agency.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in paper folders.

Retrievability: Information is retrieved by use of an individual's name, as the folders are filed alphabetically by name.

Safeguards: These records are maintained in cabinets stored in a lockable room.

Retention and disposal: These records are retained until the subjects of the files resign or otherwise leave their offices for non-federal employment. In that instance, the personnel section is sent to the St. Louis Records Center for an indefinite period. If the individual transfers to another agency of the Federal government, the personnel section is sent to the gaining agency. All other sections of the folder are destroyed six months after the individual leaves office. The entire folders of individuals who were applicants and were not offered employment or did not accept employment with the Department are destroyed one year after final action is taken on the application.

System manager(s) and address: Deputy Associate Attorney General; Office of the Associate Attorney General; United States Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

Record access procedures: A request for access to non-exempt portions of records from this system should be directed orally or in writing to the System Manager. When requests are in writing, the envelope and letter should clearly be marked 'Privacy Access Request.'

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

Record source categories: Non-exempt sources of information contained in this system include the individuals who are the subjects of the records, government agencies as appropriate, and interested third parties.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/AAG - 012

System name: Financial Disclosure Statements.

System location: Department of Justice, 10th and Constitution Ave. N.W., Washington, D.C. 20530. Statements are filed with the head of the office in which the particular employee works or in the Office of the Associate Attorney General.

Categories of individuals covered by the system: Current employees required to file statements by 28 C.F.R. 45.735-22. Special government employees of the Department required to file statements pursuant to 28 C.F.R. 45.735-23.

Categories of records in the system: The financial disclosure statement includes lists of business and nonprofit entities and educational institutions with which the employee has a connection and financial holdings or interests in those entities. Names of creditors of the employee and spouse and other members of the household. Lists of interests of the employee, spouse and household members in real property.

Authority for maintenance of the system: 28 C.F.R. 45.735-22, 45.735-23.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are confidential and are made available only to officials of the Department

and: (1) To the Civil Service Commission in order to carry out its responsibilities; (2) To courts or agencies, of federal, state or local government where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, and the court or agency is charged with the responsibility of investigating or prosecuting such violation or enforcing or implementing the statute or a rule, regulation or order issued pursuant thereto; (3) To an agency, organization or individual when the Associate Attorney General has determined that there is good cause for such disclosure in order to obtain necessary information concerning the subject of the record; (4) To parties involved in litigation in which the record is relevant, and their counsel, in accordance with the Federal Rules of Civil and Criminal Procedure.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are filed on D.J. Forms 120 or 121 and are maintained in confidential files in the immediate office of the division or bureau head.

Retrievability: The arrangement of the records for purpose of retrieval will vary from office to office, but the small number of such records makes them readily retrievable under a variety of systems.

Safeguards: Records are secured in accordance with applicable regulations of the Department of Justice and as required by 28 C.F.R. 45.735-22, 45.735-23.

Retention and disposal: Records are retained during the employment of the individual. Upon termination of employment they are destroyed in the manner provided for confidential records.

System manager(s) and address: Associate Attorney General; U.S. Department of Justice; Washington, D.C. 20530.

Notification procedure: Inquiries should be addressed directly to the head of the Office, Board, Division or Bureau in which the individual is employed.

Record access procedures: Individuals may seek access and contest from the head of the employing office in accordance with Department of Justice regulations.

Contesting record procedures: Same as the above.

Record source categories: The individual employee completing the statement.

Systems exempted from certain provisions of the act: None.

JUSTICE/OLC - 001

System name: Attorney Assignment Reports.

System location: Office of Legal Counsel; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Attorneys employed in the Office of Legal Counsel, U.S. Department of Justice at the time each report was filed.

Categories of records in the system: The system consists of memoranda addressed to the Assistant Attorney General by each staff attorney at periodic intervals listing current assignments. Some reports also list completed assignments, projected workload and anticipated leave.

Authority for maintenance of the system: These records are kept for administrative convenience pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information from the system is not used outside the Department except to advise Executive Branch agencies as to the identity of the attorney working on a specific assignment, when inquiry is made.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The Assistant Attorney General, each of his Deputies, the Administrative Officer and the attorney who filed the report each have copies. Some are retained chronologically in file folders, some alphabetically in note books.

Retrievability: Information may be retrieved by name, alphabetically, or chronologically.

Safeguards: Information is maintained in offices occupied during the day and locked at night.

Retention and disposal: The Administrative Officer's file is chronological and maintained indefinitely. Attorneys may retain their copies indefinitely, others are kept for about two years and disposed of.

System manager(s) and address: Assistant Attorney General; Office of Legal Counsel; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the System Manager, the Administrative Officer or the two Deputies at the above address.

Record access procedures: A request for access to a record from this system may be made in person or in writing, specifying the name of the attorney and the dates of reports requested.

Contesting record procedures: Any requests for correction should be addressed to the System Manager.

Record source categories: Information is supplied by the attorneys employed by the Office of Legal Counsel on the date the report is filed.

Systems exempted from certain provisions of the act: None.

JUSTICE/OLC - 002

System name: Citizens Mail Index.

System location: Office of Legal Counsel; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: A. Individuals who write to the Office of Legal Counsel, its Assistant Attorney General, or one of his Deputies; B. Individuals who write to the Attorney General or the Department of Justice and whose letters are referred to the Office of Legal Counsel; C. Individuals whose letters have been referred to the Office of Legal Counsel for a response by the White House or Executive Agencies. In all of the above categories, the individuals include only those who express general views or seek information or assistance. Official correspondence and Freedom of Information Act requests are not indexed in this system.

Categories of records in the system: The system consists of 3' X 5' index cards, arranged alphabetically, and containing the name and address of the correspondent, the date of the letter or the date received, the Department of Justice file number, if known, the person to whom addressed, the attorney to whom it was assigned for

response, the date of response, and an indication if it was referred by the White House or an Executive Agency.

Authority for maintenance of the system: These records are kept for administrative convenience pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information from the index card may be provided to the White House or the agency which referred the letter to the Department. All other uses are internal within the Department.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information is on 3 X 5 index cards and stored in a cabinet.

Retrievability: The system is indexed by name, arranged alphabetically. White House and Department of Justice cards are separated.

Safeguards: The cards are maintained in a room which is occupied by office personnel during the day and locked at night.

Retention and disposal: Cards are maintained for approximately two years from the date of the letter and then discarded.

System manager(s) and address: Assistant Attorney General; Office of Legal Counsel; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name and address as included in the original letter, together with the current address if different, the date of the letter and to whom it was addressed. Requests should be directed to the System Manager listed above.

Contesting record procedures: Any requests for correction should also be directed to the System Manager and should indicate the exact correction required.

Record source categories: Sources of information in this system are the actual letter received, the response letter, and any transmittal from the White House or an Executive Agency.

Systems exempted from certain provisions of the act: None.

JUSTICE/OLA - 001

System name: Congressional Committee Chairman Correspondence File.

System location: U. S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Current and past Chairman of Congressional Committees who correspond with the Department on legislative and other related matters.

Categories of records in the system: The system contains letters and attachments transmitted by Congressional Committee Chairmen together with copies of the Departmental responses to these letters.

Authority for maintenance of the system: The system is established and maintained in accordance with 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Use of the information is entirely within the Department on a need to know basis.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored in locked file cabinets.

Retrievability: Information is retrieved by using the name of the particular Congressional Committee Chairman who initiated the correspondence in a particular matter.

Safeguards: Information contained in the system is unclassified. Routine protection is provided.

Retention and disposal: Information maintained in this system contains correspondence generated during the 93rd, 94th and 95th Congresses. This system was not maintained prior to the 93rd Congress.

System manager(s) and address: Legislative Counsel; Office of Legislative Affairs; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the: Assistant Attorney General; Office of Legislative Affairs; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the nature of the letter or document as well as the general subject matter of the document. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The source of the information contained in this system comes directly from the individual initiating the correspondence.

Systems exempted from certain provisions of the act: None.

JUSTICE/OLA - 002

System name: Congressional Correspondence File.

System location: U. S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Current and past members of Congress who correspond with the Department on legislative and other related matters.

Categories of records in the system: The system contains letters and attachments transmitted by the individual members of Congress together with copies of the Departmental responses to these letters.

Authority for maintenance of the system: The system is established and maintained in accordance with 5 U.S.C. 301 and 44 U.S.C. 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Use of the information entirely within the Department on a need to know basis.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored in file cabinets.

Retrievability: Information is retrieved by using the name of the individual member of Congress who initiated the correspondence in a particular matter.

Safeguards: Information contained in the system is unclassified. Routine protection is provided.

Retention and disposal: Information maintained in this system contains correspondence generated during the 93rd, 94th and 95th Congresses. This system was not maintained prior to the 93rd Congress.

System manager(s) and address: Legislative Counsel; Office of Legislative Affairs; U. S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the: Assistant Attorney General; Office of Legislative Affairs; U. S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and letter clearly marked 'Privacy Access Request'. Include in the request the nature of the letter or document as well as the general subject matter of the document. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The source of the information contained in this system comes directly from the individual initiating the correspondence.

Systems exempted from certain provisions of the act: None.

JUSTICE/OLA - 003

System name: Citizen Correspondence File.

System location: U. S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons corresponding with the Department on legislative and other related matters.

Categories of records in the system: The system contains letters and attachments transmitted by individuals together with copies of the Departmental responses to these letters.

Authority for maintenance of the system: The system is established and maintained in accordance with 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Use of the information is entirely within the Department on a need to know basis.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records main-

tained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored in file cabinets.

Retrievability: Information is retrieved by using the name of the individual who initiated the correspondence in a particular matter.

Safeguards: Information contained in the system is unclassified. Routine protection is provided.

Retention and disposal: Information maintained in this system contains correspondence from individuals during 1974 to the present. This system was not maintained prior to 1974.

System manager(s) and address: Legislative Counsel; Office of Legislative Affairs; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the: Assistant Attorney General; Office of Legislative Affairs; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the nature of the letter or document as well as the general subject matter of the document. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The source of the information contained in this system comes directly from the individual initiating the correspondence.

Systems exempted from certain provisions of the act: None.

JUSTICE/OPA - 001

The following Notice is published for the benefit of the public. Executive Clemency Files, while maintained in the Office of the Pardon Attorney, U.S. Department of Justice, are files of the President of the United States compiled and maintained to provide for the exercise of his constitutional responsibilities pursuant to Article II, section 2, and are not subject to the provisions of the Privacy Act of 1974, P.L. 93-579.

System name: Executive Clemency Files

System location: Office of the Pardon Attorney; U. S. Department of Justice; HOLC Building; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Applicants for Executive clemency.

Categories of records in the system: The system contains the individual petitions for Executive clemency (OPA-6 or 6-15) submitted by the applicants and accompanying oath and character affidavits (DOJ-1973-06), investigatory material, evaluative reports, inter-agency and intra-agency correspondence and memoranda relating to individual petitions for clemency. The system includes Presidential Clemency Board files transferred to the Office of the Pardon Attorney upon termination of the Board's existence on Sept. 15, 1975.

Authority for maintenance of the system: The system is established and maintained in accordance with the United States Constitution, Article II, Section 2, Executive Order of the President dated June 16, 1893, Order No. 288-62, 27 F.R. 11002, November 10, 1962, as codified in 28 CFR 1.1 through 1.9 and E.O. 11878 dated Sept. 19, 1975.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Executive clemency files are used to (a) enable the Attorney General to investigate each petition for Executive clemency, to review each petition and information developed by his investigation thereof and to advise the President whether, in his judgment, the request for clemency is of sufficient merit to warrant favorable action by the President; (b) prepare notices to the public of the name of each grantee of clemency, date of Presidential action, nature of clemency granted, nature of grantee's offense, date and place of sentencing, description of sentence imposed, and names of character affiants and interested members of Congress; (c) prepare bound and indexed volumes containing photocopies of the official warrant of clemency granted each recipient of clemency as a public and official record of Presidential action; (d) upon request of the President and members of his staff, to make available to them individual clemency files; (e) upon specific request to advise the requestor whether a named person has applied for, been granted or denied clemency, the date thereof and the nature of the clemency granted or denied; and (f) upon specific request, to make closed files available for historical research purposes when in the public interest and in conformity with Department of Justice policy.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored in the Office of the Pardon Attorney and in Archives.

Retrievability: Information is retrieved by reference to the file number assigned to the name of each applicant for clemency.

Safeguards: Information contained in the system is safeguarded and protected in accordance with Department of Justice rules governing petitions for Executive clemency, specifically, 28 CFR 1.6. Executive clemency files are maintained in the Office of the Pardon Attorney and are not commingled with Department of Justice records.

Retention and disposal: Records are stored in the Office of the Pardon Attorney and closed cases are transferred to the Federal Archives Records Center when five years old. Except for the 'letter of advice' furnished to the President in connection with clemency applications and Presidential responses and cases designated by the Pardon Attorney as having significant public interest, records are destroyed after 25 years.

System manager(s) and address: Pardon Attorney; Office of the Pardon Attorney; Department of Justice; 654 HOLC Building; 320 First Street, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the Pardon Attorney; Department of Justice; Washington, D.C. 20530.

Record access procedures: While the Attorney General has exempted Executive Clemency files from the access provisions of the Privacy Act, requests for discretionary releases of records contained in the system shall be made in writing with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the

request the general subject matter of the document and the name of the clemency applicant in whose file it is contained. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: While the Attorney General has exempted Executive Clemency files from the correction (contest and amendment) provisions of the Privacy Act, requests for the discretionary correction (contest or amendment) of records contained in this system should be directed to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are the individual applicants for clemency, Federal Bureau of Investigation or other official investigatory reports, Bureau of Prison records, Selective Service System and Armed Forces Reports, probation or parole reports and reports from individuals or non-Federal organizations, both solicited and unsolicited.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsection (d) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/OPI - 001

System name: News Release, Document and Index System.

System location: Room 5114; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: A. Defendants in civil and criminal actions brought by the Department of Justice for which news releases were issued; B. Current and former employees of the Department of Justice on which news releases and biographical information were prepared.

Categories of records in the system: The system contains an index record of each news release and document issued by the Department of Justice and copies of the news release and document.

Authority for maintenance of the system: The system is established and maintained at the direction of the Attorney General pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The index is used to retrieve news releases and documents issued by the Department upon request.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored manually on index cards and letter- and legal-size paper.

Retrievability: Information is retrieved by using the name of the defendant, subject matter of legal action, state in which action is filed, and name of current or former employee.

Safeguards: Information contained in the system is unclassified.

Retention and disposal: The index and one copy of each news release are retained indefinitely. Additional copies are retained for one year and then destroyed.

System manager(s) and address: Director of Public Information; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for a copy of a record from this system may be made in writing, by telephone, or in person.

Contesting record procedures: Persons desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendments to the information sought.

Record source categories: Sources of information contained in this system are those employees who prepared the document on which a news release is based.

Systems exempted from certain provisions of the act: None.

JUSTICE/PRC - 001

System name: Docket, Scheduling and Control.

System location: Records are maintained at each of the Regional Offices for inmates incarcerated in and persons under supervision in each region, except for the National Appeals Board docket maintained in Washington. All requests for records should be made to the appropriate regional office or Headquarters at the following addresses: United States Parole Commission; Scott Plaza II; Industrial Highway; 6th Floor; Philadelphia, Pennsylvania 19113; United States Parole Commission; 3500 Greenbriar Parkway, Bldg. 300; Atlanta, Georgia 30331; United States Parole Commission; 320 First Street; Washington, D.C. 20537; ATTN: National Appeals Board; United States Parole Commission; KCI Bank Bldg; 8800 N.W. 112th Street; Kansas City, Missouri 64153. United States Parole Commission; 3883 Turtle Creek Blvd. Suite I; Dallas, Texas 75219. United States Parole Commission; 330 Primrose Drive - 5th Floor; Burlingame, Calif. 94010.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General who have become eligible for parole. Former inmates includes those presently under supervision as parolees or mandatory releasees and those against whom a revocation warrant has been issued.

Categories of records in the system: (a) Docket Sheets - Each region and the National Appeals Board in Washington maintain a cumulative series of Docket sheets in time sequence showing Commission Action. Principal data elements are name and register number of inmate, offense, sentence, and previous and present Action. The Appeal Docket includes the date and type of appeal in addition to much of the above data. These provide a continual running record of the basic data elements per inmate and former inmate. (b) Hearing Schedules - When inmates become eligible for parole through operation of law, their names appear on an eligibility list prepared by the Bureau of Prisons, for initial parole hearings. Inmates denied parole are 'continued' by the Commission to future dates for review hearings or record reviews. There is a legal requirement for record reviews of certain inmates at the 1/3 point of their sentences. Other types of hearings and reviews are provided for in the Code of Federal Regulations as part of parole rescission or revocation procedures. All of the different types of hearings and reviews are placed on schedules for panels of examiners to process when they visit the various institutions or hold 'local' hearings. The data elements are similar to those on the docket but indicate the number and type of hearing or review to be held instead of the result.

Authority for maintenance of the system: 18 U.S.C. 4201-4218, 5005-5041, 28 C.F.R. Part O, Subpart V, and 28 C.F.R. Part Z.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(a) The dockets provide the basis of answering basic inquiries, mostly from within the Parole Commission, as to when a hearing came up for an individual and what action was taken. The schedules indicate to examiners and prison staff the specific hearings and reviews to be prepared for and held.

(b) In the event that material in this system indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records may be referred to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

(c) A record from this system of records may be disclosed to a federal, state or local agency maintaining civil, criminal or other relevant information if necessary to obtain information relevant to an agency decision concerning parole matters.

(d) A record from this system may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

(e) Internal Users - Employees of the Department of Justice who have a need to know the information in the performance of their duties.

(f) External Users - As noted above, on occasion employees of federal, state and local enforcement, correctional, prosecutive, or other agencies, and courts may have access to this information.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the U.S. Parole Commission unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the U.S. Parole Commission, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and with the consent of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information stored in the system is on sheets of paper, one item per line, stored in folders or binders. An experimental program to store such data on tape, disk, or microfiche using ADP technology, is in the beginning stages.

Retrievability: Name, register number, date, institution, Commission action.

Safeguards: Copies of dockets and schedules are not disseminated outside of Commission offices and Bureau of Prisons installations. They are available only to Commission and Bureau employees on a 'need to know' basis. Information therefrom may be given outside the Department as indicated in the 'Routine Uses.' If so, a letter will be written covering the item disclosed, date, and identity of the recipient. If information must be given over the phone due to urgency, the caller will be identified beforehand and details of the call recorded.

Retention and disposal: Records in this system are kept for five (5) years after the effective date of the schedule or date of the last item recorded on the docket. They are then shredded.

System manager(s) and address: Herman Levy - Attorney-Management Analyst; United States Parole Commission; 320 First Street N.W., Rm. 342; Washington, D.C. 20537.

Notification procedure: Address inquiries to Regional Director at appropriate location. For general inquiries, address System Manager. The Attorney General has exempted this system from compliance with the provisions of Subsection (d), under the provisions of Subsection (j).

Record source categories: 1) Bureau of Prisons files; 2) Parole Commission and Bureau of Prison's employees; 3) Court Records; 4) Parole Commission inmate files.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G) and (H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/PRC - 002

System name: Freedom of Information Act Record System.

System location: Records may be retained at any of the Regional Offices as indicated in the Inmate and Supervision Files System and the Headquarter's Office. All requests for records may be made to the Central Office: United States Parole Commission; 320 First Street, N.W.; Washington, D.C. 20537; ATTN: Executive Assistant to Chairman, or to the appropriate Regional Office.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General, including former inmates on supervision.

Categories of records in the system: 1) Administrative Requests and Responses to requests for information and records under 5 U.S.C. 552, and appeals from denials of data; 2) Final orders of Commission following all parole rescission and revocation hearings, record reviews, and appeals are maintained in the Freedom of Information Act Reading Room at Commission Headquarters with names and register numbers removed to protect individual privacy of inmates and persons on supervision. Final decisions in labor and pension cases are maintained in said reading room.

Authority for maintenance of the system: 5 U.S.C. 552.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is used: a) to maintain records concerning the processing and determination of requests for information made pursuant to the Freedom of Information Act 5 U.S.C. 552; and make final orders available in a reading room pursuant to 5 U.S.C. 552; b) to provide documentation of receipt and processing requests for information made pursuant to the Freedom of Information Act if needed for processing contested denials of release of data; c) to furnish information to employees of the Department of Justice who have a need for information from the system in performance of their duties; d) to maintain a count of requests and method of compliance as required by Freedom of Information Act.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the U.S. Parole Commission unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the U.S. Parole Commission not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and with the consent of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on documents.

Retrievability: Documents are indexed by name and/or register number. Final orders in the reading room are indexed by type, and within each type the source (Region or National Appeals Board).

Safeguards: Information is stored in file cabinets in rooms supervised by day and locked at night and are made available to Commission personnel and other Department of Justice employees on a 'need to know' basis. Each requestor may see his own file. The public may use the reading room.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by shredding.

System manager(s) and address: General Counsel; United States Parole Commission; 320 First Street, N.W.; Washington, D.C. 20537

Notification procedure: Same as the above.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: 1) Inmates and persons on supervision; 2) Department of Justice employees.

Systems exempted from certain provisions of the act: None.

JUSTICE/PRC - 003

System name: Inmate and Supervision Files.

System location: Records are maintained at each of the Commission's Regional Offices for inmates incarcerated in and persons under supervision in each region. Records are housed temporarily at the Commission's Headquarters office located at 320 First Street, Washington, D.C. 20537 when used by the National Appeals Board or other Headquarter's personnel. Prior to the first parole hearing, the inmate's file is maintained at the institution at which he is incarcerated. All requests for records should be made to the appropriate regional office at the following addresses: U.S. Parole Commission; Scott Plaza II; Industrial Highway - 6th Floor; Philadelphia, Pennsylvania 19113. U.S. Parole Commission; 3500 Greenbriar Parkway - Bldg. 0300; Atlanta, Georgia 30331. U.S. Parole Commission; KCI Bank Bldg.; 8800 N.W. 112th Street; Kansas City, Missouri 64153. U.S. Parole Commission; 3883 Turtle Creek Blvd. - Suite I; Dallas, Texas 75219. U.S. Parole Commission; 330 Primrose Drive - 5th Floor; Burlingame, Calif. 94010.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General. Former inmates include those presently under supervision as parolees or mandatory releasees.

Categories of records in the system:

1. Computation of sentence and supportive documentation.
2. Correspondence concerning pending charges, and wanted status, including warrants.
3. Requests from other federal and non-federal law enforcement agencies for notification prior to release.
4. Records of the allowance, forfeiture, withholding and restoration of good time.
5. Information concerning present offense, prior criminal background, sentence and parole from the U.S. Attorneys, the Federal Courts, and federal prosecuting agencies.
6. Identification data, physical description, photograph and fingerprints.
7. Order of designation of institution of original commitment.
8. Records and reports of work and housing assignments.
9. Program selection, assignment and performance adjustment/progress reports.
10. Conduct records.
11. Social background.
12. Educational data.
13. Physical and mental health data.
14. Parole Commission applications, appeal documentation, orders, actions, examiner's summaries, transcripts or tapes of hearings, guideline evaluation documents, parole or mandatory release certificates, statements of third parties for or against parole, special reports on youthful offenders and adults required by statute and related documents.
15. Correspondence regarding release planning, adjustment and violations.
16. Transfer orders.
17. Mail and visit records.
18. Personal property records.
19. Safety reports and rules.
20. Release processing forms and certificates.
21. Interview request forms from inmates.
22. General correspondence.
23. Copies of inmate court petitions and other court documents.
24. Reports of probation officers, Commission correspondence with former inmates and others, and Commission orders and memoranda dealing with supervision and conditions of parole or mandatory release.
25. If an alleged parole violation exists, correspondence requesting a revocation warrant, warrant application, warrant, instructions as to service, detainers and related documents.

Authority for maintenance of the system: 18 U.S.C. 4201-4218, 5005-5041, 28 C.F.R. Part O, Subpart V, and 28 C.F.R. Part 2.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

- (a) The file is the 'working tool' used by Parole Commission examiners to frame the questions at the inmates initial hearing. After that hearing, it is placed in the appropriate regional office where it provides the principle information source for decisions necessary during the pre-release stage (before parole), the review hearing or record review, and the post release stage (when supervision takes place). It is sent temporarily to Commission Headquarters when appeals come before the National Appeals Board or when needed by

Counsel and others on the Headquarters Staff. It is used by employees at all levels including Commission Members to provide the information for decision making in every area of Commission responsibility. Files of released inmates are used to make statistical studies of subjects related to parole and revocation.

(b) The system is used to provide information source to officers and employees of the Department of Justice who have a need for the information in the performance of their duties.

(c) The system is used to provide information source for disclosure of information that are matters solely of general public record, such as offense, sentence data, release date, and etc. Names are not disclosed when information is so provided.

(d) The system is used to provide informational source for responding to inquiries from federal inmates involved, their families or representatives, or Congressional inquiries.

(e) Internal Users - Employees of the Department of Justice who have a need to know information in the performance of their duties.

(f) External Users - U.S. Probation Officers, who supervise parolees and mandatory releasees, and U.S. District Court judges on rare occasions when Commission action is attacked in litigation. Very rarely, to enforcement authorities outside of the Department of Justice.

(g) In the event that material in this system indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records may be referred to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order, issued pursuant thereto.

(h) A record from this system may be disclosed to a federal, state or local agency maintaining civil, criminal or other relevant information if necessary to obtain information relevant to an agency decision relating to current or former inmates under supervision.

(i) A record from this system may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the U.S. Parole Commission unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the U.S. Parole Commission, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and with the consent of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored on papers fastened into file jackets and a minimal amount is on cards stored in card file drawers. Active files and card indices are located in each region; inactive files are at the Washington Federal Records Center and the card index to inactive files is at Board Headquarters in Washington. An experimental program to store such data on tape, disk or microfiche using ADP technology is in the beginning stages.

Retrievability: All data is indexed by name and/or register number. When ADP technology is used in the future, such data may be available by Social Security Number, FBI identification number, or other indices.

Safeguards: Within the Department of Justice, routine use is made available to employees only on a 'need to know' basis. Files are stored in rooms which are supervised by day and locked at

night. Data from files for recipients outside of the Parole Commission and Bureau of Prisons is conveyed by letter so that a record exists. When files are sent they are covered by a letter with a follow-up on return of the file. Such disclosure is infrequent, and is within the federal enforcement-prosecution-judicial area only.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means or shredding.

System manager(s) and address: Herman Levy - Attorney-Management Analyst; United States Parole Commission; 320 First Street, N.W. - Rm. 342; Commission D.C. 20537.

Notification procedure: Address inquiries to Regional Director at appropriate location. For general inquiries, address System Manager. The Attorney General has exempted this system from compliance with the provisions of Subsection (d) under the provisions of Subsection (j).

Record source categories: 1. Individual inmate; 2. Federal law enforcement agencies and personnel; 3. State and federal probation services; 4. Non-Federal law enforcement agencies; 5. Educational institutions; 6. Hospital or medical sources; 7. Relatives, friends and other interested individuals or groups in the community; 8. Former or future employers; 9. Evaluations, observations, reports, and findings of institution supervisors, counselors, boards and committees, Parole Commission examiners, Parole Commission Members; 10. Federal Court records; 11. U.S. Bureau of Prisons personnel and records.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G) and (H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/PRC - 004

System name: Labor and Pension Case, Legal File and General Correspondence System.

System location: All Labor and Pension cases, and Legal file and some general correspondence material is located at: Commission Headquarters; 320 First Street, N.W.; Washington, D.C. 20537. The balance of the general correspondence material is located at the Commission's Regional Offices, the addresses of which are specified in the Inmate and Supervision System.

Categories of individuals covered by the system: All applicants for exemptions under 29 U.S.C. 504 and 29 U.S.C. 1111, all persons litigating with the U.S. Parole Commission, all persons corresponding with the Commission on subjects not amenable to being filed in an inmate or supervision file identified by an individual, and all congressmen inquiring about constituents.

Categories of records in the system: The Commission processes applications of persons convicted of certain crimes for exemptions to allow their employment in the Labor field under 29 U.S.C. 504 or by Employee Benefit Plans under 29 U.S.C. 1111. The files contain memoranda, correspondence, and legal documents with information of a personnel nature, i.e., family history, employment history, income and wealth, etc., and of a criminal history nature, i.e., record of arrests and convictions, and details as to the crime which barred employment. The final decision of the Commission in each case is a public document under the Freedom of Information Act. The Counsel's Office of the Parole Commission maintains work files for each inmate or person on supervision who is litigating with the Commission. These files contain personnel and criminal history type data regarding inmates, and internal communications among attorneys, Members and others developing the Commission's legal position in these cases. Files of the Commission's correspondence with Congressmen who inquire about groups of constituents who have paroles or revocations pending or other subjects are maintained in the Chairman's Office and in the regions. Files of correspondence, notes, and memoranda concerning parole revocation and related problems are also maintained in those locations. Some of this material duplicates material in the inmate files and contains personnel-criminal history type information about individuals.

Authority for maintenance of the system: These files are maintained pursuant to 18 U.S.C. 4201-4218, 5005-5041, 28 C.F.R. Part O, Subpart V, 28 C.F.R. Parts 2 and 4, 29 U.S.C. 504, 1111, and all statutory sections and procedural rules allowing inmates, persons under supervision, or others to litigate with the Parole Commission.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Within the Parole Com-

mission material in this system is used respectively by Counsel's Office staff and Commission Members in processing exemption applications. The legal file material is used by Counsel's Office staff in asserting the litigation position of the Commission. The general correspondence is used by Commission personnel in responding to Congressmen, and by Commission Members and others in transacting the day-to-day business of the Commission. Final pension and labor case decisions are used by the Commission, the Justice, and Labor Departments, and the public to establish precedents in this field of litigation. In the event that material in this system indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records may be referred to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. A record from this system of records may be disclosed to a federal, state or local agency maintaining civil, criminal or other relevant information if necessary to obtain information relevant to an agency decision relating to pension or labor matters. A record from this system may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the U.S. Parole Commission unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the U.S. Parole Commission, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and with the consent of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: All data is on documents or other papers in bound files. Labor and pension case material is in Counsel's Office or the Chairman's Office at Headquarters, except for final decisions which are in the Freedom of Information Act reading room. Legal files are in Counsel's Office at Headquarters, general correspondence is in the Chairman's Office, the office of his staff at Headquarters, and the offices of each regional director. Files are in file cabinets.

Retrievability: Labor, pension, and legal file material is indexed or filed by name of applicant or litigant, respectively. General correspondence is indexed or filed by subject, time sequence or individuals to whom the items refer.

Safeguards: Material is available only to Commission employees on a 'need to know' basis. Storage locations are supervised by day and locked at night. Only disclosure made therefrom is to other agencies of the Department of Justice, the U.S. Probation Office, federal enforcement agencies or the Congress. Disclosure to congressmen in response to inquiries concerning constituents is subject to the exemptions of the Freedom of Information Act. The Commission Decisions in labor and pension cases are public information under the Freedom of Information Act.

Retention and disposal: Records are maintained for 10 years and are shredded or destroyed electronically thereafter.

System manager(s) and address: Herman Levy; Attorney/Management Analyst; United States Parole Commission; 320 First Street, N.W. - Rm. 342; Washington, D.C. 20537.

Record source categories: a. Applicants for Exemptions under 29 U.S.C. 504 and 29 U.S.C. 1111; b. U.S. Department of Labor; c.

Administrative Law Judges and others connected with labor or pension cases; d. Litigants proceeding against Parole Commission; e. The Commission's legal staff and other Commission personnel; f. Congressmen and others making inquiries of Commission; g. Commission Members and employees responding to inquiries, corresponding with others, preparing speeches, policy statements and other means of contact with other branches of the Federal Government, state and local governments, and the public.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (4)(G) and (H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/PRC - 005

System name: Office Operation and Personnel System.

System location: At each regional office as indicated in the 'Inmate and Supervision File System Report' and at the: United States Parole Commission; 320 First Street, N.W.; Washington, D.C. 20537.

Categories of individuals covered by the system: Present and former Commission Members and employees of the United States Parole Commission.

Categories of records in the system: Personnel records, leave records, property schedules, budgets and actual expense figures, obligation schedules, expense and travel vouchers, and the balance of the usual paperwork to run a government office efficiently.

Authority for maintenance of the system: All statutory sections, C.F.R. sections, and CSC, GSA, and OMB directives establishing procedures for government personnel, financial, and operational functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Day to day activity involving personnel, financial, procurement, maintenance, record-keeping, mail delivery and management functions.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are in paper files or on computer printouts - They are stored in operations areas of offices.

Retrievability: Data of a personal nature is in employee personnel files, used by Commission personnel on a 'need to know' basis. Each employee has a right to see his own file on request. Other files are used by Commission personnel on a 'need to know' basis.

Safeguards: Files are supervised by appropriate personnel during the working day and are in locked rooms at night.

Retention and disposal: Subject to applicable CSC, OMB, DOJ, and GSA regulations.

System manager(s) and address: Executive Assistant to the Chairman; United States Parole Commission; 320 First Street, N.W. - Rm. 354B; Washington, D.C. 20537.

Notification procedure: Same as the above.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Parole Commission employees, Office of Management and Finance. All other contributing government agencies.

Systems exempted from certain provisions of the act: None.

JUSTICE/PRC - 006

System name: Statistical, Educational and Developmental System.

System location: Parole Commission Headquarters; 320 First Street - 3rd Floor; Washington, D.C. 20537.

Categories of individuals covered by the system: Any inmate or former inmate under custody of the Attorney General including former inmates supervised as parolees or mandatory releasees.

Categories of records in the system: All records as described in the Workload Record, Decision Result, and Annual Report System plus data on additional input forms known as Revocation Data Sheets, Parole Decision Information Sheet, certain follow-up forms and the Salient Factor Worksheet Form. These forms include criminal history-type data elements regarding specific individuals selected from the above category of individual. This data is either organized and processed by hand or is input into a computer through punch cards and has been used to provide the following one-time reports in pamphlet-text form: a) Administrative Review of Parole Selection and Revocation decisions; b) Parole Decision Making, a Salient Factor Score; c) Effect of Representation at Parole Hearings; d) Parole Decision Making - Structuring Discretion; e) Time Served and Release Performance - A Federal Sample and certain additional reports, all available in the public reading room. The data base collected as described in this and the preceding system will be used to prepare studies on similar or related subjects in the future. It has recently been used to develop revocation guidelines similar to parole guidelines. Items collected for this data base may change depending on the subject matter of new studies to be undertaken by the Commission.

Authority for maintenance of the system: 18 U.S.C. 4201-4218, 5005-5041, 28 C.F.R. Part O, Subpart V, 28 C.F.R. Part 2.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

a. Internal - Develop methodology for a more scientific determination of parolability and revocability, methodology to comply with changing concepts of due process, and methodology to select persons to be released from prison who will be less likely to recidivate.

b. External - Add to the general body of knowledge in the parole area of criminology, and provide educational material for other parole boards, and members of the criminal justice and academic communities interested in this subject. Published pamphlets in text form are prepared on subjects of interest in this area of criminology and are circulated freely. They contain no references to individuals, either by name, address, register number or other means of identification. They do not contain recognizable fact situations, descriptions, or other writings through which identification of any individual within the present or former jurisdiction of the Parole Commission can be made.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to, 28 C.F.R. 50.2 may be made available from systems of records maintained by the U.S. Parole Commission unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the U.S. Parole Commission not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and with the consent of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is in input forms, IBM card decks and on computer tape. It is stored as described in the preceding system description - Pamphlet text reports are public documents stored in offices, libraries, and in bookshelves, and in the public reading room.

Retrievability: Information by name, register number or FBI identification number may be retrieved from the input forms, card

decks, or tape. This material is used only by authorized parole board research personnel on a 'need to know' basis and is data processed only by authorized Bureau of Prisons personnel. Material is not retrieved in identifiable form except that computer produced 'hard copy' may be used as a temporary expedient to prepare a report. The final pamphlet-text reports and material resulting from studies are used by Commission Personnel for internal purposes and the public externally. None of this material contains any reference to an individual. One source form, the Salient Factor Worksheet, which contains information retrievable as to one individual is made available to that individual if requested under the Freedom of Information Act.

Safeguards: See 'Safeguards' of preceding system regarding input forms, IBM cards or tape. Reports in pamphlet form are not safeguarded.

Retention and disposal: See 'Retention and Disposal' of preceding system. The studies in pamphlet form are not disposed of on schedule. Some will be maintained perpetually in archives.

System manager(s) and address: Research Director; U.S. Parole Commission; 320 First Street, N.W.; Room 366; Washington, D.C. 20537.

Record source categories: a. Commission inmate files; b. Docket Sheets; c. Commission Notices of Action, orders and documentation following hearings; d. Commission warrant applications and warrants; e. General Commission records and data; f. Enforcement agency records regarding former inmates.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G) and (H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/PPC - 007

System name: Workload Record, Decision Result, and Annual Report System.

System location: U.S. Parole Commission Headquarters; 320 First Street, 3rd Floor; Washington, D.C. 20537.

Categories of individuals covered by the system: Any inmate and parolee or mandatory releasee who has been the subject of a decision for the period covered in the report for which the data is used (prior month, prior quarter, or prior year).

Categories of records in the system: Certain original input forms indicate the inmate or person under supervision by name and register number and give the date and specific statistical detail as to the decision made. They include criminal history type of information regarding the persons in question. Types of decisions covered in order of the form numbers above are after hearing or record review, after recommendation, after Regional Appeal, after National Appeal, and after a decision reopening and modifying. The data is input into a computer through punch cards and is used to provide the following: (a) A monthly report of workload containing number and type of hearings per region further broken out by institutions within regions and type of sentence; (b) A quarterly report on decision results indicating, among other statistics, number and type of decisions within, above, and below guidelines broken out by examiners making the decisions; (c) Together with hand posted data on other items of statistical value, this data is being used to create the Annual Report of the Commission.

Authority for maintenance of the system: 18 U.S.C. 4201-4218, 5005-5041, 28 C.F.R. Part O, Subpart V, 28 C.F.R. Part 2.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(a) These records are used internally to analyze work product, the performance of evaluators, and various types of procedures and hearings and to evaluate the guidelines themselves.

(b) These records are used to prepare an annual report to the Attorney General and Congress and the public indicating in quantitative and qualitative terms Commission activity and accomplishment.

(c) In the event that material in this system indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records may be referred to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

(d) A record from this system of records may be disclosed to a federal, state or local agency maintaining civil, criminal or other relevant information if necessary to obtain information relevant to Parole Commission matters.

(e) A record from this system may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that information is relevant and necessary to the requesting agency's decision on the matter.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the U.S. Parole Commission unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the U.S. Parole Commission not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and with the consent of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper input forms are stored in folders only until information from them is punched into cards. Data is stored principally on punch cards and plans are being developed to convert it to tape storage. Monthly and quarterly reports in the form of computer printouts are filed in folders. Annual report is in book form and stored in library shelves.

Retrievability: Data in this system can be retrieved by inmate's name and register number from the original input forms, IBM card decks, and planned tape substitute for card decks. It is only retrieved by region, by examiner, by type of decision made or hearing held, by relation to the guidelines and other similar means except for individual case retrievability in the guideline section of the quarterly report. Except for this, there is no output from this system now produced in which any information is identifiable by the name or register number of any person. Such identification exists in the input and storage data area.

Safeguards: Data on forms and IBM cards and/or tape retrievable by individual is stored in the Research Sections Office in cabinets. Research personnel (all selected Commission employees) supervise this data by day and use it on a 'need to know' basis. The room where it is stored is locked outside of office hours, and the entire Headquarters building is guarded and secured. Monthly and quarterly reports are for use of the Chairman, his Executive Assistant and Commission Members and professional personnel. No information thereon is retrievable as pertaining to any individual except certain breakouts by Parole Commission employee examiners and by inmate in the guideline section of the quarterly reports. These printouts are stored in the Commission Headquarters offices, all of which are supervised by day, locked at night, and are in a secured building. The Annual Report contains no information identifiable by individual and is a public document.

Retention and disposal: Completed input forms - Until data is keypunched into IBM cards - usually one month after forms are completed. They are then destroyed; 2. IBM card decks or planned tape substitute - Ten years after preparation, cards will be destroyed - tape degaussed; 3. Printouts of annual and quarterly reports - 10 years; 4. Annual Reports - Some copies retained perpetually in Archives.

System manager(s) and address: Executive Assistant to the Chairman; Rm. 354-B; U.S. Parole Commission; 320 First Street, N.W.; Washington, D.C. 20537.

Record source categories: (a) Commission inmate files; (b) Docket sheets; (c) Commission notices of action, orders and documentation following hearings; (d) Commission warrant applications and warrants; (e) General Commission records and data.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G) and (H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/INS - 001

System name: THE IMMIGRATION AND NATURALIZATION SERVICE INDEX SYSTEM WHICH CONSIST OF THE FOLLOWING SUBSYSTEMS.

- A. Agency information control record index.
 - B. Alien address report index.
 - C. Alien enemy index.
 - D. Automobile decal parking identification system for employees.
 - E. Centralized index and records relating to, but not limited to aliens lawfully admitted for permanent residence and United States citizens (Master index).
 - F. Congressional Mail Unit correspondence control index.
 - G. Document vendors and alters index (Service documents).
 - H. Enforcement branch indices:
 1. Air detail office index system.
 2. Anti-smuggling index (general).
 3. Anti-smuggling information centers systems for Canadian and Mexican borders.
 4. Border Patrol Academy index.
 5. Border Patrol sectors general index system.
 6. Contact index.
 7. Criminal, immoral, narcotic, racketeer, and subversive indices.
 8. Enforcement correspondence control index.
 9. Fraudulent document center index system.
 10. Informant index.
 11. Suspect third party index.
 - I. Examinations correspondence control index.
 1. Branch indices.
 2. Service lookout system.
 - J. Extension training program enrollees.
 - K. Finance section indices.
 1. Accounts with creditors.
 2. Accounts with debtors.
 - L. Freedom of Information correspondence control index
 - M. Intelligence index.
 - N. Microfilmed manifest records
 - O. Naturalization and citizenship indices.
 1. Naturalization and citizenship docket cards.
 2. Examiner's docket lists of petitioners for naturalization.
 3. Master docket list of petitions for naturalization pending one year or more.
 - P. Personnel investigations index.
 - Q. Procurement - property issued employees.
 - R. Security system access clearance information index system.
 - S. White House and Attorney General correspondence control index.
 - T. Health Record System.
 - U. Personal Data Card System.
 - V. Compassionate Cases System.
 - W. Emergency Reassignment Index.
 - X. Alien Documentation Identification and Telecommunication (ADIT) System.
- System location:**
- A. Central Office: 425 'I' Street; N.W. Washington; D.C. 20536.
 - B. Regional Offices:
 1. Burlington, Vermont
 2. Fort Snelling, Twin Cities, Minnesota
 3. Dallas, Texas
 4. San Pedro, California
 - C. District Offices in the United States:
 1. Anchorage, Alaska
 2. Atlanta, Georgia
 3. Baltimore, Maryland
 4. Boston, Massachusetts
 5. Buffalo, New York
 6. Chicago, Illinois
 7. Cleveland, Ohio
 8. Denver, Colorado
 9. Detroit, Michigan
 10. El Paso, Texas
 11. Hartford, Connecticut
 12. Helena, Montana

13. Honolulu, Hawaii
 14. Houston, Texas
 15. Kansas City, Missouri
 16. Los Angeles, California
 17. Miami, Florida
 18. Newark, New Jersey
 19. New Orleans, Louisiana
 20. New York, New York
 21. Omaha, Nebraska
 22. Philadelphia, Pennsylvania
 23. Phoenix, Arizona
 24. Portland, Maine
 25. Portland, Oregon
 26. St. Albans, Vermont
 27. St. Paul, Minnesota
 28. San Antonio, Texas
 29. San Diego, California
 30. San Francisco, California
 31. San Juan, Puerto Rico
 32. Seattle, Washington
 33. Washington, D.C.
- D. District offices in foreign countries
1. Hong Kong, B.C.C.
 2. Mexico City, Mexico
 3. Rome, Italy
- E. Sub Offices:
1. Agana, Guam
 2. Albany, New York
 3. Cincinnati, Ohio
 4. Dallas, Texas
 5. Hammond, Indiana
 6. Harlingen, Texas
 7. Las Vegas, Nevada
 8. Memphis, Tennessee
 9. Milwaukee, Wisconsin
 10. Norfolk, Virginia
 11. Pittsburgh, Pennsylvania
 12. Providence, Rhode Island
 13. Reno, Nevada
 14. St. Louis, Missouri
 15. Salt Lake City, Utah
 16. Spokane, Washington
- F. Border Patrol Sector Headquarters:
1. Blaine, Washington;
 2. Buffalo, New York;
 3. Chula Vista, California;
 4. Del Rio, Texas;
 5. Detroit, Michigan;
 6. El Centro, California;
 7. El Paso, Texas;
 8. Grand Forks, North Dakota;
 9. Havre, Montana;
 10. Houlton, Maine;
 11. Laredo, Texas;
 12. Livermore, California;
 13. Marfa, Texas;
 14. McAllen, Texas;
 15. Miami, Florida;
 16. New Orleans, Louisiana;
 17. Ogdensburg, New York;
 18. Spokane, Washington;
 19. Swanton, Vermont;
 20. Tucson, Arizona;
 21. Yuma, Arizona
- G. Border Patrol Academy - Los Fresnos, Texas
- H. Charlotte Amalie, St. Thomas, Virgin Islands
- I. Sub offices in foreign countries:
1. Athens, Greece
 2. Frankfurt, Germany
 3. Naples, Italy
 4. Palermo, Italy
 5. Rome, Italy
 6. Tokyo, Japan
 7. Vienna, Austria
- J. El Paso Intelligence Center (EPIC) - El Paso, Texas. Addresses of each office are listed in the telephone directories of the respective cities listed above under the heading 'United States Government, Immigration and Naturalization Service'.
- Categories of individuals covered by the system:**
- A. Agency information control record index (Location A, supra)
1. United States citizens, resident and non-resident aliens named in documents classified for National Security reasons.
 2. Individuals referenced in documents classified for National Security reasons.
- B. Alien address reports (Form I-53), 1975 and subsequent years. (Location A, supra); 1974 and previous years (Locations: C, D, and H supra).
- C. Alien enemy index (Location: A supra)
1. Alien enemies who were interned during World War II.
 2. Americans of Japanese ancestry (Nisei) who returned to Japan and, during World War II, either accepted employment by the Japanese Government or became naturalized in Japan
- D. Automobile decal parking identification for employees. (Location B-4 supra).
- Current Service employees of this office who have the privilege of parking their cars on government premises, have a decal for their cars for parking identification.
- E. Centralized index (Master index). (Locations: A, C, D, E and I supra)
1. Aliens lawfully admitted for permanent residence, and United States citizens; and individuals who are under investigation, were investigated in the past, or who are suspected of violating the criminal or civil provisions of treaties, statutes, Executive orders and Presidential proclamation administered by the Immigration and Naturalization Service, hereinafter referred to as the Service, and witnesses and informants having knowledge of such violations.
- F. Congressional Mail Unit (Location A, supra)
1. Aliens lawfully admitted for permanent residence and United States citizens named in correspondence received including, but not necessarily limited to: a. employees and past employees; b. federal state and local officials; and c. members of the general public.
 2. Aliens lawfully admitted for permanent residence and United States citizens named in reports or correspondence received, as individuals investigated in the past or under active investigations for, or suspected of violations of, the criminal or civil provisions of statutes enforced by the Service, including Presidential proclamations and Executive orders relating thereto, and witnesses and informants having knowledge of violations.
- G. Document vendors and alterers index (Service documents) (Location B-4; duplicates are housed in several Service offices in the southwest region). This index relates to, but is not limited to, aliens lawfully admitted for permanent residence and United States citizens.
- H. Enforcement Branch Indices
1. Group one -- (Locations: A, B, C and E, supra) - contact index; informant index; anti-smuggling index (General); criminal, immoral, narcotic, racketeer and subversive indices; and suspect third party index -- all relate to same general categories of individuals as follows:
 - (a) Aliens lawfully admitted for permanent residence, and citizens who are in a position to know or learn of, and assist in locating aliens illegally in the United States.
 - (b) Aliens lawfully admitted for permanent residence, and citizens who are former or present members of an organization subversive in nature, whether foreign or domestic, and are willing to appear as government witnesses to testify as to their knowledge of an individual's membership therein, or as to the nature, aims and purpose of the organization, or as to the identification, publication, distribution and authenticity of the literature of such organization, or are in possession of information relative to such organization or on specific individuals and are willing to cooperate with the Immigration and Naturalization Service, or who although they have not been members of subversive organizations, are in possession of information relating to such organizations or members thereof, and are willing to cooperate with the Service on a continuing basis;
 - (c) Aliens lawfully admitted for permanent residence, and citizens who are known or suspected of being professional arrangers, transporters, harborers, and smugglers of aliens, who operate or conspire to operate with others to facilitate the surreptitious entry of an alien over a coastal or land border of the United States and witnesses having knowledge of such matters;

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- (d) Aliens lawfully admitted for permanent residence and citizens who are known or suspected of being habitual or notorious criminals, immoral, narcotic violators or racketeers, or subversive functionaries or leaders;
- (e) Aliens lawfully admitted for permanent residence, and citizens who are known, or are believed, to be engaged in fraud operations involving the preparation and submission of visa petitions and other applications for Service benefits, or the preparation and submission of applications for immigrant visas and/or Department of Labor certifications, or the filing of false United States birth registrations for alien children to enable parents who are immigrant visa applicants to evade the labor certification requirements or to enable such children to pose as citizens.
2. Group two -- relate to specific categories of individuals as follows:
- (a) Air detail office index system (Location: J, supra) (1) The majority of the system contains information relating to United States citizens and aliens lawfully admitted for permanent residence who are pilots and/or owners of private aircraft and who have engaged in flying between the United States and foreign countries. (2) The system also contains information of an investigative nature relative to pilots, owners, and associates, including United States citizens and aliens lawfully admitted for permanent residence, who engage in, or are suspected of being engaged in, illegal activity, such as alien smuggling or entry without inspection.
- (b) Anti-smuggling information centers for the Canadian border and Mexican border. (Location: Northern Border: F-19, supra - Southern Border: J, supra). Categories of individuals include United States citizens and aliens lawfully admitted for permanent residence who are smugglers or transporters of illegal aliens, or who are suspects in the violation of statutes relating to smuggling and transporting illegal aliens.
- (c) Border Patrol Academy index system -- (Location: G, supra). United States citizens who are: students in attendance at the Border Patrol Academy; former students who have attended the Academy; and officers attending advanced training classes at the Academy.
- (d) Border Patrol Sectors general index -- (Locations: F, supra). (1) United States citizens who are past or present employees of the Service; and (2) United States citizens and aliens lawfully admitted for permanent residence classified as law violators, witnesses, contacts, informants, members of the general public, federal, state, county and local officials.
- (e) Fraudulent Document Center index system -- (Location: J, supra). The system contains information relating to United States citizens and/or aliens lawfully admitted for permanent residence categorized as members of the general public, Notaries Public, state and local birth registration officials and employees, immigration law violators, vendors of documents, donors of documents, midwives and witnesses. Also included in the system are names and information of fictitious non-existent individuals such as may be used by counterfeiter or alterer of citizenship documents.
3. Group three --
- (a) Enforcement correspondence control index -- (Location: A, supra -- Associate Commissioner, Enforcement). (1) Aliens lawfully admitted for permanent residence and citizens of the United States named in correspondence received, including but not necessarily limited to: a. employees and past employees; b. federal, state, and local officials; and c. members of the general public. (2) Aliens lawfully admitted for permanent residence and citizens of the United States named in documents, reports or correspondence received as individuals under investigation, or investigated in the past, or suspected of violation of the criminal or civil provisions of the statutes enforced by the Service, including Presidential Executive Orders and Proclamations relating thereto, and witnesses and informants having knowledge of violations.
- I. Examinations branch indexes (Location: A, supra (duplicates are in some local offices)) Aliens lawfully admitted for permanent residence and United States citizens and individuals who are violators or suspected violators of the criminal or civil provisions of statutes enforced by the Service.
- J. Extension training program enrollees (Location: A, supra) contains the names of Service employees, and other federal agency employees enrolled in extension training program courses.
- K. Finance Section indexes -- (Locations: A and B, supra)
1. Individuals who are indebted to the United States Government for goods, services, or benefits or for administrative fines and assessments;
2. Employees who have received travel advances or overpayments from the United States Government, who are in arrears in their accounts, or who are liable for damage to Government property,
3. Vendors who have furnished supplies, material, equipment and services to the Government;
4. Employees, witnesses and special deportation attendants who have performed official travel; and
5. Employees and individuals who have a valid claim against the Government.
- L. Freedom of Information correspondence control index (Locations: A; B; C; D; E; F; G; H and I, supra) Individuals who request, under the Freedom of Information Act, access to, or copies of, records maintained by the Service.
- M. Intelligence index -- (Locations: A and B, supra) Aliens who have been lawfully admitted to the United States for permanent residence and United States citizens, who have, or who are suspected of having, violated the criminal or civil provisions of the statutes enforced by the Service.
- N. Microfilmed manifest records -- (Locations: A, C-26, C-10, C-20, and C-29, supra) Aliens lawfully admitted for permanent residence to the United States and United States citizens.
- O. Naturalization and citizenship indexes.
1. Naturalization and citizenship docket cards (Locations: C and E supra, except E-6, 7, 8 and 13). Aliens lawfully admitted for permanent residence and citizens of the United States, and other individuals seeking benefits under Title III of the Immigration and Nationality Act of 1952, as amended.
2. Examiner's docket lists of petitioners for naturalization. (Locations: C and E supra, except E-6, 7, 8, and 13.) Petitioners for naturalization and beneficiaries
3. Master docket list of petitioners for naturalization pending one year or more. (Locations: A, B, C and E supra, except E-6, 7, 8 and 13.) Petitioners for naturalization and beneficiaries.
- P. Personnel Investigations -- (Location: A, supra) Employees, former employees, other Government agency employees designated to perform immigration functions, witnesses, informants, and certain persons having contacts with Service operations.
- Q. Property issued to employees -- (Locations: A, B, C, E and I, supra). Employees of the Service who have been issued property and have in addition signed for receipt of the property on Form G-570.
- R. Security system -- (Location: A supra). United States citizens and aliens lawfully admitted for permanent residence to the United States currently employed with the Service who have been cleared for access to documents and materials classified in the interest of National Security.
- S. White House and Attorney General correspondence control index -- (Location: A, supra). Citizens and aliens lawfully admitted for permanent residence to the United States named in correspondence received, including, but not necessarily limited to: (a) employees and past employees of the Service; (b) federal, state and local officials; and (c) members of the general public.
- T. Health Record System (Location: A, supra). Persons at Location A, supra, who need health services or who require emergency treatment.
- U. Personal Data Card System (Locations: A and B, supra). Employees and former employees of the Service.
- V. Compassionate Cases System. (Locations: A and B-1 and 4, supra). Employees of the Service.
- W. Emergency Reassignment Index (Locations: B, C, E and F). Employees of the Service.
- X. Alien Documentation, Identification, and Telecommunication (ADIT) system - (Location A, supra). Aliens lawfully admitted for permanent residence, commuters and others authorized frequent border crossings, nonimmigrant persons other than transients.
- Categories of records in the system:**
- A. Agency information control record index system contains.
1. Top secret and secret material originated, received or transmitted by Service officers that has been classified as National Security information including all copies prepared from a controlled document.
2. Confidential material originated by another agency which is received by this Service including all copies prepared from a controlled document.

3. All investigative reports, responses to security checks, and material of an intelligence nature concerning individuals, organizations, movements, conditions in foreign countries, received from sources within the Department of Justice and other federal intelligence sources.
- B. Alien address report index. This system contains information such as name, address, occupation, date of admission into the United States and Alien Registration number.
- C. Alien enemy index. This system contains a microfilm index of each file opened on these individuals.
- D. Automobile decal parking identification system for employees vehicles. This system contains a list by number of each DJ decal car sticker issued by the Security Division to regional employees who require car parking permission.
- E. Centralized index and records relating to permanent resident aliens, and citizens of the United States (Master index). The system consists of records relating to the categories of individuals described in E-1, supra. The records contain various Service forms, applications and petitions for benefits under the immigration and nationality laws, reports of investigation, sworn statements, and reports, correspondence and memoranda. Records which may be accessed electronically are limited to index and file locator data including name, identifying number, date and place of birth, date and port of entry, coded status transaction data, and location of relating records or files.
- F. Congressional mail unit. This system contains a permanent index record for each report or piece of correspondence received. Information maintained in the index of this subsystem is that which is entered on a 3' x 5' index card. The index record is solely a locator reflecting the name of the individual and the number of the file in which specific information concerning the individual is maintained.
- G. Document vendors and alters index (Service documents). This system consists of 'mug book' containing photos of alleged immigration law violators involved in the supply of fraudulent documents, and data relating to the pictured violators including: name, aliases, vital statistics, method of operation, list of convictions, present location, and source material.
- H. Enforcement branch.
1. Group one -- contact index; informant index; anti-smuggling index (general); criminal, immoral, narcotic, racketeer and subversive indices; and suspect third party index: These systems of records are maintained on the following.
 - (a) Form G-598, 'Contact Record'.
 - (b) Form G-169, 'Informant Record'.
 - (c) Form G-170, 'Smuggler Information Index Card'.
 - (d) Alphabetical index cards reflecting the name of the individual and the file in which specific information concerning the individual is housed. Some index cards reflect the individual's biographic data, address, etc., and may contain a brief description of the individual's activities.
 2. Group two.
 - (a) Air detail office index. The primary record in the system is Form I-92A, Report of Private Aircraft Arrival, which is executed by the inspecting official upon arrival of a private aircraft from foreign territory. There are also indices, forms, investigative reports, records, and correspondence relative to aircraft arrivals, failure to report for inspection, and known or suspected alien smuggling operations wherein aircraft are utilized. In addition, microfiche containing names of owners of aircraft of United States registry are maintained at this location.
 - (b) Anti-smuggling information centers for the Canadian and Mexican borders. This system contains G-170, Smuggler Information Index Card, other index cards, and correspondence relating to anti-smuggling activities. Two indices of active smugglers are compiled, one for the Canadian border and the other for the Mexican border area. These indices are in loose leaf booklet form and are distributed to Border Patrol offices in the respective border areas.
 - (c) Border Patrol Academy index. This system contains general information and correspondence regarding the student's academic progress in training. The information is maintained on the following forms. (1) SW 91 - Probationary Achievement Report. (2) SW 91A - Scholastic Grade Worksheets. (3) SW 91B-10 BTC Achievement Report Immigration Inspector. (4) SW 91C - 10 BTC Achievement Report Investigator. (5) SW 96 - Class Rating Form. (6) SW 128 - Training Data. (7) SW 282 - Registration Information Form. (8) 446 - Conduct and Efficiency Report of Probationary Employee 5 1/2 and 10 months exam grades.
- (d) Border Patrol sectors general index. (1) This system contains indices, forms, reports and records relating to activities of the Border Patrol. Included in the various segments of the system are the following numbered and titled forms: a. Form I-44 - Record of Apprehension or Seizure; b. Form I-215W - Affidavit - witness; c. Form I-263A and I-263B - Record of Sworn Statement; d. Form I-195 - Criminal Prosecution Control Card; e. Form I-263W - Records of Sworn Statement - witness; f. Form I-326 - Prosecution Reports; g. Form G-170 - Smuggler Information Index Card; h. Form G-296 - Report of Violation of Section 239, Immigration and Nationality Act; i. Form G-330 - Notice of Action Information; j. Form G-445 - Conduct and Efficiency Evaluation of Probationary Appointees; and k. Form G-598 - Contact Record. (2) This system also contains copies of correspondence and memoranda between offices of the Service and with outside agencies and individuals, as well as photographs of some violators of the immigration laws or of individuals suspected of being involved in immigration law violations. (3) The Service lookout book and booklets of indexes of active smugglers are at each location; however, these are duplicated records which are reported separately in other systems of records.
- (e) Fraudulent document center index. This system contains birth certificates, baptismal certificates, and other identification documents used by aliens to support their fraudulent claims to United States citizenship. Most of the documents are genuine, however, there are also counterfeit and altered documents in the system. Also within the system are cross indexes, investigative reports, and records of individuals involved in fraud schemes and of individuals whose documents have been put to fraudulent usage. Correspondence and memoranda between the Fraudulent Document Center and other Service Offices, outside agencies and individuals are retained.
3. Group three.
- (a) Enforcement correspondence control index. This system contains a semi-permanent index record for each document, report or piece of correspondence received. Information maintained in the system is that which is entered on Form G-617, 'Correspondence Control Card', and CO Form 147, 'Call-Up Index - Domestic Control'. The index record is primarily a locator reflecting the name of the individual and the file in which specific information concerning the individual is housed.
- I. Examinations branch.
1. Examinations correspondence control index: contains a semi-permanent index record for each document, report or piece of correspondence received. Information maintained in the system is that which is entered on Form G-617, 'Correspondence Control Card'. The index record is primarily a locator reflecting the name of the individual and the file in which specific information concerning the individual is housed.
 2. Service lookout system contains names of violators, alleged violators and suspected violators of the criminal or civil provisions of statutes enforced by the Service.
- J. Extension training program enrollees. The system contains a folder for each enrollee. Each folder contains a complete record of the enrollee's test scores, correspondence and dates of every action taken with regard to the mailing of lesson materials, receipt of tests, scoring and mailing out test results and dates certificates were completed and mailed.
- K.
1. Accounts with creditors. The records consist of vendors' invoices, purchase orders, travel vouchers and claims filed by appropriation for the fiscal year from which payment is chargeable.
 2. Accounts with debtors. The records consist of bills for inspection services performed under the Act of March 2, 1931 (8 U.S.C. 1353a); fees, fines, penalties and deportation expenses assessed pursuant to the Immigration and Nationality Act; and employee indebtedness for travel advances, for the unofficial use of Government facilities and services, for damage to or loss of Government property, and for the erroneous or overpayment of compensation for travel expenses.

L. Freedom of Information correspondence control index. The system contains an index record for each piece of correspondence received requesting information under the Freedom of Information Act.

M. Intelligence index. This system contains a semi-permanent index record for each document, report, bulletin or correspondence received. The index is categorized by name, violation, and activity. The index is primarily a locator reflecting the category, source of material and specific housing of information.

N. Microfilmed manifest records. Microfilmed indices, and arrival and departure manifests reflecting brief biographical data and facts of arrival or departure. The arrival records for certain ports date from 1891 and departure records date from 1900. The records are not complete; certain records were destroyed and were not microfilmed.

O.

1. Naturalization and citizenship docket cards. Docket cards consist of 3' x 5' or 5' x 8' index cards arranged alphabetically according to name of applicant, beneficiary or petitioner, indicating type of application submitted, date of receipt, file and/or petition number, and court number wherein petition for naturalization was filed. The docket cards are locators for the files in which specific information concerning the individuals is maintained.
2. Examiner's docket lists of petitioners for naturalization. Lists of petitioners for naturalization (Form N-476) are arranged chronologically for each court exercising naturalization jurisdiction, showing petition number, petition filing date, file number, court number, name of petitioner for naturalization, name of beneficiary in whose behalf a petition is filed, proposed recommendation by the naturalization examiner and reasons for the continuance. The lists serve as locators for the files in which specific information concerning the petitioners is maintained.
3. Master docket lists of petitions for naturalization pending one year or more. Master docket lists of petitions for naturalization (Form N-476) pending for a year or more are arranged chronologically for each court exercising naturalization jurisdiction showing the petition number, petition filing date, petitioner's name, recommendation and issues and reason why petition is still pending. The lists serve as locators for the files in which specific information concerning the petitioners is maintained.

P. Personnel investigations index. Contains two separate card index files, one for cases under active investigation, and the other for formerly active cases now closed. These cards are locator cards listing names of investigation subjects, their locations, and the allegations under investigation. Two relating sets of temporary work folders exist housing open/closed allegations of misconduct and investigative reports.

Q. Property issued to employees. The records consist of a Form G-570, 'Record-Receipt-Property Issued to Employee,' which lists property issued to an employee. The Form G-570 lists the employee's name, description of the property, serial number, date received and employee's initials, and finally date returned and supervisor's initials.

R. Security system index. The system is comprised of 3' x 5' index cards filed alphabetically which reflect levels of access clearances granted to employees of the Service and the dates when the clearances were granted.

S. White House and Attorney General correspondence control index. Contains an index record for each piece of correspondence addressed to the President and the Attorney General, with certain exceptions, which has been referred to this Service for appropriate attention. Information maintained in the system is that which is entered on Form G-617, 'Correspondence Control Card'. The index record is primarily a locator reflecting the name of the correspondent and/or the subject individual of the correspondence and the file in which specific information concerning the individual is housed.

T. Health Record System. The record consists of a 5' x 7' index card that lists the name, date and treatment given any person in the Health Unit.

U. Personal Data Card System. The record consists of a 3' x 5' card for each employee or former employee (G-74). The entries on the card (G-74) include name, date of birth, height, weight, sex, blood type, photograph, and color of hair and eyes.

V. Compassionate Cases System. The record consists of a 3' x 5' index card containing employee's name, position, grade, present location, date request received in Central Office, date circulated to

compassionate committee, disposition, new location of employee whose request is granted; and a folder containing copy of employee's Form G-410, employee's request (memo), local and regional recommendations, doctor's statement (where applicable), record of committee action, and response to employee.

W. Emergency Reassignment Index. The record consists of 3' x 5' card (G-560) which reflects the name, age, grade, title, official station, residence, telephone number and emergency assignment activity.

X. Alien Documentation, Identification and Telecommunication (ADIT) system. The records consist of formatted data base records of personal and biographical information such as name, date of birth, picture and fingerprint coordinates, height, mother's first name, father's first name, city/town/village of birth.

Authority for maintenance of the system:

A. General, applicable to all Service index systems, includes but is not limited to: Sections 103, 265 and 290 and Title III of the Immigration and Nationality Act, hereinafter referred to as the Act (66 Stat. 163), as amended, (8 U.S.C. 1103; 8 U.S.C. 1305; 8 U.S.C. 1360), and the regulations pursuant thereto.

B. Specific, applicable to some of the indices, including but not limited to: (1) Executive Order 11652, and 28 C.F.R. 17.79 - agency control information record index, and access clearance information system. (2) 31 U.S.C. 66a - Finance branch indices. (3) Title III of the Act, as amended, (8 U.S.C. sections 1401 through 1503), and the regulations promulgated thereunder - naturalization and citizenship indices. (4) Sections 235 and 287 of the Act, as amended, (8 U.S.C. 1225; and 8 U.S.C. 1357), and the regulations promulgated pursuant thereto in personnel investigations. (5) Section 231 of the Act, as amended, (8 U.S.C. 1221) - manifest records. (6) 40 U.S.C. 483 - property management system. (7) 5 U.S.C. 4113 - extension training program. (8) 5 U.S.C. 552. The Freedom of Information Act, requires certain record keeping, this system was established and is maintained in order to enable the Service to comply with this requirement. (9) 5 U.S.C. 301 - Health Record System, Personal Data Card System, and Compassionate Cases System. (10) Executive Order 11490 - Emergency Reassignment Index.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system of records is used to serve the public by providing data for responses, when authorized, to written inquiries, complaints, and so forth. It is also used to administer the management, operational, and enforcement activities of the Service. The records are used by officers and employees of the Service and the Department of Justice in the administration and enforcement of the immigration and nationality laws, and related statutes, including the processing of applications for benefits under these laws, detecting violations of these laws, and for referrals for prosecution.

A. Relevant information contained in this system of records maintained by the Service to carry out its functions may be referred, as a routine use, to clerks and judges of courts exercising naturalization jurisdiction for the purpose of filing petitions for naturalization and to enable such courts to determine eligibility for naturalization or grounds for revocation of naturalization.

B. Relevant information contained in this system of records maintained by the Service to carry out its functions may be referred, as a routine use, to the Department of State in the processing of petitions or applications for benefits under the Immigration and Nationality Laws Act, and all other immigration and nationality laws, including treaties and reciprocal agreements.

C. Relevant information contained in this system of records maintained by the Service to carry out its functions may be provided, as a routine use, to other federal, state, and local government law enforcement and regulatory agencies, foreign governments, the Department of Defense, including all components thereof, the Department of State, the Department of the Treasury, the Central Intelligence Agency, the Selective Service System, the United States Coast Guard, the United Nations, Interpol, and individuals and organizations during the course of investigation in the processing of a matter or a proceeding within the purview of the immigration and nationality laws, to elicit information required by the Service to carry out its functions and statutory mandates.

D. In the event that this system of records maintained by the Service to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or

regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in this system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

- E. In the event that this system of records maintained by the Service to carry out its functions indicates a violation or potential violation of the immigration and nationality laws, or of a general statute within Service jurisdiction, or by regulation, rule, or order issued pursuant thereto, the relevant records in this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate, or administrative tribunal and to opposing counsel in the course of discovery.
- F. A record from this system of records may be disclosed, as a routine use, to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
- G. A record from this system of records may be disclosed, as a routine use, to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a decision of this Service concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.
- H. Indication of a violation or potential violation of the laws of another nation, whether civil or criminal, may be referred to the appropriate foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such laws; indication of any such violation or potential violation may also be referred to international organizations engaged in the collection and dissemination of intelligence concerning criminal activity.
- I. Relevant information contained in this system of records may be disclosed, as a routine use, to the office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.
- J. A record from this system may be disclosed to other Federal agencies for the purpose of conducting national intelligence and security investigations.
- K. Information contained in this system of records may be disclosed to an applicant, petitioner or respondent or to his or her attorney or representative (as defined in 8 C.F.R. 1.1(j) in connection with any proceeding before the Service.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: General.

Storage: Generally, information is stored manually; in some instances, in automated index systems. The actual records relating to individuals are stored in file folders at the addresses located in locations A, B, C, E, F and H, supra.

Retrievability: In general, records are indexed alphabetically by name and/or 'A' file number or petition and court number, some include date and port of entry. Access: Most systems are accessed manually. In some cases, index records may be accessed electronically from remote terminals.

Safeguards: Each system of records is safeguarded and protected in accordance with Department of Justice and Service rules and procedures.

Retention and disposal:

a. The period of retention for alien registration records is 100 years from the closing date or date of last action.

b. Materials retained in correspondence portion of subject files are normally retained no longer than two years and are then either microfilmed or destroyed by burning.

c. Materials retained in policy portions of subject files are retained indefinitely.

d. Indexes and records not enumerated above are generally retained only so long as they serve a useful purpose.

e. Microfilmed manifest records are retained permanently.

f. Freedom of Information Act index cards and materials kept in the correspondence portion of files are retained for one year; the disposal is by burning, shredding or pulverizing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Exceptions to the general practices above:

Storage:

a. Air detail office index systems. Forms I-92 are filed in rotary index machines by calendar year. Suspect files are in letter size cabinets, both are operated manually.

b. Alien address reports, I-53, are microfilmed from 1975 and subsequent. In 1973 and 1974 they are filed in cabinets in Service offices and in Federal Record Centers.

c. Alien enemy index information is maintained in the system and is on microfilm. The actual files are stored in Federal Record Centers.

d. Intelligence indices, are stored not by name, but by organization, activity or violation.

e. Some systems are stored numerically, or by subject, or by court and petition number or time sequence, as well as alphabetically.

f. Alien Documentation, Identification and Telecommunication (ADIT) system information is stored on magnetic tape and disk. Original forms completed by the individuals to whom the records pertain are filed with other records in subsystem E, 'Centralized index and records.'

g. Centralized index records which can be accessed electronically are stored on magnetic disk and tape.

Access: a. Centralized index records stored on magnetic disk are accessed from remote terminals located in INS offices on the Department of Justice Telecommunications System (JUST).

Retrievability: Aircraft data is filed in numerical sequence (air detail office index system).

Retention and disposal:

a. Access clearance index is maintained on a current basis. Cards forms completed by the index are destroyed upon the resignation, death or retirement of the employee.

b. Air detail office index, Form I-92A, forms information is retained for 5 years.

c. Border Patrol examination papers are destroyed 6 months after the trainee officer completes his probationary year.

d. Finance indices: Accounts with creditors and debtors are retained by the Service for 2 years from the close of the fiscal year to which they relate and are then transferred to the Federal Record Centers pending their ultimate disposition. The records are disposed of in accordance with General Service Administration regulations.

e. Intelligence indices: Intelligence bulletins are retained indefinitely.

f. Index Form G-617 is maintained for three years, then destroyed. However, in the White House and Attorney General Correspondence Indexes, form G-617 information is retained through the administration of each President and one year beyond.

g. Index Form CO - 147 is maintained until the subject matter is finally acted upon and is then destroyed.

h. Personnel investigations are generally destroyed in June of the year following the one year anniversary of the close of the investigation. Operation Clean Sweep cases are being retained as a package until the program is terminated. Criminal matters of unusual sensitivity are retained as long as there is a useful need.

i. Health Unit records: The records are retained for a period of 6 years after the date of the last entry therein. The records are disposed of by burning, shredding, macerating or pulverizing.

j. Indexes relating to law violators and witnesses are retained for 3 years and then destroyed. General correspondence is retained for no longer than 2 years. Investigative matters of a routine nature may be disposed of when the investigation is closed. Information on present and past employees is retained only as long as such information serves a useful purpose.

k. Naturalization examiners docket lists and master docket lists of petitioners for naturalization are retained for two years, disposal is by tearing, shredding, pulverizing, or burning. Naturalization and citizenship docket cards are purged after applications are rejected, closed, petitions non-filed, applications granted or denied, or petitions for naturalization granted, or denied, the disposal is by tearing the cards.

l. Personal Data Card System: The record is retained for a period of 3 years after an employee is separated and then destroyed (Location: A, supra). The record is retained until an employee is separated and then destroyed (Location: B, supra). The records are disposed of by burning, shredding, macerating or pulverizing (Locations: A and B, supra).

m. Compassionate Cases System: The records are retained for 3 years and then destroyed. The records are disposed of by burning, shredding, macerating or pulverizing.

n. Emergency Reassignment Index: The records are retained on a current basis and are destroyed upon the transfer, separation, retirement or death of the employee. The records are destroyed by burning.

o. Alien Documentation, Identification and Telecommunication (ADIT) system records are maintained until naturalization, death or other material change in status of the individual, or until the registration card is relinquished.

p. Centralized index records stored on magnetic disk and tape are updated periodically and maintained for the life of the relating record. Original index cards are microfilmed, then destroyed.

System manager(s) and address:

A. The system manager, service-wide is the Associate Commissioner, Management (Location: A supra)

B. The Associate Commissioner, Management is the sole manager of the following systems:

1. Agency information control record index;
 2. Alien address report (I-53);
 3. Alien enemy index;
 4. Centralized index (Master index);
 5. Congressional mail unit index;
 6. Document vendors and alterers;
 7. Enforcement correspondence control index;
 8. Examinations correspondence control index;
 9. Finance unit indexes;
 10. Freedom of Information Act correspondence control index;
 11. Intelligence indexes;
 12. Microfilmed manifest records;
 13. Property issued to employees;
 14. Access clearance information system; and
 15. White House and Attorney General correspondence control index.
16. Health Record System.
17. Alien Documentation, Identification and Telecommunication (ADIT) system.

C. The following official for Service personnel investigations: Director, Internal Investigations (Location: A supra).

D. The following officials (for inquiry for special need) by category:

1. Alien address reports for portion of system maintained: (a) Associate Commissioner, Management; (b) District Directors (Locations: C supra); and/or (c) Officers in Charge - (Locations: - E supra).
2. Investigation units indices for: Contact index; enforcement index; anti-smuggling index (general); criminal, immoral, narcotic, racketeer and subversive indices; and suspect third party index, the managers are the ranking Service officer, of the Service offices in which such indices are maintained - (Location: A, B, C and E supra).

3. Border Patrol unit indices. (a) Air detail office index: Deputy Director (Location: J, supra). (b) Anti-smuggling information center: (1) Canadian Border: Chief Patrol Agent (Location: F-19 supra); and (2) Mexican Border: Deputy Director (Location: J, supra). (c) Fraudulent Document Center: Deputy Director (Location: J, supra). (d) Border Patrol Academy: Chief Patrol Agent (Location: G supra). (e) Border Patrol sector general indices: Chief Patrol Agent (Location: F-1 thru 21 supra).

4. Assistant Regional Commissioner, Security (Location: B-4 supra) For automobile decal identification system.

5. Chief, Employee Development Branch. Office of Assistant Commissioner, Personnel (Location: A supra) for extension training program enrollee file

6. Naturalization and Citizenship indexes. (a) Naturalization and citizenship docket cards. District Directors and Officers in Charge (Locations C and E supra, except E-6, 7, 8 and 13). (b) Docket lists of Petitioners for Naturalization Form N-476: District Directors and Officers in Charge (Locations: C and E supra, except E-6 and 8). (c) Docket lists of petitions pending at least one year (Form N-476): The Associate Commissioner Mgt. (Location: A supra), Regional Commissioners (Location: B supra), District Directors and OIC's (Locations C and E supra, except E-6, 7, 8 and 13).

7. Personal Data Card System: Associate Commissioner, Management (Location: A, supra); Regional Commissioners (Location: B, supra).

8. Compassionate Cases System: Associate Commissioner, Management (Location: A, supra); Regional Commissioners (Locations: B-1 and 4, supra).

9. Emergency Reassignment Index: Regional Commissioners - (Location: B, supra); District Directors (Location: C, supra); Officers in charge (Location: E, supra); and Chief patrol agents (Location: F, supra).

Notification procedure:

A. Address inquiries to the respective systems managers listed in System Manager supra, except Finance unit inquiries shall be addressed to the office of the Service at which the individual did business (for locations see Location supra) and Freedom of Information Act inquiries shall be addressed to the office of the Service nearest the requestor's place of residence, or if known, the office of the Service where the requestor knows his record is located.

B. Systems totally exempt from disclosure pursuant to 5 U.S.C. 552a (j) and (k).

1. Agency information control index system.
2. Anti-smuggling index (general).
3. Anti-smuggling information centers system for Canadian and Mexican Borders.
4. Contact index.
5. Criminal, immoral, narcotic, racketeer and subversive indexes.
6. Document vendors and alterers index.
7. Informant index.
8. Intelligence indexes.
9. Service look out system.
10. Suspect third party index.
11. Emergency Reassignment Index.

Record access procedures: In all cases, requests for access to a record from any record subsystem shall be in writing or in person; if request for access is made in writing, the envelope and letter shall be clearly marked 'Privacy Access Request'. The requester must include a description of the general subject matter and, if known, the relating numerical identifier. The request must also include sufficient data to identify a relating record, such as the individual's full name, date and place of birth, and if appropriate, the date and place of entry into the United States, or departure from the United States. The requester shall also provide a return address for transmitting the information. Most of the systems contain records which the Attorney General has exempted from disclosure pursuant to 5 U.S.C. 552a (j) and (k) and records which are classified pursuant to Executive order. The requester will be accorded access to the records relating to himself only to the extent that such records are not within the scope of exemptions and are not classified.

Contesting record procedures: Any individual desiring to contest or amend information maintained in the system should direct his request to the office of this Service nearest his residence, or in which he believes a record concerning him may exist, (see Notification, supra), stating clearly and concisely what information is being

contested, the reasons for contesting it, and the proposed amendment to the information.

Record source categories: The basic information contained in these records is supplied by the individual on Department of State and Service applications and reports; inquiries and/or complaints from members of the general public, members of the Congress; referrals of inquiries and/or complaints directed to the White House or to the Attorney General by members of the general public; Service reports of investigation, sworn statements, correspondence and memoranda; official reports, memoranda and written referrals from other government agencies, including Federal, state and local; from the various courts and regulatory agencies; and information from foreign government agencies and international organizations.

The source of the data in the Freedom of Information Act correspondence control index is those individuals who seek information under that Act.

The information contained in the Emergency Reassignment Index is supplied by the individual and the Associate Commissioner, Management.

Nearly all the systems contain information received from sources which are exempted from disclosure pursuant to 5 U.S.C. 552a (j) and (k).

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H) and (I), (e)(5) and (8), (f), (g), (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j) and (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/FBI - 001

System name: National Crime Information Center (NCIC).

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg., 10th and Pennsylvania Avenue, N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system:

A. Wanted Persons

1. Individuals for whom Federal warrants are outstanding.
2. Individuals who have committed or have been identified with an offense which is classified as a felony or serious misdemeanor under the existing penal statutes of the jurisdiction originating the entry and felony or misdemeanor warrant has been issued for the individual with respect to the offense which was the basis of the entry. Probation and parole violators meeting the foregoing criteria.
3. A 'Temporary Felony Want' may be entered when a law enforcement agency has need to take prompt action to establish a 'want' entry for the apprehension of a person who has committed, or the officer has reasonable grounds to believe has committed, a felony and who may seek refuge by fleeing across jurisdictional boundaries and circumstances preclude the immediate procurement of a felony warrant. A 'Temporary Felony Want' shall be specifically identified as such and subject to verification and support by a proper warrant within 48 hours following the initial entry of a temporary want. The agency originating the 'Temporary Felony Want' shall be responsible for subsequent verification or re-entry of a permanent want.

B. Individuals who have been charged with serious and/or significant offenses.

C. Missing Persons

1. A person of any age who is missing and who is under proven physical/mental disability or is senile, thereby subjecting himself or others to personal and immediate danger.
2. A person of any age who is missing under circumstances indicating that his disappearance was not voluntary.
3. A person of any age who is missing and in the company of another person under circumstances indicating that his physical safety is in danger.
4. A person who is missing and declared unemancipated as defined by the laws of his state of residence and does not meet any of the entry criteria set forth in 1, 2, or 3 above.

Categories of records in the system:

A. Stolen Vehicle File

1. Stolen vehicles
2. Vehicles wanted in conjunction with felonies or serious misdemeanors.
3. Stolen vehicle parts, including certificates of origin or title.

B. Stolen License Plate File

1. Stolen or missing license plates.

C. Stolen/Missing Gun File

1. Stolen or missing guns.
2. Recovered gun, ownership of which has not been established.

D. Stolen Article File

E. Wanted Person File

Described in 'Categories of individuals covered by the system:

A. Wanted Persons'

F. Securities File

1. Serially numbered stolen, embezzled, counterfeited, missing securities.
2. 'Securities' for present purposes of this file are currency (e.g. bills, bank notes) and those documents or certificates which generally are considered to be evidence of debt (e.g. bonds, debentures, notes) or ownership of property (e.g. common stock, preferred stock), and documents which represent subscription rights (e.g. rights, warrants) and which are of those types traded in the securities exchanges in the United States, except for commodities futures. Also included are warehouse receipts, travelers checks and money orders.

G. Boat File

H. Computerized Criminal History File

A cooperative Federal-State program for the interstate exchange of criminal history record information for the purpose of facilitating the interstate exchange of such information among criminal justice agencies.

I. Missing Person File

Described in 'Categories of individuals covered by the system:

C. Missing Persons'

Authority for maintenance of the system: The system is established and maintained in accordance with Title 28, United States Code, Section 534 and Title 28 - Judicial Administration, Chapter 1 - Department of Justice (Order No. 601-75) Part 20 - Criminal Justice Information Systems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Data in NCIC files is exchanged with and for the official use of authorized officials of the Federal Government, the states, cities, and penal and other institutions in accordance with Title 28, U.S. Code, Section 534. The data is exchanged through NCIC terminals under the control of criminal justice agencies in the 50 states, FBI Field Offices, and other Federal law enforcement agencies. Dissemination of criminal history record information is set forth in Title 28 - Judicial Administration, Chapter 1 - Department of Justice (Order No. 601-75) Part 20 - Criminal Justice Information Systems, Subpart C, Section 20.33.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the NCIC system is stored electronically for use in a computer environment.

Retrievability: On-line access to data in NCIC is achieved by using the following search descriptors. 1. Vehicle File: a) Vehicle identification number; b) License plate number; c) NCIC number (unique number assigned by the NCIC computer to each NCIC record).

2. License Plate File: a) License plate number; b) NCIC number.
3. Gun File: a) Serial number of gun; b) NCIC number

4. Article File: a) Serial number of article, b) NCIC number.
5. Wanted Person File: a) Name and one of the following numerical identifiers: date of birth, FBI number (number assigned by the Federal Bureau of Investigation to an arrest fingerprint record), Social Security number (It is noted the requirements of the Privacy Act with regard to the solicitation of Social Security numbers have been brought to the attention of the members of the NCIC system), Operator's license number (driver's license number), Miscellaneous identifying number (military number or number assigned by Federal, state or local authorities to an individual's record, Originating agency case number, b) Vehicle or license plate known to be in the possession of the wanted person; c) NCIC number (unique number assigned to each NCIC record)
6. Securities File: a) Type, serial number, denomination of security; b) Type of security and name of owner of security, c) Social Security number of owner of security, d) NCIC number.
7. Boat File: a) Registration document number, b) Hull serial number; c) NCIC number.
8. Computerized Criminal History File: a) Name, sex, race, and date of birth; b) FBI number; c) State identification number, d) Social Security Number, e) Miscellaneous number.
9. Missing Person File SAME AS WANTED PERSON FILE.

Safeguards: Data stored in the NCIC is documented criminal justice agency information and access to that data is restricted to duly authorized criminal justice agencies. The following security measures are the minimum to be adopted by all criminal justice agencies having access to the NCIC Computerized Criminal History File. These measures are designed to prevent unauthorized access to the system data and of unauthorized use of data obtained from the computerized file.

1. Computer Centers
 - a. The criminal justice agency computer site must have adequate physical security to protect against any unauthorized personnel gaining access to the computer equipment or to any of the stored data.
 - b. Since personnel at these computer centers can access data stored in the system, they must be screened thoroughly under the authority and supervision of an NCIC control terminal agency (This authority and supervision may be delegated to responsible criminal justice agency personnel in the case of a satellite computer center being serviced through a state control terminal agency.) This screening will also apply to non criminal justice maintenance or technical personnel.
 - c. All visitors to these computer centers must be accompanied by staff personnel at all times.
 - d. Computers having access to the NCIC must have the proper computer instructions written and other built-in controls to prevent criminal history data from being accessible to any terminals other than authorized terminals.
 - e. Computers having access to the NCIC must maintain a record of all transactions against the criminal history file in the same manner the NCIC computer logs all transactions. The NCIC identifies each specific agency entering or receiving information and maintains a record of those transactions. This transaction record must be monitored and reviewed on a regular basis to detect any possible misuse of criminal history data.
 - f. Each state control terminal shall build its data system around a central computer through which each inquiry must pass for screening and verification. The configuration and operation of the center shall provide for the integrity of the data base.
2. Communications
 - a. Lines/channels being used to transmit criminal history information must be dedicated solely to criminal justice use, i.e., there must be no terminals belonging to agencies outside the criminal justice system sharing these lines/channels.
 - b. Physical security of the lines/channels must be protected to guard against clandestine devices being utilized to intercept or inject system traffic.
3. Terminal Devices Having Access to NCIC
 - a. All agencies having terminals on the system must be required to physically place these terminals in secure locations within the authorized agency.
 - b. The agencies having terminals with access to criminal history must have terminal operators screened and restrict access to the terminal to a minimum number of authorized employees.

- c. Copies of criminal history data obtained from terminal devices must be afforded security to prevent any unauthorized access to or use of that data.
- d. All remote terminals on NCIC Computerized Criminal History will maintain a hard copy of computerized criminal history inquiries with notations of individual making request for record (90 days).

Retention and disposal: Unless otherwise removed, records will be retained in file as follows

1. Vehicle File
 - a. Unrecovered stolen vehicle records (including snowmobile records) which do not contain vehicle identification numbers (VIN) therein, will be purged from file 90 days after the end of the license plate's expiration year as shown in the record. Unrecovered stolen vehicle records (including snowmobile records) which contain VIN's, will remain in file for the year of entry plus 4.
 - b. Unrecovered vehicles wanted in conjunction with a felony will remain in file for 90 days after entry. In the event a longer retention period is desired, the vehicle must be re-entered.
 - c. Unrecovered stolen VIN plates, certificates of origin or title, and serially numbered stolen vehicle engines or transmissions will remain in file for the year of entry plus 4.
2. License Plate File

Unrecovered stolen license plates not associated with a vehicle will remain in file for one year after the end of the plate's expiration year as shown in the record.
3. Gun File
 - a. Unrecovered weapons will be retained in file for an indefinite period until action is taken by the originating agency to clear the record.
 - b. Weapons entered in file as 'recovered' weapons will remain in file for the balance of the year entered plus 2.
4. Article File

Unrecovered stolen articles will be retained for the balance of the year entered plus one year.
5. Wanted Person File

Persons not located will remain in file indefinitely until action is taken by the originating agency to clear the record (except 'Temporary Felony Wants', which will be automatically removed from file after 48 hours).
6. Securities File

Unrecovered, stolen, embezzled, counterfeited or missing securities will be retained for the balance of the year entered plus 4, except for travelers checks and money orders which will be retained for the balance of the year entered plus 2.
7. Boat File

Unrecovered stolen boats will be retained in file for the balance of the year entered plus 4.
8. Missing Person File

Will remain in the file until the individual is located or, in the case of unemancipated persons, the individual reaches the age of emancipation as defined by laws of his state.
9. Computerized Criminal History File

When an individual reaches age of 80.

System manager(s) and address: Director, Federal Bureau of Investigation; J. Edgar Hoover F.B.I. Building; 9th and Pennsylvania Avenue, N.W.; Washington, D.C. 20535.

Notification procedure: Same as the above.

Record access procedures:

It is noted the Attorney General is exempting this system from the access and contest procedures of the Privacy Act. However, the following alternative procedures are available to a requester. The procedures by which an individual may obtain a copy of his Computerized Criminal History are as follows:

If an individual has a criminal record supported by fingerprints and that record has been entered in the NCIC CCH File, it is available to that individual for review, upon presentation of appropriate identification, and in accordance with applicable state and Federal administrative and statutory regulations.

Appropriate identification includes being fingerprinted for the purpose of insuring that he is the individual that he purports to be. The record on file will then be verified as his through comparison of fingerprints.

Procedure. 1. All requests for review must be made by the subject of his record through a law enforcement agency which has access to the NCIC CCH File. That agency within statutory or regula-

tory limits can require additional identification to assist in securing a positive identification.

2. If the cooperating law enforcement agency can make an identification with fingerprints previously taken which are on file locally and if the FBI identification number of the individual's record is available to that agency, it can make an on-line inquiry of NCIC to obtain his record on-line or, if it does not have suitable equipment to obtain an on-line response, obtain the record from Washington, D.C., by mail. The individual will then be afforded the opportunity to see that record.

3. Should the cooperating law enforcement agency not have the individual's fingerprints on file locally, it is necessary for that agency to relate his prints to an existing record by having his identification prints compared with those already on file in the FBI or, possibly, in the State's central identification agency.

Contesting record procedures: The subject of the requested record shall request the appropriate arresting agency, court, or correctional agency to initiate action necessary to correct any stated inaccuracy in his record or provide the information needed to make the record complete.

Record source categories: Information contained in the NCIC system is obtained from local, state, Federal and international criminal justice agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H), (e)(8), (f), (g) and (m) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/FBI - 002

System name: The 'FBI Central Records System.'

System location: a. Federal Bureau of Investigation, J. Edgar Hoover FBI Building, 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535; b. 59 field divisions (see Appendix); c. 14 Legal Attaches (see Appendix).

Categories of individuals covered by the system:

a. Individuals who relate in any manner to official FBI investigations including, but not limited to suspects, victims, witnesses, and close relatives and associates that are relevant to an investigation.

b. Applicants for and current and former personnel of the FBI and persons related thereto that are considered relevant to an applicant investigation, personnel inquiry, or persons related to personnel matters.

c. Applicants for and appointees to sensitive positions in the United States Government and persons related thereto that are considered relevant to the investigation.

d. Individuals who are the subject of unsolicited information, who offer unsolicited information, request assistance, and make inquiries concerning record material, including general correspondence, contacts with other agencies, businesses, institutions, clubs, the public and the news media.

e. Individuals, associated with administrative operations or services including pertinent functions, contractors and pertinent persons related thereto.

Categories of records in the system:

The FBI Central Records System - The FBI utilizes a central records system of maintaining its investigative, personnel, applicant, administrative, and general files. This system consists of one numerical sequence of subject matter files, an alphabetical index to the files, and a supporting abstract system to facilitate processing and accountability of all important mail placed in file. Files kept in FBI field offices are also structured in the same manner, except they do not utilize an abstract system.

The FBI has 198 classifications used in its basic filing system.

They pertain primarily to Federal violations over which the FBI has investigative jurisdiction. However, included in the 198 classifications are personnel, applicant, and administrative matters to facilitate the overall filing scheme. These classifications are as follows (the word 'obsolete' following the name of the classification indicates that documents are no longer being filed under this heading):

CLASSIFICATIONS

1. Training Schools: National Academy Matters; FBI National Academy Applicants
2. Neutrality Matters
3. Overthrow or Destruction of the Government

4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms
5. Income Tax
6. Interstate Transportation of Strikebreakers
7. Kidnaping
8. Migratory Bird Act
9. Extortion
10. Red Cross Act
11. Tax (Other than Income)
12. Narcotics
13. Miscellaneous National Defense Act; Prostitution; Selling Whiskey Within Army Camps (obsolete)
14. Sedition
15. Theft from Interstate Shipment
16. Violation Federal Injunction (obsolete)
17. Veterans Administration Matters
18. May Act
19. Censorship Matter (obsolete)
20. Federal Grain Standards Act (obsolete)
21. Food and Drugs
22. National Motor Vehicle Traffic Act (obsolete)
23. Prohibition
24. Profiteering (obsolete)
25. Selective Service Act; Selective Training and Service Act
26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft
27. Patent Matter
28. Copyright Matter
29. Bank Fraud and Embezzlement
30. Interstate Quarantine Laws (obsolete)
31. White Slave Traffic Act
32. Identification (Fingerprint Matters)
33. Uniform Crime Reporting
34. Violation of Lacy Act (obsolete)
35. Civil Service
36. Mail Fraud
37. False Claims Against the Government (obsolete)
38. Application for Pardon to Restore Civil Rights (obsolete)
39. Falsely Claiming Citizenship
40. Passport and Visa Matter
41. Explosives (obsolete)
42. Deserter; Deserter, Harboring
43. Illegal Wearing of Uniform: False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia; Illegal Manufacture, Possession, or Wearing of Civil Defense Insignia; Miscellaneous, Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous, Falsely Making or Forging Naval, Military, or Official Pass; Miscellaneous, Forging or Counterfeiting Seal of Department or Agency of the United States; Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of 'Johnny Horizon' Symbol; Unauthorized Use of 'Smokey Bear' Symbol
44. Civil Rights; Civil Rights, Election Laws, Civil Rights, Election Laws, Voting Rights Act, 1965
45. Crime on the High Seas (Includes stowaways on boats and aircraft)
46. Fraud Against the Government; Anti-Kickback Statute; Dependent Assistance Act of 1950; False Claims, Civil; Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act, Criminal; Renegotiation Act, Civil; Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act
47. Impersonation
48. Postal Violation (Except Mail Fraud)
49. National Bankruptcy Act
50. Involuntary Servitude and Slavery
51. Jury Panel Investigations
52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property
53. Excess Profits on Wool (obsolete)
54. Customs Laws and Smuggling
55. Counterfeiting
56. Election Laws
57. War Labor Disputes Act (obsolete)
58. Bribery; Conflict of Interest
59. World War Adjusted Compensation Act (obsolete)

60. Anti-Trust
61. Treason or Misprison of Treason
62. Miscellaneous -- Including Administrative Inquiry (formerly Misconduct in Office)
63. Miscellaneous, Non-Subversive, including: Black Market in Railroad Tickets (obsolete); Civil Aeronautics Act (obsolete); Eight-Hour-Day Law; Federal Judiciary Investigations; Federal Juvenile Delinquency Act; Kickback Racket Act; Lands Division Matter (Condemnation Proceedings); Miscellaneous -- Civil Suit; Miscellaneous, O.P.A. Violation (Civil) (obsolete); Miscellaneous -- Wage and Hour Law (Fair Labor Standards Act of 1938); Soldiers and Sailors Civil Relief Act of 1940; Tariff Act of 1930; Top Hoodlum Coverage; Unreported Interstate Shipment of Cigarettes; Federal Cigarette Labeling and Advertising Act
64. Foreign Miscellaneous
65. Espionage
66. Administrative Matters
67. Personnel Matters
68. Asylum Matters (obsolete)
69. Contempt of Court
70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzlement or Theft of Indian Property
71. Bills of Lading Act
72. Obstruction of Criminal Investigations
73. Application for Pardon After Completion of Sentence and Application for Executive Clemency
74. Perjury
75. Bondsmen and Sureties
76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator
77. Applicants (Special Inquiry, Departmental and Other Government Agencies, except those having special classifications)
78. Illegal Use of Government Transportation Requests
79. Missing Persons
80. Laboratory Research Matters
81. Gold Hoarding (obsolete)
82. War Risk Insurance (National Service Life Insurance) (obsolete)
83. Court of Claims
84. Reconstruction Finance Corporation Act (obsolete)
85. Home Owner Loan Corporation (obsolete)
86. Federal Lending and Insurance Agencies
87. Interstate Transportation of Stolen Property (Fraud by Wire, Radio, or Television)
88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony
89. Assaulting or Killing a Federal Officer; Congressional Assassination Statute
90. Irregularities in Federal Penal Institutions
91. Bank Burglary; Bank Larceny; Bank Robbery
92. Anti-Racketeering; A.R., Lea Act; A.R., Interference with Government Communications System; A.R., Hobbs Act
93. Ascertaining Financial Ability
94. Research Matters
95. Laboratory Cases (Examination of Evidence in Other Than Bureau Cases)
96. Alien Applicant (obsolete)
97. Registration Act
98. Sabotage
99. Plant Survey (obsolete)
100. Subversive Matter (Individuals); Internal Security (Organization)
101. Hatch Act (obsolete)
102. Voorhis Act
103. Interstate Transportation of Stolen Cattle
104. Servicemen's Dependents Allowance Act of 1942 (obsolete)
105. Internal Security (Nationalistic Tendency, Foreign Intelligence) (Individuals and Organizations, by country)
106. Alien Enemy Control; Escaped Prisoners of War and Internees (obsolete)
107. Denaturalization Proceedings (obsolete)
108. Foreign Travel Control (obsolete)
109. Foreign Political Matters
110. Foreign Economic Matters
111. Foreign Social Conditions
112. Foreign Funds
113. Foreign Military and Naval Matters
114. Alien Property Custodian Matter (obsolete)
115. Bond Default; Bail Jumper
116. Atomic Energy Act, Applicant; Atomic Energy Act, Employee
117. Atomic Energy Act, Criminal
118. Applicant, Central Intelligence Agency (obsolete)
119. Federal Regulations of Lobbying Act
120. Federal Tort Claims Act
121. Loyalty of Government Employees (obsolete)
122. Labor Management Relations Act, 1947
123. Special Inquiry, State Department, Voice of America (U.S. Information Center) (Public Law 402, 80th Congress)
124. European Recovery Program (International Cooperation Administration), formerly Foreign Operations Administration, Economic Cooperation Administration or F.R.P., European Recovery Program; A.I.D., Agency for International Development (obsolete)
125. Railway Labor Act; Railway Labor Act, Employer's Liability Act
126. National Security Resources Board, Special Inquiry (obsolete)
127. Sensitive Positions in the United States Government, Public Law 266 (obsolete)
128. International Development Program (Foreign Operations Administration)
129. Evacuation Claims (obsolete)
130. Special Inquiry, Armed Forces Security Act (obsolete)
131. Admiralty Matter
132. Special Inquiry, Office of Defense Mobilization (obsolete)
133. National Science Foundation Act, Applicant (obsolete)
134. Security Informants
135. PROSAB (Protection of Strategic Air Command Bases of the U.S.A. Air Force)
136. American Legion Contact (obsolete)
137. Criminal Informants
138. Loyalty of Employees of the United Nations and Other Public International Organizations
139. Interception of Communications (Formerly, Unauthorized Publication or Use of Communications)
140. Security of Government Employees; S.G.E., Fraud Against the Government
141. False Entries in Records of Interstate Carriers
142. Illegal Use of Railroad Pass
143. Interstate Transportation of Gambling Devices
144. Interstate Transportation of Lottery Tickets
145. Interstate Transportation of Obscene Matter; Broadcasting Obscene Language
146. Interstate Transportation of Prison-Made Goods
147. Federal Housing Administration Matters
148. Interstate Transportation of Fireworks
149. Destruction of Aircraft or Motor Vehicles
150. Harboring of Federal Fugitives, Statistics
151. (Referral cases received from CSC under P.L. 298) Agency for International Development; Atomic Energy Commission (Civil Service Commission); National Aeronautics and Space Administration; National Science Foundation; Peace Corps; Action; U.S. Arms Control and Disarmament Agency; World Health Organization; International Labor Organization; U.S. Information Agency
152. Switchblade Knife Act
153. Automobile Information Disclosure Act
154. Interstate Transportation of Unsafe Refrigerators
155. National Aeronautics and Space Act of 1958
156. Welfare and Pension Plans Disclosure Act
157. Extremist Matters; Civil Unrest
158. Labor-Management Reporting and Disclosure Act of 1959 (Security Matter) (obsolete)
159. Labor-Management Reporting and Disclosure Act of 1959 (Investigative Matter)
160. Federal Train Wreck Statute
161. Special Inquiries for White House, Congressional Committee and Other Government Agencies
162. Interstate Gambling Activities
163. Foreign Police Cooperation
164. Crime Aboard Aircraft
165. Interstate Transmission of Wagering Information
166. Interstate Transportation in Aid of Racketeering
167. Destruction of Interstate Property
168. Interstate Transportation of Wagering Paraphernalia
169. Hydraulic Brake Fluid Act (obsolete)
170. Extremist Informants

171. Motor Vehicle Seat Belt Act (obsolete)
172. Sports Bribery
173. Public Accommodations, Civil Rights Act of 1964 Public Facilities, Civil Rights Act of 1964 Public Education, Civil Rights Act of 1964 Employment, Civil Rights Act of 1964
174. Explosives and Incendiary Devices; Bomb Threats (Formerly, Bombing Matters; Bombing Matters, Threats)
175. Assaulting the President (or Vice President) of the United States
176. Anti-riot Laws
177. Discrimination in Housing
178. Interstate Obscene or Harassing Telephone Calls
179. Extortionate Credit Transactions
180. Desecration of the Flag
181. Consumer Credit Protection Act
182. Illegal Gambling Business; Illegal Gambling Business, Obstruction; Illegal Gambling Business, Forfeiture
183. Racketeer, Influenced and Corrupt Organizations
184. Police Killings
185. Protection of Foreign Officials and Official Guests of the United States
186. Real Estate Settlement Procedures Act of 1974
187. Privacy Act of 1974, Criminal
188. Crime Resistance
189. Equal Credit Opportunity Act
190. Freedom of Information/Privacy Acts
191. False Identity Matter
192. Hobbs Act - Financial Institutions
193. Hobbs Act - Commercial Institutions
194. Hobbs Act - Corruption of Public Officials
195. Hobbs Act - Labor Related
196. Fraud by Wire
197. Civil Actions or Claims Against the Government
198. Crime on Indian Reservations

Files kept in FBI Field Offices - Field offices maintain certain records that are not contained at FBI Headquarters that include files, index cards, and related material pertaining to cases in which there was no prosecutive action undertaken; perpetrators of violations not developed during investigation; or investigation revealed allegations were unsubstantiated or not within the investigative jurisdiction of the Bureau. These investigations were closed in field offices and correspondence not forwarded to FBI Headquarters. Duplicate records and records which extract information reported in the main files are also kept in the various divisions of the FBI to assist them in their day-to-day operation. These records are lists of individuals which contain certain biographic data, including physical description and photograph. They may also contain information concerning activities of the individual as reported to FBIHQ by the various field offices. The establishment of these lists is necessitated by the needs of the Divisions to have immediate access to pertinent information duplicative of data found in the Central Records without the delay caused by a time-consuming manual search of central indices. The manner of segregating these individuals varies depending on the particular needs of the FBI Division. The information pertaining to individuals who are a part of the list is derivative of information contained in the Central Records System. These duplicative records fall into the following categories:

- (1) Listings of individuals used to assist in the location and apprehension of individuals for whom legal process is outstanding (fugitives);
- (2) Listings of individuals used in the identification of particular offenders in cases where the FBI has jurisdiction. These listings include various photograph albums and background data concerning persons who have been formerly charged with a particular crime and who may be suspect in similar criminal activities; and photographs of individuals who are unknown but suspected of involvement in a particular criminal activity, for example, bank surveillance photographs;
- (3) Listings of individuals as part of an overall criminal intelligence effort by the FBI. This would include photograph albums, lists of individuals known to be involved in criminal activity, including theft from interstate shipment, interstate transportation of stolen property, and individuals in the upper echelon of organized crime;
- (4) Listings of individuals in connection with the FBI's mandate to carry out Presidential directives on January 8, 1943, July 24, 1950, December 15, 1953, and February 18, 1976, which designated the FBI to carry out investigative work in matters relating to espionage, sabotage, and foreign

counterintelligence. These listings may include photograph albums and other listings containing biographic data regarding individuals. This would include lists of identified and suspected foreign intelligence agents and informants;

- (5) Special indices duplicative of the central indices used to access the Central Records System have been created from time to time in conjunction with the administration and investigation of major cases. This duplication and segregation facilitates access to documents prepared in connection with major cases.

Some of the information contained in the main files has also been extracted and placed on computer to enable various divisions to retrieve information more rapidly by avoiding the need for a manual search for information maintained in the main files. For example, since investigation of major frauds requires the Agent to collect and organize massive volumes of evidence and other investigative information, the FBI is using computers to do this in a more accurate and expeditious manner. Additionally, Agents occasionally seize evidence in computerized form and FBI computers are used to organize and sort the information in preparation for trial.

Also, personnel type information dealing with such matters as attendance and production and accuracy requirements is maintained by some divisions.

Authority for maintenance of the system: Federal Records Act of 1950, The Constitution of the United States, various provisions of U.S. Code, Executive Orders and Presidential directives.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records contained in this system are utilized by the FBI in support of its mission to conduct investigations within its jurisdiction and for various administrative purposes. Information from these files is disseminated to appropriate Federal, state, local, and foreign agencies where the right and need to have access to this information exists -- For example, to assist in the general crime prevention and detection efforts of the recipient agency. Information is also disseminated to these agencies and to individuals and organizations, where such dissemination is necessary to elicit information from such agencies and individuals. Information from this system is also disseminated during appropriate legal proceedings. For example, witness interviews are made available to defendants pursuant to the Jencks Act during Federal criminal trials. In the event that a system of records maintained by this agency to carry out its functions indicated a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. A record from this system of records may be disclosed as a 'routine use' to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. For example, in discharging its obligations under Executive Order 10450, this agency would disseminate record information as a direct result of a name check request submitted by another government agency. A record relating to an actual or potential civil or criminal violation of title 17, United States Code, may be disseminated to a person injured by such violation to assist him/her in the institution or maintenance of a suit brought under such title. Background and descriptive information on Federal fugitives is disseminated to the general public and the news media in an effort to bring about the apprehension of these wanted individuals. News releases are also disseminated to the public and the news media concerning apprehensions of FBI fugitives and other notable accomplishments. Additionally, public source information is distributed on a continuing basis, upon request, to the general public

and representatives of the media. Upon specific approval of the Director, information may be disseminated from this system to individuals in the private sector in extenuating circumstances in order to protect life or property. Information which relates to foreign counter-intelligence matters may be disseminated to individuals in the private sector with the specific authority of the Attorney General where he deems it necessary in order for the Federal Bureau of Investigation (FBI) to fulfill its statutory responsibilities to investigate espionage in the United States. The FBI has received inquiries from private citizens and Congressional offices in behalf of constituents seeking assistance in locating such individuals as missing children or heirs to estates. Where the need is acute and where it appears FBI files may be the only lead in locating the individual, consideration will be given to furnishing relevant information to the inquiring individual. Information will be provided only in those instances where it can be determined from the information at hand that the individual being sought would want the information to be furnished, e.g. an heir to a large estate. Information with regard to missing children will not be provided where they have reached their majority. The decision to make any dissemination under these circumstances can be made only by the Director, and this authority cannot be delegated.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Files are maintained in hardcopy form, computer tape, and microfilm.

Retrievability: The FBI General Index must be searched to determine what information, if any, the FBI may have in its files. The index cards are on all manner of subject matters, but primarily a name index of individuals. It should be noted the FBI does not index all individuals that furnish information or names developed in an investigation. Only that information that is considered pertinent and relevant and essential for future retrieval, is indexed. In certain major cases most persons contacted are indexed in order to facilitate the proper administrative handling of a large volume of material. The FBI is in the process of automating its 'Central Records System' and, therefore, the retrieval of certain data will be accomplished by utilizing certain computer peripheral equipment such as CRT (Cathode Ray Tube) video screens, and printers. This will basically involve certain personnel information, general index information, and the abstracting system. Automation in no way changes the 'Central Records System'; it only facilitates access more effectively and efficiently.

Safeguards: Records are maintained in a restricted area and are accessed only by FBI employees. All FBI employees receive a complete background investigation prior to being hired. All employees are cautioned about divulging confidential information or any information contained in FBI files. Failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing maximum severe penalties of a 10,000 dollar fine or 10 years' imprisonment or both. Employees that resign or retire are also cautioned about divulging information acquired in the job.

Retention and disposal: The Bureau, by its investigative mandate, collects and maintains information from a wide variety of sources. The records support the Bureau's investigative and administrative needs and its obligation to act as a clearinghouse under Executive Order 10450 regarding the security of Government employees. An

active destruction program includes microfilming of certain files over 10 years old and researching files to determine whether they contain sufficient historical, research, investigative, or intelligence value to warrant their retention. The Code of Federal Regulations, Title 41, and Title 44 of the U.S. Code set forth Records Management procedures to be followed by government agencies in relation to their records. All agencies are required to retain any material made or received during the course of public business which has been preserved or is appropriate for preservation. Accordingly, disposition of record material must be in accordance with established regulations. Subsequent destruction is accomplished through authority granted by National Archives and Records Service, GSA, utilizing either the General Records Schedules or a specific request for record destruction which is approved by the Archivist. Records are also destroyed or returned to source as a result of Court Order. Subsequent to 1/27/75, a Congressional moratorium on all destruction, and a later decision rendered on further retention of security and intelligence material, has substantially reduced the tangible effects of the destruction program.

System manager(s) and address: Director; Federal Bureau of Investigation; Washington, D.C. 20535.

Notification procedure: Same as above.

Record access procedures: A request for access to a record from the system shall be made in writing with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request your full name, complete address, date of birth, place of birth, notarized signature, and other identifying data you may wish to furnish to assist in making a proper search of our records. Also include the general subject matter of the document or its file number. The requester will also provide a return address for transmitting the information. Access requests will be directed to the Director, Federal Bureau of Investigation, Washington, D.C. 20535.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should also direct their request to the Director, Federal Bureau of Investigation, Washington, D.C. 20535, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The FBI, by the very nature and requirement to investigate violations of law within its investigative jurisdiction and its responsibility for the internal security of the United States, collects information from a wide variety of sources. Basically it is the result of investigative efforts and information furnished by other Government agencies, law enforcement agencies, and the general public, informants, witnesses, and public source material.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (m) of the Privacy Act pursuant to 5 U.S.C. 552a (j) and (k). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/FBI - 003

System name: Bureau Mailing List.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Ave., N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: Individuals who have requested receipt of published Bureau material and who meet established criteria (basically law enforcement or closely related areas).

Categories of records in the system: Name, address and business affiliation, if appropriate.

Authority for maintenance of the system: Title 5, U.S. Code, Section 301 and Title 44, U.S. Code Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For mailing of FBI material published on a regular basis.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Computerized and 3x5 index card.

Retrievability: ID number in computer, alphabetically for card index.

Safeguards: Computer records maintained by Administrative Services Division, system operated by FBI personnel.

Retention and disposal: Revised on a monthly basis.

System manager(s) and address: Director, FBI, Washington, D.C. 20535

Notification procedure: Director, FBI, Washington, D.C. 20535

Record access procedures: Inquiry directed to Director, FBI, Washington, D.C. 20535

Contesting record procedures: Same as the above.

Record source categories: Individual requests for FBI material or official recommendation, from individuals associated with law enforcement.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 004

System name: Routine Correspondence Handled By Preprinted Form.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Ave., N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: Routine correspondence from citizens not requiring a dictated response.

Categories of records in the system: Original correspondence and 3x5 index card.

Authority for maintenance of the system: Title 5, U.S. Code, Section 301 and Title 44, U.S. Code, Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal reference use of record of such correspondence.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Filing of original correspondence plus 3x5 index card.

Retrievability: Correspondence alphabetically and chronologically; index card alphabetically.

Safeguards: Maintained by FBI personnel; locked file cabinets during nonduty hours.

Retention and disposal: Original correspondence retained 90 days and destroyed; 3x5 index cards maintained one year and destroyed.

System manager(s) and address: Director, FBI, Washington, D.C. 20535

Notification procedure: Director, FBI, Washington, D.C. 20535

Record access procedures: Inquiry directed to Director, FBI, Washington, D.C. 20535

Contesting record procedures: Same as the above.

Record source categories: Incoming citizen correspondence.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 005

System name: Routine Correspondence Prepared Without-File Yellow.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Ave., N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: Routine requests received via correspondence from citizens.

Categories of records in the system: Tickler copy of routine response plus original citizen's letter.

Authority for maintenance of the system: Title 5 U.S. Code, Section 301 and Title 44, U.S. Code, Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Temporary record of routine inquiries without substantive, historical or record value for which no record is to be made in central FBI files.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Onionskin copy of outgoing correspondence.

Retrievability: Alphabetically and chronologically filed.

Safeguards: Maintained by FBI personnel; locked file cabinets during nonduty hours.

Retention and disposal: Retained 90 days, destroyed through confidential trash disposal.

System manager(s) and address: Director, FBI, Washington, D.C. 20535.

Notification procedure: Director, FBI, Washington, D.C. 20535.

Record access procedures: Inquiry directed to Director, FBI, Washington, D.C. 20535.

Contesting record procedures: Same as the above.

Record source categories: Incoming citizen correspondence.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 006

System name: Electronic Surveillance (Elsur) Indices.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Ave., N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: Individuals who have been the targets of direct electronic surveillance coverage by the FBI, who have participated in conversations monitored by an FBI electronic installation, or who have owned, leased, or licensed premises on which the FBI has conducted an electronic surveillance.

Categories of records in the system: The Elsur Indices are maintained on 3' x 5' cards, which set forth the name of each person monitored or the proprietor of premises on which an electronic surveillance was conducted by the FBI since January 1, 1960, a source number to identify the electronic surveillance, the date the conversation occurred, the location of the field office which conducted the monitoring, and the address and/or telephone number where the electronic surveillance occurred.

Authority for maintenance of the system: The Elsur Indices were initiated in October, 1966, at the instructions of the Department of Justice, which also established the cutoff date of January 1, 1960. The authority for the maintenance of these records is Title 5, Section 301, USC, which grants the Attorney General the authority to issue rules and regulations prescribing how Department of Justice information can be employed Title 18, USC, Section 2519, also sets forth recordkeeping requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Elsur Indices are utilized: (1) To respond to judicial inquiries about possible electronic surveillance coverage of witnesses, defendants, or attorneys involved in Federal court proceedings, and (2) To enable the Government to certify whether a person regarding whom court-order authority is being sought for electronic coverage has ever been so covered in the past. The actual users of the indices are always Agents of the FBI.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records are maintained manually on 3' x 5' cards.

Retrievability: They are indexed alphabetically under the two general categories of 'Criminal' and 'Security.'

Safeguards: They are maintained in a guarded room at all times, with a special locking system for off-duty hours when they are not in use.

Retention and disposal: Until advised to the contrary by the Department, the courts, or Congress, these indices will be maintained indefinitely.

System manager(s) and address: Director, Federal Bureau of Investigation, Washington, D.C. 20535.

Notification procedure: Same as the above.

Record source categories: See Category of Individual.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H), (e)(5) and (8), (f), (g) and (m) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/FBI - 007

System name: FBI Automated Payroll System.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Avenue, N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: A) Current employees of the Federal Bureau of Investigation (FBI); B) Resigned employees of the FBI are retained in the automated file for the current year for the purposes of clearing all pay actions and providing for any retroactive actions that might be legislated.

Categories of records in the system: System contains full record for each employee reflecting all elements relative to payroll status, plus accounting records and authorization records through which payrolls are issued and by which payrolls are audited. For example, this system contains the employees' Social Security Number, time and attendance data, and place of assignment.

Authority for maintenance of the system: System is established and maintained in accordance with Federal pay requirements, and all legislative enactments, Civil Service Commission regulations, General Accounting Office rulings and decisions, Treasury Department requirements, and Office of Management and Budget regulations relative thereto Title 5, U.S. Code, Section 301 and Title 44, U.S. Code, Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Biweekly issuance of payroll and related matters. Quarterly issuance of State Tax Report and Federal Insurance Contributions Act Report. Resign and End-of-Year Federal Tax Records (W-2's). Bi-weekly, quarterly, fiscal and annual Budget and Accounting Reports. Appropriate information is made available to the Internal Revenue Service and state and city tax bureaus.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored electronically on magnetic tapes and disks for use in a computer environment.

Retrievability: Information is retrieved by Social Security Number. (The authority to solicit an employee's Social Security Number is based on Title 26, Code of Federal Regulations, Section 31.6011(b)-2(b).)

Safeguards: Information contained in the system is relative to the individual employee's payroll status and is considered confidential to that employee and to official business conducted for that employee's pay and accounting purposes. It is safeguarded and protected in accordance with the FBI's Computer Center's regulations that permit access and use by only authorized personnel.

Retention and disposal: Master Payroll and Accounting Records stored electronically are retained for a period of three years, as are Federal Tax files. Auxiliary files pertinent to main payroll functions are retained for periods varying from three pay periods to three years, depending on support files needed for any retroactive or audit purposes. Hard copy records are retained in accordance with instructions contained in General Records Schedule 2, GSA Reg. 3, and GSA Bulletin FPMR B-47 Archives and Records.

System manager(s) and address: Director, Federal Bureau of Investigation; Ninth and Pennsylvania Avenue; Washington, D.C. 20535.

Notification procedure: Same as the above.

Record access procedures: A request of access to information may be made by an employee through his supervisor or by a former employee by writing to the Federal Bureau of Investigation, 9th and Pennsylvania Avenue, Washington, D.C. 20535, Attention Payroll Office.

Contesting record procedures: Contest of any information should be set out in detail and a check of all supportive records will be made to determine the factual data in existence, which is predetermined by source documents and accounting procedures governing pay matters.

Record source categories: Source of information is derived from personnel actions, employee authorizations, and time records which are issued and recorded in accordance with regulations governing Federal pay.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 008

System name: Personnel Information Network System (PINS).

System location: Federal Bureau of Investigation, J. Edgar Hoover Building; 10th Street and Pennsylvania Avenue, N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system: Federal Bureau of Investigation employees and former employees

Categories of records in the system: The system contains personnel information which includes information set forth on (1) FBI form 3-634 in lieu of Standard Form 50 - Notification of Personnel Action, (2) SF 176-T-Federal Employee Group Life Insurance Plan, (3) FBI form 12-60 in lieu of SF 1126 - Notification of Pay Change, (4) SF 2801 and CSC 1084 - Application for and additional information in support of retirement, respectively, (5) SF 2809 - Federal Employee Health Benefit Plan and (6) various intra-agency forms and memoranda.

Authority for maintenance of the system: The system is established and maintained pursuant to regulations set forth in the Federal Personnel Manual, Title 5, U.S. Code, Section 301 and Title 44, U.S. Code, Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The PINS is used (1) to prepare the Notification of Personnel Action, copies of which are furnished to the Civil Service Commission (2) to locate and charge out personnel files for official use, (3) to generate lists of employees which are used internally by authorized personnel for record keeping, planning, and decision making purposes, and (4) as a source for the dissemination of information (A) to federal, state and local agencies and to private organizations pursuant to service record inquiries and (B) pursuant to credit inquiries (In response to proper credit inquiries from credit bureaus and financial institutions, the FBI will verify employment and furnish salary and length of service).

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in PINS is stored by disc and magnetic tape.

Retrievability: Information is retrieved (1) on-line through Cathode Ray Tubes by keying the name or Social Security Number of the employee and (2) off-line by tape reading. (It is noted the authority to solicit an employee's Social Security Number is based on Title 26, Code of Federal Regulations, Section 31.6011(b)-2(b).)

Safeguards: Areas housing the system and access terminals are located in secure buildings available to authorized FBI personnel and escorted maintenance and repair personnel only. Access terminals are operational only during normal daytime working hours at which time they are constantly attended.

Retention and disposal: Electronically stored records for employees and former employees are maintained indefinitely in a vault under the control of a vault supervisor. Pursuant to regulations set forth in the Federal Personnel Manual a copy of the Notification of Personnel Action is made a part of the employees' personnel file.

System manager(s) and address: Director; Federal Bureau of Investigation, John Edgar Hoover Building; 10th Street and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name and return address of the requestor. Access requests will be directed to the Director, Federal Bureau of Investigation

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the Director, FBI stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are present and former FBI employees and employee personnel files.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 009

System name: Identification Division Records System.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Avenue, N.W.; Washington, D.C. 20535.

Categories of individuals covered by the system:

A. Individuals fingerprinted as a result of arrest or incarceration by Federal, state or local law enforcement agencies.

B. Persons fingerprinted as a result of federal employment applications, military service, alien registration and naturalization purposes and individuals desiring to have their fingerprints placed on record with the FBI for personal identification purposes.

Categories of records in the system:

A. Criminal fingerprint cards and related criminal justice information submitted by authorized agencies having criminal justice responsibilities.

B. Civil fingerprint cards submitted by Federal agencies and civil fingerprint cards submitted by persons desiring to have their fingerprints placed on record for personal identification purposes.

C. Identification records sometimes referred to as 'rap sheets' which are compilations of criminal history information pertaining to individuals who have criminal fingerprint cards maintained in the system.

D. An alphabetical name index pertaining to each individual whose fingerprints are maintained in the system. The criminal records and the civil records are maintained in separate files and each file has an alphabetical name index related to the data contained therein.

Authority for maintenance of the system: The system is established, maintained and used under authority granted by 28 U.S.C. 534 and P.L. 92-544 (86 Stat. 1115). The authority is also codified in 28 C.F.R. 0.85(b), and (j).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The FBI operates the Identification Division Records System to perform identification and criminal history record information functions for federal, state, and local criminal justice agencies, and for noncriminal justice agencies, and other entities where authorized by Federal statute, state statute pursuant to Public Law 92-544 (86 Stat. 1115), Presidential executive order, or regulation of the Attorney General of the United States. In addition, identification assistance is provided in disasters and for other humanitarian purposes. Dissemination is also conducted in accordance with Public Law 94-29, known as the Securities Acts Amendments of 1975.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in the system is stored manually in file cabinets either in its natural state or on microfilm. In addition, some of the information is stored electronically in converting the manual system to an automated system.

Retrievability: (1) All information in the system is retrievable by technical fingerprint classification index and positive identification is effected only by comparison of the unique characteristics obtained from fingerprint impressions submitted for search against the fingerprint cards maintained within the system.

(2) An auxiliary means of retrieval is through the alphabetical name indexes which contain names of the individuals, their birth data, other physical descriptors and the individuals' technical fingerprint classifications and FBI numbers, if such have been assigned.

(3) The name of an individual and his FBI number may assist in retrieval of information about that individual from within the system. Since July, 1971, all individuals whose fingerprints have been placed in the criminal file have been assigned unique FBI numbers. Prior to July, 1971, all individuals who had two or more fingerprint cards in the criminal file were assigned FBI numbers.

Safeguards: Information in the system is unclassified. Disclosure of information from within the system is made only to authorized recipients upon authentication and verification of the right to access the system by such persons and agencies. The physical security and maintenance of information within the system is provided by FBI rules, regulations and procedures.

Retention and disposal:

(1) The Archivist of the United States has approved the destruction of records maintained in the criminal file when the records indicate individuals have reached 80 years of age and the destruction of records maintained in the civil file when the records indicate individuals have reached 75 years of age.

(2) Fingerprint cards and related arrest data in the system are destroyed seven years following notification of the death of an individual whose record is maintained within the system.

(3) Fingerprint cards submitted by state and local criminal justice agencies are returned upon requests of the submitting agencies. The return of a fingerprint card under this procedure results in the deletion from the system of all arrest information related to that fingerprint card.

(4) Fingerprint cards and related arrest data are removed from the Identification Division Records System upon receipt of Federal court orders for expunctions when accompanied by necessary identifying information. Recognizing lack of jurisdiction of local and state courts over an entity of the Federal Government, the Identification Division Records System, as a matter of comity, returns fingerprint cards and related arrest data to local and state criminal justice agencies upon receipt of orders of expunction directed to such agencies by local and state courts when accompanied by necessary identifying information.

System manager(s) and address: Director, Federal Bureau of Investigation; 10th and Pennsylvania Avenue, N.W.; Washington, D.C. 20535.

Notification procedure: Address inquiries to the System Manager. The Attorney General has exempted the Identification Division Records System from compliance with subsection (d) of the Act.

Record access procedures: The Attorney General has exempted the Identification Division Records System from compliance with subsection (d) of the Act. However, pursuant to 28 C.F.R. 16.30-34, and Rules and Regulations promulgated by the Department of Justice on May 20, 1975 at 40 Fed. Reg. 22114 (Section 20.34) for Criminal Justice Information Systems, an individual is permitted access to his identification record maintained in the Identification Division Records System and procedures are furnished for correcting or challenging alleged deficiencies appearing therein.

Contesting record procedures: Same as the above.

Record source categories: See Categories of Individuals.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G), (H), (e)(5) and (8), (f), (g) and (m) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (c) and have been published in the Federal Register.

JUSTICE/FBI - 010

System name: Employee Travel Vouchers and Individual Earning Records.

System location: Federal Bureau of Investigation; J. Edgar Hoover Bldg. 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535. Records pending audit are located at Federal Records Centers.

Categories of individuals covered by the system: Former and current employees of the FBI

Categories of records in the system: Payroll, travel and retirement records of current and former employees of the FBI.

Authority for maintenance of the system: The head of each executive agency, or his delegate, is responsible for establishing and maintaining an adequate payroll system, covering pay, leave and allowances, as a part of the system of accounting and internal control of the Budget and Accounting Procedures Act of 1950, as amended, 31 U.S.C. 66, 66a and 200(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used by Departmental personnel to prepare and document payment to employees of the FBI and to carry out financial matters related to the payroll or accounting functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manual on paper files.

Retrievability: The records can be retrieved by name; and either social security account number or employee identification number.

Safeguards: Accessed by Bureau employees at FBI Headquarters and by Field Office employees at Records Centers. Transmittal document contains Bureau statement concerning security, i.e., who may access or view records. Records are maintained in rooms under the control of employees during working hours and maintained in locked file cabinets in locked rooms at other times. Security guards further restrict access to the building to authorized personnel only.

Retention and disposal: Employee travel vouchers - retained indefinitely. Individual earning records - retained 56 years after date of last entry.

System manager(s) and address: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Notification procedure: Written inquiries, including name, date of birth, and social security number, to determine whether this system contains records about an individual may be addressed to Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Record access procedures:

Contesting record procedures: Written inquiries, including name, date of birth and social security number, requesting access or contesting the accuracy of records may be addressed to: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Record source categories: Travel vouchers turned in by individual employees for official business. Pay records - time and attendance records, pay determined by the agency.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 011

System name: Employee Health Records.

System location: Federal Bureau of Investigation, Finance and Personnel Division, Health Service, J. Edgar Hoover Bldg.; 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535 and the

following field offices: New York, Newark, Philadelphia, Chicago, Los Angeles, San Francisco, and FBI Academy, Quantico, Virginia. Addresses for these offices can be found in JUSTICE/FBI-999, the appendix of Field Offices for the Federal Bureau of Investigation.

Categories of individuals covered by the system: Current and former employees of the FBI.

Categories of records in the system: Records of visits to health facilities relating to sickness, injuries or accidents.

Authority for maintenance of the system: The head of each agency is responsible, under 5 U.S.C. 7902, for keeping a record of injuries and accidents to its employees and for reducing accidents and health risks. These records are maintained under the general authority of 5 U.S.C. 301 so that the FBI can be kept aware of the health related matters of its employees and more expeditiously identify them.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are maintained by the FBI to identify matters relating to the health of its present and former employees. Information is available to employees of the FBI whose job function relates to identifying and resolving health matters of former and current personnel of the FBI.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Filing of 3 x 5 index record cards.

Retrievability: These index cards are retrievable by the name of an individual.

Safeguards: These records are maintained by FBI personnel during working hours and in locked file cabinets during non-working hours. Security guards further restrict access to the building to authorized personnel.

Retention and disposal: These 3 x 5 index cards are maintained for the duration of an employee's service with the FBI.

System manager(s) and address: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Notification procedure: Written inquiries, including name, date of birth and social security number, to determine whether this system of records contains records about an individual may be addressed to: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Record access procedures:

Contesting record procedures: Written inquiries, including name, address and social security number, requesting access or contesting the accuracy of records may be addressed to: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535 and the above-mentioned field offices at addresses referred to in JUSTICE/FBI-999.

Record source categories: Employees of the Federal Bureau of Investigation originate their own records.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 012

System name: Time Utilization Record-Keeping (TURK) System.

System location: Administrative Services Division, Federal Bureau of Investigation, J. Edgar Hoover Building, 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Categories of individuals covered by the system: Special Agents, Accounting Technicians, Investigative Assistants, and Laboratory Technicians.

Categories of records in the system: System contains bi-weekly time utilization data of Special Agents, Accounting Technicians, Investigative Assistants and Laboratory Technicians.

Authority for maintenance of the system: This system of records is maintained under the authority of 31 U.S.C. 66a which requires the head of the Department, or his delegate, to establish a system of accounting and internal control designed to provide full disclosure

of the financial results of the FBI's activities; adequate financial information needed for the FBI's management purposes and effective control over and accountability for all funds, property and other assets for which the FBI is responsible

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For the purpose of producing cost accounting reports reflective of personnel utilization, records may be made available to the General Accounting Office, the Office of Management and Budget and the Treasury Department.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored electronically on magnetic tapes and discs for use in a computer environment.

Retrievability: Information is retrieved by name and/or social security number.

Safeguards: Information is safeguarded and protected in accordance with the FBI's Computer Center regulations that permit access and use by authorized personnel only.

Retention and disposal: Bi-weekly magnetic tapes are retained for a period of 3 years. Hard copy records are retained in accordance with instructions contained in General Records Schedule 8, and GSA Bulletin FPMR-47 Archives and Records. Hard copy records will be destroyed, magnetic tapes will be erased and reused.

System manager(s) and address: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

Notification procedure: Same as above.

Record access procedures:

Contesting record procedures: Written requests for access to information may be made by an employee through his supervisor or by former employees by writing to: Federal Bureau of Investigation, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20535 (Attn: Administrative Services Division). Contesting of any information should be set out in written detail and forwarded to the above address. A check of all supportive records will be made to determine the factual data in existence.

Record source categories: Source of information is derived from daily time utilization recording made by the employees.

Systems exempted from certain provisions of the act: None.

JUSTICE/FBI - 999

System name: Appendix of Field Divisions for the Federal Bureau of Investigation.

Field Office:

502 U.S. Post Office & Court House
Albany, New York 12207

4303 Federal Office Building
Albuquerque, New Mexico 87101

Room 500, 300 North Lee Street
Alexandria, Virginia 22314

Room 238, Federal Building
Anchorage, Alaska 99510

275 Peachtree Street, N.E.
Atlanta, Georgia 30303

7142 Ambassador Road
Baltimore, Maryland 21207

Room 1400 - 2121 Building
Birmingham, Alabama 35203

John F. Kennedy Federal Office Building
Boston, Massachusetts 02203

Room 1400 - 111 West Huron Street
Buffalo, New York 14202

115 U.S. Court House and Federal Building
Butte, Montana 59701

PRIVACY ACT ISSUANCES

1120 Jefferson Standard Life Building
Charlotte, North Carolina 28202

Room 905, Everett McKinley Dirksen Building
Chicago, Illinois 60604

415 U.S. Post Office & Court House Building
Cincinnati, Ohio 45202

3005 Federal Office Building
Cleveland, Ohio 44199

1529 Hampton Street
Columbia, South Carolina 29201

Room 200, 1810 Commerce Street
Dallas, Texas 75201

Room 18218, Federal Office Building
Denver, Colorado 80202

Patrick V. McNamara Building
477 Michigan Avenue
Detroit, Michigan 48226

202 U.S. Court House Building
El Paso, Texas 79901

Kalaniana'ole Federal Building
Room 4307
300 Ala Moana Boulevard
Honolulu, Hawaii 96850

6015 Federal Building and U.S. Court House
Houston, Texas 77002

575 North Pennsylvania St.
Indianapolis, Indiana 46202

800 Unifirst Federal Savings & Loan Building
Jackson, Mississippi 39205

414 U.S. Court House & Post Office Building
Jacksonville, Florida 32202

Room 300 - U.S. Courthouse
Kansas City, Missouri 64106

Room 800, 1111 Northshore Drive
Knoxville, Tennessee 37919

Room 2-011, Federal Office Building
Las Vegas, Nevada 89101

215 U.S. Post Office Building
Little Rock, Arkansas 72201

11000 Wilshire Boulevard
Los Angeles, California 90024

Room 502, Federal Building
Louisville, Kentucky 40202

841 Clifford Davis Federal Building
Memphis, Tennessee 38103

3801 Biscayne Boulevard
Miami, Florida 33137

Room 700, Federal Building and U.S. Court House
Milwaukee, Wisconsin 53202

392 Federal Building
Minneapolis, Minnesota 55401

520 Federal Building
Mobile, Alabama 36602

Gateway I, Market Street
Newark, New Jersey 07101

770 Chapel Building
New Haven, Connecticut 06510

701 Loyola Avenue
New Orleans, Louisiana 70113

201 East 69th Street
New York, New York 10021

Room 300, 870 Military Highway
Norfolk, Virginia 23502

50 Penn Place, N.W., 50th at Pennsylvania
Oklahoma City, Oklahoma 73118

1010 Federal Office Building
Omaha, Nebraska 68102

8th Floor, Federal Office Building
600 Arch Street
Philadelphia, Pennsylvania 19106

2721 North Central Avenue
Phoenix, Arizona 85004

1300 Federal Office Building
Pittsburgh, Pennsylvania 15222

Crown Plaza Building
Portland, Oregon 97201

200 West Grace Street
Richmond, Virginia 23220

Federal Building
2800 Cottage Way
Sacramento, California 95825

2704 Federal Building
St. Louis, Missouri 63103

3203 Federal Building
Salt Lake City, Utah 84138

433 Federal Building
Box 1630
San Antonio, Texas 78296

Federal Office Building
Room 6531
88 Front Street
San Diego, California 92188

450 Golden Gate Avenue
San Francisco, California 94102

U.S. Courthouse and Federal Building
Room 526
Hato Rey, Puerto Rico 00918

5401 Paulsen Street
Savannah, Georgia 31405

915 Second Avenue
Seattle, Washington 98174

535 West Jefferson Street
Springfield, Illinois 62702

Room 610, Federal Office Building
Tampa, Florida 33602

506 Old Post Office Building
Washington, D.C. 20535

Federal Bureau of Investigation Academy
Quantico, Virginia 22135

LEGAL ATTACHE (all c/o The American Embassy for the cities indicated):

Bern, Switzerland
 Bonn, Germany (Box 310, APO, New York 09080)
 Buenos Aires, Argentina
 Caracas, Venezuela (APO, New York 09893)
 Hong Kong, B.C.C. (FPO, San Francisco 96659)
 London, England (Box 40, FPO, New York 09510)
 Madrid, Spain (APO, New York 09285)
 Manila, Philippines (APO, San Francisco 96528)
 Mexico City, Mexico
 Ottawa, Canada
 Paris, France (APO, New York 09777)
 Rome, Italy (APO, New York 09794)
 Tokyo, Japan (APO, San Francisco 96503)

JUSTICE/TAX - 001

System name: Tax Division Central Classification Cards, Index Docket Cards, and Associated Records - Criminal Tax Cases

System location: U.S. Department of Justice; Tax Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons referred to in potential or actual criminal tax cases and related matters of concern to the Tax Division under the Internal Revenue laws.

Categories of records in the system: The system consists of an alphabetical index by individual name of all criminal tax cases, and related matters assigned, referred, or of interest to the Tax Division. Records in many instances are duplicated in the criminal section of the Division which has specific jurisdiction over criminal tax cases.

Authority for maintenance of the system: This system is established and maintained pursuant to 28 C.F.R., 0.70 and 0.71.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A. Classification cards are maintained on each Tax Division criminal case to identify and assign mail to the proper office within the Division; to relate incoming material to an existing case; to establish a file number for a new case upon receipt; and to provide a central index of cases within the Division.

B. Docket cards are records pertaining to the flow of legal work in the Division. They are maintained on each criminal case which is being or was handled by the Division's sections.

C. Case files maintained allow Division attorneys immediate access to information which is essential in carrying out their responsibilities concerning all criminal tax cases.

D. A record maintained in this system of records may be disseminated as a routine use as follows: (1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) In the course of investigating the potential or actual violation of any law whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) A record relating to a case or matter may be disseminated to the appropriate Federal, state, local, or foreign court or grand jury in accordance with applicable constitutional, substantive, or procedural law or practice; (4) A record relating to a case or matter may be disseminated to a Federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) A record relating to a case or matter may be dis-

seminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) A record relating to a case or matter that has been referred to the Tax Division may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made; (7) A record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement. (8) A record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information contained in this system is stored manually on index cards and in folders.

Retrievability: Information is retrieved manually by the name of the individual from the index card which in turn indicates the case number, and the section unit or attorney assigned to work on the material.

Safeguards: Information contained in this system is safeguarded and protected in accordance with applicable Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

Retention and disposal: Currently there are no provisions for the disposal of the cards in this system, however, the records of the closed classes are forwarded to the Federal Record Center, where they are destroyed after 25 years.

System manager(s) and address: Assistant Attorney General; Tax Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: An inquiry concerning this system should be directed to the System Manager listed above.

Record access procedures: To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to the applicability of an exemption as to a specific record shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number which may be of assistance in locating the record, the name of the case or matter involved, if known, the name of the judicial district involved, if known, and any other information which may be of assistance in locating the record. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Internal Revenue Service, Department offices and employees, and other Federal, state, local, and foreign law enforcement and non-law enforcement agencies, private persons, witnesses, and informants.

Systems exempted from certain provisions of the act: The Attorney General has proposed exemption of this system from subsection (c)(3), (c)(4), (d)(1), (d)(2), (d)(3), (d)(4), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(4)(I), (e)(5), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/TAX - 002

System name: Tax Division Central Classification Cards, Index Docket Cards, and Associated Records - Civil Tax Cases.

System location: U.S. Department of Justice; Tax Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons referred to in potential or actual civil tax cases and related matters of concern to the Tax Division under the Internal Revenue laws.

Categories of records in the system: The system consists of an alphabetical index by individual name of all civil tax cases, and related matters assigned, referred, or of interest to the Tax Division. Records in many instances are duplicated in the various Civil Tax Sections of the Division which have specific jurisdiction over civil tax cases.

Authority for maintenance of the system: This system is established and maintained pursuant to 28 C.F.R. 0.70 and 0.71.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

- A. Classification cards are maintained on each Tax Division civil case in order to identify and assign mail to the proper office within the Division; to relate incoming material to an existing case; to establish a file number for a new case upon receipt; and to provide a central index of civil tax cases within the Division.
- B. Docket cards are records pertaining to the flow of legal work in the Division. They are maintained on each civil tax case which is being or was handled by the Division's Sections.
- C. Case files maintained allow Division attorneys immediate access to information which is essential in carrying out their responsibilities concerning all civil tax cases.
- D. A record maintained in this system of records may be disseminated as a routine use as follows: (1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate Federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violations or charged with enforcing or implementing such law; (2) In the course of investigating the potential or actual violation of any law whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a Federal, state, local or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) A record relating to a case or matter may be disseminated to the appropriate Federal, state, local, or foreign court or grand jury in accordance with applicable constitutional, substantive, or procedural law or practice; (4) A record relating to a case or matter may be disseminated to a Federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) A record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) A record relating to a case or matter that has been referred to the Tax Division may be disseminated to the referring agency to notify such agency of the status of the case or matter of any decision or determination that has been made; (7) A record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (8) A record may be disseminated to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information

to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information contained in this system is stored manually on index cards and in folders.

Retrievability: Information is retrieved manually by the name of the individual from the index card which, in turn, indicates the case number, and the section unit or attorney assigned to work on the material.

Safeguards: Information contained in the system is safeguarded and protected in accordance with Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

Retention and disposal: Currently, there are no provisions for the disposal of the cards in this system; however, the records of the closed classes are forwarded to the Federal Record Center, where they are destroyed after 25 years.

System manager(s) and address: Assistant Attorney General: Tax Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: An inquiry concerning this system should be directed to the System Manager listed above.

Record access procedures: To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to the applicability of an exemption to a specific record shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number which may be of assistance in locating the record, the name of the case or matter involved, if known, the name of the judicial district involved, if known, and any other information which may be of assistance in locating the record. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Internal Revenue Service, Department offices and employees, and other Federal, state, local, and foreign law enforcement and non-law enforcement agencies, private persons, witnesses and informants.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3), (d)(1), (d)(2), (d)(3), and (d)(4), (e)(1), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f) of the Privacy Act pursuant to 5 U.S.C., Section 552a(k). Rules have been promulgated in accordance with the requirements of 5 U.S.C., Section 553(b), (c) and (e) and have been published in the FEDERAL REGISTER.

JUSTICE/TAX - 003

System name: Files of Applications for the Position of Attorney with the Tax Division.

System location: U.S. Department of Justice; Tax Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Applicants who have applied for a position as an attorney with the Tax Division.

Categories of records in the system: This system contains a card of each applicant filed alphabetically. Files may contain background information of the applicant, including SF 171 forms, resumes, referral letters, letters of recommendation, interview notes, internal notes or memoranda, and other miscellaneous correspondence.

Authority for maintenance of the system: This system is established and maintained pursuant to the responsibilities assigned the Tax Division under 28 C.F.R., 0.70 and 0.71.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A) This system may be used by employees and officials of the Division and the Justice De-

partment in making employment decisions; B) A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring of an employee, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information contained in this system is stored manually, alphabetically by name.

Retrievability: Information is retrieved manually by using the name of the applicant desired.

Safeguards: Information contained in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

Retention and disposal: Information is retained in the card system for 10 years. Information in the files is retained in the system until a decision is made as to the employment of the applicant.

System manager(s) and address: Assistant Attorney General; Tax Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number which may be of assistance in locating the record, as well as the position applied for. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely which information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Generally, sources of information contained in the system are the individual applicants, persons referring or recommending the applicant, and employees and officials of the Division and the Department.

Systems exempted from certain provisions of the act: None.

JUSTICE/TAX - 004

System name: Freedom of Information - Privacy Act Request Files

System location: U.S. Department of Justice, Tax Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who have requested information under the Freedom of Information Act.

Categories of records in the system: (a) Correspondence relating to requests for information; (b) documents relevant to appeals and lawsuits under the Freedom of Information Act.

Authority for maintenance of the system: The system is maintained to enable the Tax Division to process requests under the Freedom of Information Act (5 U.S.C. 552).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is maintained to insure the efficient processing of requests made pursuant to the Freedom of Information Act (5 U.S.C. 552).

Release of information to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information contained in this system is stored manually in standard file folders, alphabetically by name of the person making the request.

Retrievability: Information is retrieved manually by name of the persons making the request.

Safeguards: The system of records is stored in a file cabinet in a locked closet. Access is restricted to the Freedom of Information Unit staff on a need-to-know basis.

Retention and disposal: Destruction schedules will be developed as the needs of the system requirements become known. Presently, records are retained indefinitely.

System manager(s) and address: Assistant Attorney General; Tax Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning this system should be directed to the System Manager listed above. Inquiries should contain the inquirer's name, date and place of birth.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: (a) Persons requesting information; (b) Department of Justice employees.

Systems exempted from certain provisions of the act: None.

JUSTICE/TAX - 005

System name: Tax Division Special Projects Files

System location: U.S. Department of Justice; Tax Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Persons referred to in potential or actual cases under the jurisdiction of the Criminal Section of the Tax Division.

Categories of records in the system: The system consists of investigatory files, records and associated documents and information indexed by individual name and entity and relating to matters assigned, referred or of interest to the Criminal Section of the Tax Division.

Authority for maintenance of the system: This system is established and maintained pursuant to 28 C.F.R., Sections 0.70 and 0.71.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A. Materials maintained in this system may be used by Division attorneys and attorneys in other appropriate offices, boards and divisions for purposes of pursuing investigative leads and for purposes of initiating, developing, preparing and prosecuting criminal and civil tax cases.

B. Additionally, a record maintained in this system of records may be disseminated as a routine use as follows: (1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in

nature, the material in question may be disseminated to the appropriate Federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) In the course of investigating the potential or actual violation of any law whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, material may be disseminated to a Federal, state, local or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) Material may be disseminated to the appropriate Federal, state, local, or foreign court or grand jury in accordance with established constitutional, substantive, or procedural law or practice; (4) Material may be disseminated to Federal, state or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) Material may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) Material that has been referred to the Tax Division may be disseminated to the referring agency to notify such agency of the status of a potential or actual case or of any decision or determination that has been made; (7) Material may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Material contained in this system is stored manually.

Retrievability: Material is retrieved by the name of an individual or entity both manually and through the use of an automated data retrieval system.

Safeguards: Information contained in the system is safeguarded and protected in accordance with Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

Retention and disposal: Currently there are no provisions for the disposal of material in this system.

System manager(s) and address: Assistant Attorney General; Tax Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: An inquiry concerning this system should be directed to the System Manager listed above.

Record access procedures: To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to the applicability of an exemption to a specific record shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number which may be of assistance in locating the record, the name of the case or matter involved, if known, the name of the judicial district involved, if known, and any other information which may be of assistance in locating the record. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Internal Revenue Service, Department Offices and employees, and other Federal, state, local, and foreign law enforcement and non-law enforcement agencies, private persons, witnesses, and informants.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3), (c)(4), (d)(1), (d)(2), (d)(3), (d)(4), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(4)(I), (e)(5), (e)(8), (f), and (g) of the Privacy Act pursuant to 5 U.S.C. Section 552a(j). Rules have been promulgated in accordance with the requirements of 5 U.S.C., Section 552(b), (c) and (e) and have been published in the FEDERAL REGISTER.

JUSTICE/ATR - 001

System name: Antitrust Division Expert Witness File.

System location: U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals who have served in the capacity of an 'expert' for the Department of Justice in connection with civil or criminal antitrust litigation.

Categories of records in the system: This system contains the names of persons used by the Antitrust Division in an expert capacity and also indicates the area of their specialty, the type of service rendered, the fees paid, and the dates on or during which such services were performed.

Authority for maintenance of the system: Authority for the establishment and maintenance of this system exists under 44 U.S.C. 3101 and 28 U.S.C. 522.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system is routinely used by trial attorneys of the Antitrust Division when considering the selection of experts as consultants or expert witnesses for the development or presentation of specific antitrust cases. The system also serves as a reference resource for Division personnel in compiling statistical information or reports regarding the actual or anticipated costs of litigation.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in this system is contained in documents organized in individual file folders.

Retrievability: Information is retrieved primarily by using the name of the individual retained as a consultant or called as an expert witness for the Government in antitrust cases brought by the Department.

Safeguards: Information contained in the system is unclassified. During working hours access to the system is controlled and monitored by Antitrust Division personnel in the area where the system is maintained; during non-duty hours all doors to that area are locked.

Retention and disposal: Indefinite.

System manager(s) and address: Administrative Officer; Antitrust Division; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the Assistant Attorney General; Antitrust Division; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Record access procedures: Requests for access to a record from this system shall be in writing and be clearly identified as a 'Privacy Access Request'. Included in the request should be the name of the person retained as a consultant or presented as an expert witness for the Government and the name of the case in which such services were rendered. The requester should indicate a return address. Requests will be directed to the System Manager shown above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their requests to the System Manager and state clearly and concisely what information is being contested, the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Sources of information maintained in this system are those records reflecting the commitment between the individual and the Department of Justice (including matters of compensation etc.) and staff attorneys or other employees directly involved with the individual in the preparation or conduct of the litigation.

Systems exempted from certain provisions of the act: None.

JUSTICE/ATR - 062

System name: Congressional Correspondence Log File.

System location: U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Present and former members of Congress and White House staff members.

Categories of records in the system: This system contains an index record to inquiries or referrals from members of the Congress and White House staff.

Authority for maintenance of the system: Authority for the establishment and maintenance of this system exists under 44 U.S.C. 3101 and 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system is maintained as a record of inquiries or referrals by members or committees of the Congress and by White House staff. Routine use is made of this file by Antitrust Division personnel incident to monitoring the response status of or identifying other material related to such inquiries or referrals.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on index cards.

Retrievability: Information is retrieved primarily by using the name of the member of Congress or the White House staff making an inquiry or referral to the Department of Justice, Antitrust Division.

Safeguards: Information contained in the system is unclassified. During working hours access to the system is controlled and monitored by Antitrust Division personnel in the area where the system is maintained; during non-duty hours all doors to such area are locked.

Retention and disposal: Indefinite.

System manager(s) and address: Assistant Attorney General; Antitrust Division; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the Assistant Attorney General; Antitrust Division; Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Record access procedures: Requests for access for a record from this system shall be written and clearly identified as a 'Privacy Access Request'. The request should include the name of the member of Congress or White House staff originating a request or referral and the date thereof. Requester should indicate a return address.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should state clearly and concisely what information is being contested, the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Source of information maintained in the system are those records (e.g., that Congressional or White House correspondence), reflecting inquiries or referrals by members of Congress or White House staff.

Systems exempted from certain provisions of the act: None.

JUSTICE/ATR - 003

System name: Index of Defendants in Pending and Terminated Antitrust Cases.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individual defendants in pending and terminated criminal and civil cases brought by the United States under the antitrust laws.

Categories of records in the system: This system contains an index reference to the case in which an individual (or corporation) is or was a defendant; included in information is proper case name, the judicial district and number of the case, and the date filed.

Authority for maintenance of the system: Authority for the establishment and maintenance of this index system exists under 28 U.S.C. 522 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine use of this cross index system is generally made by Department personnel for reference to proper case name. In addition a compilation of antitrust cases filed is prepared semi-annually showing the names of all defendants in pending civil and criminal Government antitrust cases. This compilation is utilized within the Department and distributed to some 30 other Government agencies for reference and statistical purposes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in the system is maintained on index cards.

Retrievability: Information in the system is retrieved by reference to the name of individual or corporate defendants in antitrust cases.

Safeguards: Information contained in the system is unclassified and of a public nature. During working hours access to the index is monitored by Antitrust Division personnel; during non-duty hours the area in which the system is maintained is locked.

Retention and disposal: Indefinite.

System manager(s) and address: Chief, Legal Procedure Unit; Antitrust Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the Assistant Attorney General; Antitrust Division; U.S. Department of Justice; Washington, D.C. 20530.

Record access procedures: Requests for access to a record from this system shall be in writing and be clearly identified as a 'Privacy Access Request'. Included in the request should be the name of the defendant in pending or terminated Government antitrust litigation. Requesters should indicate a return address. Requests will be directed to the System Manager shown above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the index should direct their request to the System Manager and state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this index are complaints filed under the antitrust laws by the United States and from Department records relating to such cases.

Systems exempted from certain provisions of the act: None.

JUSTICE/ATR - 004

System name: Statements by Antitrust Division Officials (ATD Speech File).

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Past and present employees of the Antitrust Division.

Categories of records in the system: This system contains an index record for each public statement or speech issued or made by employees of the Antitrust Division.

Authority for maintenance of the system: Authority for maintaining this system exists under 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This index is maintained for ready reference by Department personnel for the identification of the subject matter of and persons originating public statements by Antitrust Division employees; such reference is utilized in aid of compliance with requests from the public and within the agency for access to texts of such statements.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information contained in the index system is maintained on index cards.

Retrievability: This reference index utilizes name of present and former employees making or issuing statements as well as the subject matter or title of the statement.

Safeguards: Information contained in the system is unclassified. During duty hours personnel monitor access to this index; the area is locked during non-duty hours.

Retention and disposal: Indefinite.

System manager(s) and address: Chief, Legal Procedure Unit; Antitrust Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the Assistant Attorney General; Antitrust Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Record access procedures: Request for access to a record from this system should be made in writing and be clearly identified as a 'Privacy Access Request'. Included in the request should be the name of the Antitrust Division employee making or issuing a public statement. Requesters should indicate a return address. Requests will be directed to the System Manager shown above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the index should direct their request to the System Manager and state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information maintained in the index are those records reflecting public statements issued or made by Antitrust Division employees.

Systems exempted from certain provisions of the act: None.

JUSTICE/ATR - 005

System name: Antitrust Caseload Evaluation System (ACES) - Time Reporter.

System location: U.S. Department of Justice; 10th and Constitution Ave., N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Professional Employees (Lawyers and Economists) of the Antitrust Division of the U.S. Department of Justice.

Categories of records in the system: The file contains the employee's name and allocations of his/her work time.

Authority for maintenance of the system: The file will be established and maintained pursuant to the following authorities: 28 CFR.40 (f) and 28 U.S.C. 522.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The file is used by Antitrust Division personnel as a basis for determining Antitrust Division allocations of resources (professional time) to particular products and industries (e.g., oil, autos, chemicals) and to broad categories of resource use such as civil cases, criminal cases, regulatory agency cases and Freedom of Information Act requests. In addition, the file will be employed in the preparation of reports for the Division's budget requests and to the Attorney General and Congress.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained electronically in the Economic Policy Office's ACES computerized information system and in file folders.

Retrievability: Information is retrieved by a variety of key words.

Safeguards: Information contained in the system is unclassified. It is safeguarded and protected in accordance with Department rules and procedures governing the handling of computerized information. Access to the file is limited to those persons whose official duties require such access and to employees of the Antitrust Division.

Retention and disposal: Information contained in the file is retained for 14 months or the life of the matter to which the lawyer or economist is assigned whichever is longer.

System manager(s) and address: Director of the Economic Policy Office; Antitrust Division; U.S. Department of Justice; Star Building; 11th and Pennsylvania Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as System Manager.

Record access procedures: Same as Notification.

Contesting record procedures: Same as Notification.

Record source categories: Information on time allocation is provided by Antitrust Division section and field office chiefs.

Systems exempted from certain provisions of the act: None.

JUSTICE/ATR - 006

System name: Antitrust Caseload Evaluation System (ACES) - Monthly Report.

System location: U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Professional employees (lawyers and economists) of the Antitrust Division of the U.S. Department of Justice and individual defendants and investigation targets involved in past and present Antitrust investigations and cases.

Categories of records in the system: The system contains the names of Division employees and their case/investigation assignments and the names of individual defendants/investigation targets as they relate to a specific case/investigation. In addition, information reflecting the current status and handling of Antitrust cases/investigations is included within this system.

Authority for maintenance of the system: The file is established and maintained pursuant to 28 C.F.R. 40(f), 28 U.S.C. 552, and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The file is used by Antitrust Division personnel as a basis for determining Antitrust Division allocation of resources to particular products and industries (e.g., oil, autos, chemicals), to broad categories of resource use such as civil cases, criminal cases, regulatory agency cases, and Freedom of Information Act requests. It is employed by the section chiefs, the Director and Deputy Director of Operations, and other Division personnel, to ascertain the progress and current status of cases and investigations within the Division. In addition, the files will be employed in the preparation of reports for the Division's budget requests and to the Attorney General and Congress.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained electronically in the Economic Policy Office's ACES Computerized information system and in file folders.

Retrievability: Information is retrieved by a variety of key words.

Safeguards: Information contained in the system is unclassified. It is safeguarded and protected in accordance with Department rules and procedures governing the handling of computerized information. Access to the file is limited to those persons whose official duties require such access and employees of the Antitrust Division.

Retention and disposal: Information contained in the file is retained for 14 months or the life of the specific case/investigation, whichever is longer.

System manager(s) and address: Director of the Economic Policy Office; Antitrust Division, U.S. Department of Justice, Star Building, 11th and Pennsylvania Avenue, N.W., Washington, D.C. 20530.

Notification procedure: Address inquiries to the Assistant Attorney General, Antitrust Division, U.S. Department of Justice, 10th and Constitution Avenue, Washington, D.C. 20530.

Record source categories: Information for the monthly reports is provided by the Antitrust Division section and field office chiefs.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3), (d), (e)(4)(G)-(H), and (f) of the Privacy Act pursuant to 5 U.S.C. 552a (k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c), and (e) and have been published in the Federal Register.

JUSTICE/ATR - 007

System name: Antitrust Division Case Cards.

System location: U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Individual defendants in pending and terminated criminal and civil cases brought by the United States under the antitrust laws where the defendant's name appears in the case title.

Categories of records in the system: This system contains an index reference to the case in which an individual (or corporation) is or was a defendant; included information is proper case name, the judicial district, number of the case, the commodity involved, each alleged violation, the section of the Antitrust Division responsible for the matter, and the disposition of the case.

Authority for maintenance of the system: Authority for maintaining this system exists under 44 U.S.C. 3101 and 28 U.S.C. 552.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This index is maintained for ready reference by Department personnel. It is utilized for referrals to case names, the preparation of speeches and to aid in determinations of the antitrust histories of companies.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information contained in this system is maintained on index cards.

Retrievability: Information is retrieved by case name.

Safeguards: Information contained in the system is unclassified. During duty hours access to this system is monitored and controlled by Antitrust Division personnel in the area where the system is maintained. This area is locked during non-duty hours.

Retention and disposal: Indefinite.

System manager(s) and address: Chief, Legal Procedure Unit, Antitrust Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Notification procedure: Address inquiries to the Assistant Attorney General, Antitrust Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Record access procedures: Request for access to a record from this system should be made in writing and be clearly identified as a 'Privacy Access Request.' Included in the request should be the name of the defendant appearing in the title of the pending or terminated Government antitrust litigation. Requester should indicate a return address. Requests will be directed to the System Manager above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the index should direct their request to the System Manager and state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information maintained in the index are those records reflecting litigation conducted by the Antitrust Division.

Systems exempted from certain provisions of the act: None.

JUSTICE/ATR - 008

System name: Freedom of Information/Privacy Requester/Subject Index File.

System location: U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals who have requested information under the Freedom of Information and Privacy Acts from files maintained by the Antitrust Division and individuals about whom material has been requested under the above acts.

Categories of records in the system: This system contains an index record of every request under the Freedom of Information and Privacy Acts made to the Antitrust Division since November, 1974, including all request letters and our responses.

Authority for maintenance of the system: Authority for maintaining this system exists under 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This index is maintained for ready reference by Division personnel for the identification of the subject matter of and persons originating Freedom of Information and Privacy Act requests. Such reference is utilized in aid of access to files, maintained by the Freedom of Information and Privacy Unit, for purposes of reference to requests on appeal, questions concerning pending or terminated requests, and compliance with requests similar or identical to past requests.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on index cards.

Retrievability: Information in the system is retrieved by reference to the names of present and past requesters and names of individuals about whom information is requested under the Freedom of Information and Privacy Act.

Safeguards: Information contained in the system is unclassified. During duty hours access to this system is monitored and controlled by Antitrust Division personnel in the area where the system is maintained. The area is locked during non-duty hours.

Retention and disposal: Indefinite.

System manager(s) and address: Freedom of Information and Privacy Acts Control Officer, Antitrust Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Notification procedure: Address inquiries to the Assistant Attorney General, Antitrust Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Record access procedures: Request for access to a record from this system should be made in writing and be clearly identified as a

'Privacy Access Request.' Included in the request should be the name of the individual having made the Freedom of Information request and/or the individual about whom the records were requested. Requesters should indicate a return address. Requests will be directed to the System Manager shown above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the index should direct their request to the System Manager and state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Source of the information maintained in the system are those records derived from the receipt and processing of Freedom of Information and Privacy Act requests.

Systems exempted from certain provisions of the act: Records secured from other systems of records have been exempted from the provisions of the Privacy Act to the same extent as the systems of records from which they were obtained. The Attorney General has also exempted certain categories of records in this system from subsection (c) (3), (d) of the Privacy Act pursuant to 5 U.S.C. 552a (k) (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(c), and (e) and have been published in the Federal Register.

JUSTICE/ATR - 009

System name: Consumer Inquiry Index

System location: U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals making inquiries relating to consumer matters.

Categories of records in the system: Systems contain an index record to inquiries made directly to the Consumer Affairs Section, Antitrust Division and those referred to the Section both from within the Department and from outside sources.

Authority for maintenance of the system: 44 U.S.C. 3101; 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is maintained as a record of inquiries and referrals to the Consumer Affairs Section relating to consumer matters. Information provided by consumers and the identity of individuals making the inquiry are occasionally disclosed to outside parties and other governmental agencies in an effort to resolve a matter brought to the attention of the Section through the incoming correspondence.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on index cards, which identify incoming letters of inquiry and outgoing letters, of response. To a limited extent information may be retrieved by using the name of the inquiring party.

Retrievability: Information contained in the system is unclassified. During working hours access to the system is controlled and monitored by Antitrust Division personnel in the area where the system is maintained. Access to the building during non-working hours is limited to Department of Justice personnel.

Retention and disposal: Indefinite.

System manager(s) and address: Chief, Consumer Affairs Section, Antitrust Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Notification procedure: Address inquiries to the Assistant Attorney General, Antitrust Division, Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Record access procedures: Request for access for a record from this system shall be written and clearly identified as a 'Privacy Access Request.' The request should include the name of the party making the consumer inquiry and the date of the inquiry. Requester should indicate a return address.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should state clearly and concisely what information is being contested, the reason for

contesting it and the proposed amendment to the information sought.

Record source categories: Sources of information maintained in the system are those records (e.g., consumers' correspondence) reflecting direct inquiries or referrals by other offices or organizations.

Systems exempted from certain provisions of the act: None.

JUSTICE/USM - 001

System name: United States Marshals Service Badge & Credentials File.

System location: United States Marshals Service; Star Building; 414 11th Street, N.W., Room 0056; Washington, D.C. 20530.

Categories of individuals covered by the system: United States Marshals Service Personnel.

Categories of records in the system: Personnel data system established to control issuance of badges and credentials to U.S. Marshals Service personnel.

Authority for maintenance of the system: 28 C.F.R. 0.111-113.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This file serves as a record of issuance of credentials. Information from this file is requested by various law enforcement agencies, e.g., FBI, Secret Service, state, county & municipal police.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Originals kept in files.

Retrievability: Indexed by name and chronological order of number.

Safeguards: Access restricted to personnel of Administrative Services Division.

Retention and disposal: Records are kept for duration of employee's tenure in the Service.

System manager(s) and address: Chief, Administrative Services Division; United States Marshals Service; U.S. Department of Justice; 10th & Constitution Ave. N.W.; Washington, D.C. 20530

Notification procedure: Same as System Manager.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' It should clearly indicate name of requestor, the nature of the record sought and approximate dates covered by the record. The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Record of Notification of Employment by U.S. Marshals Service Personnel Division.

Systems exempted from certain provisions of the act: None.

JUSTICE/USM - 002

System name: United States Marshals Service Internal Inspections System.

System location: United States Marshals Service; Department of Justice; 521 12th Street; Washington, D.C. 20530.

Categories of individuals covered by the system: United States Marshals Service employees.

Categories of records in the system: The Internal Inspections System contains reports prepared by the Office of Internal Inspections United States Marshals Service on findings of alleged misconduct of U.S. Marshals Service employees.

Authority for maintenance of the system: 28 C.F.R. Subpart T. 0.111(n).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information gathered is used by U.S. Marshals Service in disciplinary proceedings against employees. It is also used in administrative hearings before the Civil Service Commission and in court proceedings.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Originals stored in file.

Retrievability: Information is retrieved by name of employee.

Safeguards: Records are stored in locked safe.

Retention and disposal: Records are retained for 12 months and then referred to Federal Records Center.

System manager(s) and address: Chief, Internal Inspections Unit; U.S. Marshals Service; U.S. Department of Justice, 10th & Constitution Ave., N.W.; Washington, D.C. 20530.

Notification procedure: Same as System Manager.

Record access procedures: The major part of these systems is exempted from this requirement under 5 U.S.C. 552a (k)(5). To the extent that these systems are not subject to exemption they are subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' It should clearly indicate name of the requestor, the nature of the record sought and approximate dates covered by the record. The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Information derived from inspection of alleged malfeasance, by U.S. Marshals Service Internal Inspections Division.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G) and (H), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/USM - 003

System name: United States Marshals Service Prisoner Coordination System.

System location: United States Marshals Service; Department of Justice; 521 12th Street; Washington, D.C. 20530.

Categories of individuals covered by the system: Prisoners taken into U.S. Marshal custody.

Categories of records in the system: D.J. 100's; Compilation of identifying information for each prisoner taken into U.S. Marshal custody, when and where the prisoner is taken into custody, what he is charged with and where he is moved to. These files provide a ready reference source on the prisoner for purposes of arranging prisoner transportation.

Authority for maintenance of the system: The Prisoner Coordination Program is authorized under 28 C.F.R. Subpart T 0.111(k).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used as working files in the transporting of prisoners, by the U.S. Marshals Service, Bureau of Prisons and other federal, state and local law enforcement officials.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is stored in standard file cabinets.

Retrievability: Information is retrieved by name of prisoner and number

Safeguards: Access restricted to Operations Personnel.

Retention and disposal: Records are disposed of after 3 years.

System manager(s) and address: Associate Director for Operations; United States Marshals Service; U.S. Department of Justice; 10th & Constitution Ave., N.W.; Washington, D.C. 20530.

Notification procedure: Same as System Manager.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' It should clearly indicate name of requestor, the nature of the record sought and approximate dates covered by the record. The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Identifying material of each prisoner taken into custody by the U.S. Marshal.

Systems exempted from certain provisions of the act: None.

JUSTICE/USM - 004

System name: Special Deputy File.

System location: United States Marshals Service; Department of Justice; 521 12th Street; N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Special Deputies, who are selected law enforcement officers or employees of the U.S. Government.

Categories of records in the system: Special deputization file contains oath of office of persons utilized as deputy marshals for a short duration.

Authority for maintenance of the system: 28 C.F.R. Subpart T, Section 0.112; 28 U.S.C. 562.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Federal agencies for whom the Marshals Service has deputized employees would have access to this system.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Originals are filed.

Retrievability: Files are indexed by name and by government department.

Safeguards: Records are kept in a locked file.

Retention and disposal: Records are retained for one year.

System manager(s) and address: Chief, Personnel Management & Training; U.S. Marshals Service; U.S. Department of Justice; 10th & Constitution, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to: System Manager.

Record access procedures: A request for access to a record from this system shall be made in writing with the envelope and letter clearly marked 'Privacy Access Request.' The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reason for contesting it and the proposed amendment to the information sought.

Record source categories: Federal agencies requesting special deputations provide all necessary information required by the Marshals Service in making the special deputations.

Systems exempted from certain provisions of the act: None.

JUSTICE/USM - 005

System name: Special Detail System.

System location: United States Marshals Service; Department of Justice; 521 12th Street; Washington, D.C. 20530. Each of the 96 district offices maintain their own files.

Categories of individuals covered by the system: Deputy United States Marshals.

Categories of records in the system: Records maintained in this system include a compilation of deputies' special assignments; e.g., civil disturbances, special trials, witness security, process serving, etc.

Authority for maintenance of the system: The Special Detail System is authorized under 28 C.F.R. 0.111(a) through (g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Special Detail System provides background data on what details were made; who went where, etc. This information may be used in Civil Service Commission hearings and court cases involving the Marshals Service or its personnel.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Originals are filed.

Retrievability: Records are retrieved by name of deputy.

Safeguards: Records are kept in a locked file.

Retention and disposal: Dispose after 10 years; transfer to Federal Records Center after 3 years.

System manager(s) and address: Chief, Operations Division; U.S. Marshals Service; U.S. Department of Justice; 10th & Constitution, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to: System Manager.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' It should clearly indicate name of the requestor, the nature of the record sought and approximate dates covered by the record. The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Information provided by designated U.S. Marshals Service Personnel in each district who work on special details.

Systems exempted from certain provisions of the act: None.

JUSTICE/USM - 006

System name: United States Marshals Service Training Files.

System location: United States Marshals Service; Department of Justice; 521 12th Street, Washington, D.C. 20530.

Categories of individuals covered by the system: Trainees.

Categories of records in the system: 1) Individual United States Marshals Service training files contain information on the individual's educational background and training history, and an individual development plan; 2) Skills files identify special skills possessed by the individual United States Marshals Service employee.

Authority for maintenance of the system: The training school is established pursuant to 28 C.F.R. Subpart T, Section 0.111(h) which authorizes the Director to provide a training school for United States Marshals Service personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) Records are used as training histories; 2) records are used to determine training eligibility; 3) records are used in Administrative hearing before U.S. Civil Service Commission, and in court proceedings.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Standard file cabinets containing original documents.

Retrievability: Records are indexed by name.

Safeguards: Records are kept in locked files.

Retention and disposal: Training files are maintained until the employee leaves the Service.

System manager(s) and address: Chief, Employee Development and Training Section; U.S. Marshals Service; U.S. Department of Justice; 10th & Constitution Ave. N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to: System Manager.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' It should clearly indicate name of requestor, the nature of the record sought and approximate dates covered by the record. The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: 1) The forms, documentation of skills, etc. which are completed by a new trainee; 2) documentation of skills by Training Personnel; 3) evaluation reports prepared by the Combined Federal Law Enforcement Training Academy.

Systems exempted from certain provisions of the act: None.

JUSTICE/USM - 007

System name: Warrant-Information System.

System location: Each district office of the U.S. Marshals Service maintains their own files. See Appendix.

Categories of individuals covered by the system: Individuals for whom Federal warrants have been issued.

Categories of records in the system: All pertinent information, correspondence, etc. vis-a-vis the warrant, as well as NCIC copy.

Authority for maintenance of the system: Authority for this system is established by 28 C.F.R. Subpart T. 0.111(a) and 28 U.S.C. 569(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: U.S. Attorneys, Federal Courts and other Federal law enforcement agencies have access to this information.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored on Rolodex Cards.

Retrievability: Records are retrieved by individual name.

Safeguards: Access is restricted to personnel in each districts U.S. Marshals office.

Retention and disposal: Records are kept in operating file until warrant is executed and then transferred to closed files, where they are indefinitely kept.

System manager(s) and address: Chief, Operations Division; U.S. Marshals Service; U.S. Department of Justice; 10th & Constitution Ave. N.W.; Washington, D.C. 20530.

Record source categories: Information is obtained from the Bureau of Prisons, Department of Justice and arresting agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G) and (H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (c) and have been published in the Federal Register.

JUSTICE/USM - 008

System name: Witness Security Files Information System.

System location: United States Marshals Service; Department of Justice; 521 12th Street, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Government witnesses, who are participants in the Federal Witness Security Program.

Categories of records in the system: 1) Request to enter program; 2) background information (education, experience, medical history, names, relatives, etc.); 3) funding information; 4) moving information; 5) documentation of all the above.

Authority for maintenance of the system: Authority for the Witness Security Program is O.B.D. 2110.2 January 10, 1975; 28 C.F.R. Subpart T. 0.111(c), 28 U.S.C. 524; 18 U.S.C. prec 3481.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) Background for planning working files; 2) Used to accomplish major functions of witness security e.g. protection of government witnesses and their families; 3) Used in court proceedings.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Originals are kept in files.

Retrievability: Filed according to ID special number.

Safeguards: Locked files limited access - (Witness Security Personnel)

Retention and disposal: All records at this time are being indefinitely maintained.

System manager(s) and address: Chief, Witness Security Division; U.S. Marshals Service; U.S. Department of Justice; 10th & Constitution Ave. N.W.; Washington, D.C. 20530.

Record source categories: All identifying background criteria of individual: 1) education; 2) job history; 3) medical history; 4) history of residence; 5) relatives, etc.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G) and (H), (e)(8), (f)(2) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/USM - 999

System name: Appendix to U.S. Marshals Systems of Records - NAMES AND OFFICIAL ADDRESSES OF UNITED STATES MARSHALS

Northern Alabama
Federal Courthouse
Birmingham, Alabama 35203

Middle Alabama
P.O. Box 211
Montgomery, Alabama 36101

Southern Alabama
P.O. Box 343
Mobile, Alabama 36601

District of Alaska
P.O. Box 1979
Anchorage, Alaska 99510

District of Arizona
8202 Federal Bldg.
Phoenix, Arizona 85025

Eastern Arkansas
P.O. Box 8
Little Rock, Arkansas 72203

Western Arkansas
P.O. Box 1572
Fort Smith, Arkansas 72901

Northern California
P.O. Box 36056
San Francisco, California 94102

Eastern California
1013 U.S. Courthouse
Sacramento, California 95814

Central California
G-23 U.S. Courthouse
Los Angeles, California 90012

Southern California
223 U.S. Courthouse
San Diego, California 92101

District of Canal Zone
P.O. Box 2010
Balboa Heights, Canal Zone

District of Colorado
P.O. Box 1796
Denver, Colorado 80201

District of Connecticut
P.O. Box 1686
New Haven, Connecticut 06507

District of Delaware
P.O. Box 1927
Wilmington, Delaware 19899

District of Columbia
U.S. Courthouse
3rd & Constitution Avenue, N.W.
Washington, D.C. 20001

Northern Florida
P.O. Box 1150
Pensacola, Florida 32595

Middle Florida
P.O. Box 4967
Jacksonville, Florida 32201

Southern Florida
P.O. Box 391

Miami, Florida 33101

Northern Georgia
P.O. Box 1365
Atlanta, Georgia 30301

Middle Georgia
P.O. Box 7
Macon, Georgia 31202

Southern Georgia
P.O. Box 9765
Savannah, Georgia 31402

District of Guam
P.O. Box 3396
Agana, Guam 96910

District of Hawaii
P.O. Box 142
Honolulu, Hawaii 96810

District of Idaho
692 Federal Bldg. & Cthse.
Boise, Idaho 83702

Northern Illinois
219 S. Dearborn Street
Chicago, Illinois 60604

Eastern Illinois
Federal Bldg.
East St. Louis, Illinois 62201

Southern Illinois
P.O. Box 156
Springfield, Illinois 62705

Northern Indiana
Federal Bldg.
South Bend, Indiana 46624

Southern Indiana
P.O. Box 575
Indianapolis, Indiana 46244

Northern Iowa
P.O. Box 356
Dubuque, Iowa 52001

Southern Iowa
203 U.S. Courthouse
Des Moines, Iowa 50309

District of Kansas
P.O. Box 327
Topeka, Kansas 66601

Eastern Kentucky
P.O. Box 30
Lexington, Kentucky 40501

Western Kentucky
204 P.O. Bldg.
Louisville, Kentucky 40202

Eastern Louisiana
400 Royal Street, Room 303
New Orleans, Louisiana 70130

Middle Louisiana
U.S. Courthouse
Baton Rouge, Louisiana 70801

Western Louisiana
P.O. Box 53
Shreveport, Louisiana 71161

District of Maine
P.O. Box 349
Portland, Maine 04112

District of Maryland
515 P.O. Bldg.
Baltimore, Maryland 21202

District of Massachusetts
P.O. Box 352
Boston, Massachusetts 02101

Eastern Michigan
932 Federal Bldg. & Cthse.
Detroit, Michigan 48226

Western Michigan
514 Federal Bldg.
Grand Rapids, Michigan 49502

District of Minnesota
523 U.S. Courthouse
Minneapolis, Minnesota 55401

Northern Mississippi
P.O. Box 231
Oxford, Mississippi 38655

Southern Mississippi
P.O. Box 959
Jackson, Mississippi 39205

Eastern Missouri
322 U.S. Courthouse & Customhouse
St. Louis, Missouri 63101

Western Missouri
509 U.S. Cthse.
Kansas City, Missouri 64106

District of Montana
5110 Federal Bldg.
Billings, Montana 59101
p District of Nebraska
P.O. Box 1477
Omaha, Nebraska 68101

District of Nevada
4033 Federal Bldg.
Las Vegas, Nevada 89101

District of New Hampshire
P.O. Box 423
Concord, New Hampshire 03301

District of New Jersey
P.O. Bldg. Federal Sq.
Newark, New Jersey 07101

District of New Mexico
P.O. Box 444
Albuquerque, New Mexico 87103

Northern New York
P.O. Box 418
Utica, New York 13503

Eastern New York
U.S. Courthouse
Brooklyn, New York 11201

Southern New York
U.S. Courthouse, Foley Sq.
New York, New York 10007

Western New York
702 U.S. Courthouse
Buffalo, New York 14202

Eastern North Carolina
P.O. Box 25640
Raleigh, North Carolina 27611

Middle North Carolina

P.O. Box 1528
Greensboro, North Carolina 27402

Western North Carolina
P.O. Box 59
Asheville, North Carolina 28802

North Dakota
P.O. Box 2425
Fargo, North Dakota 58102

Northern Ohio
323 U.S. Courthouse
Cleveland, Ohio 44114

Southern Ohio
P.O. Box 963
Cincinnati, Ohio 45201

Northern Oklahoma
4557 U.S. Courthouse
Tulsa, Oklahoma 74101

Eastern Oklahoma
P.O. Box 738
Muskogee, Oklahoma 74401

Western Oklahoma
P.O. Box 886
Oklahoma City, Oklahoma 73102

District of Oregon
P.O. Box 388
Portland, Oregon 97207

Eastern Pennsylvania
3032 U.S. Courthouse
Philadelphia, Pennsylvania 19107

Middle Pennsylvania
P.O. Box 310
Scranton, Pennsylvania 18501

Western Pennsylvania
810 Post Office & Cthse.
Pittsburgh, Pennsylvania 15219

District of Puerto Rico
P.O. Box 3748
San Juan, Puerto Rico 00904

Rhode Island
P.O. Box 1524
Providence, Rhode Island 02901

District of South Carolina
P.O. Box 1774
Columbia, South Carolina 29202

District of South Dakota
U.S. Cthse. & Fed. Bldg.
Sioux Falls, South Dakota 57102

Eastern Tennessee
P.O. Box 551
Knoxville, Tennessee 37901

Middle Tennessee
866 U.S. Courthouse
Nashville, Tennessee 37203

Western Tennessee
1007 Federal Bldg.
Memphis, Tennessee 38103

Northern Texas
1100 Commerce Street, Room 16F47
Dallas, Texas 75202

Eastern Texas
P.O. Box 111

Beaumont, Texas 77704

Southern Texas
P.O. Box 61608
Houston, Texas 77061

Western Texas
P.O. Box 359
San Antonio, Texas 78292

District of Utah
P.O. Box 1234
Salt Lake City, Utah 84110

District of Vermont
P.O. Box 946
Burlington, Vermont 05401

Eastern Virginia
P.O. Box 1706
Norfolk, Virginia 23501

Western Virginia
P.O. Box 2280
Roanoke, Virginia 24009

District of the Virgin Islands
P.O. Box 720
St. Thomas, Virgin Islands 00801

Eastern Washington
P.O. Box 1463
Spokane, Washington 99210

Western Washington
300 U.S. Courthouse
Seattle, Washington 98104

Northern West Virginia
P.O. Box 1629
Fairmont, West Virginia 26554

Southern West Virginia
4202 Federal Bldg.
Charleston, West Virginia 25301

Eastern Wisconsin
310 Federal Bldg.
Milwaukee, Wisconsin 53202

Western Wisconsin
P.O. Box 90
Madison, Wisconsin 53701

District of Wyoming
P.O. Box 768
Cheyenne, Wyoming 82001

JUSTICE/USA - 001

System name: Administrative Files.

System location: Ninety-four United States Attorneys' Offices (See attached Appendix).

Categories of individuals covered by the system: a) Office Personnel (present and past); b) Expert professionals whose services are used by the office; c) Applicants for office positions; d) Witnesses in Court proceedings; e) Prisoners-In-Custody; f) Defendants; g) Debtors; h) Vendors; i) Citizens making inquiries; j) Members of local and state Bar Associations.

Categories of records in the system: a) Personnel Files (official/unofficial); b) Applicant Files; c) Employee Record Cards (SF-7B); d) Office Rosters; e) Tickler File System for Promotions; f) Personnel Address and Telephone Number Lists; g) Sign In/Out Sheets; h) Time and Attendance Records (OMF - 44); i) Wage Earnings Statement (DOJ - 296); j) Travel Authorizations and Vouchers (OBD - 1 and SF - 1012); k) Advice of Obligations Incurred (DJ - 60); l) Telephone Records and Logs; m) Fiscal Vouchers; n) Witness Records (LAA - 3); o) Lists of Records at Federal Records Centers; p) In-House Statistical Reports; q) Internal Meetings Records; r) Equal Employment Opportunity (EEO)

Records; s) Employees: Organizations and Unions Records; t) Federal Woman's Program Records; u) Address and Telephone Indexes; v) Lists of State and Local Bar Members; w) Lists of Expert Professionals; x) Requests for Expert Witnesses; y) Teletype Files; z) Correspondence Files; aa) Evaluation Reports by Regional Assistant Directors.

Authority for maintenance of the system: These systems are established and maintained pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows:

(a) in any case in which there is an indication of a violation or potential violation of law or legal obligation, criminal, civil, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law or civil remedy;

(b) in the course of investigating the potential or actual violation of any law, criminal, civil, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;

(c) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive or procedural law or practice;

(d) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

(e) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

(f) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter;

(g) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person;

(h) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement;

(i) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency;

(j) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter;

(k) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi;

(l) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return;

(m) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making provisions to which they were appointed by the President, in accordance with the provisions codified in 28 C.F.R. 17.60.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: All information, except that specified in this paragraph, is recorded on basic paper/cardboard material, and stored within manila file folders, within metal file cabinets, electric file/card retrievers or safes. Some material is recorded and stored on magnetic tape, card or other data processing type storage matter for reproduction later into conventional formats.

Retrievability: Information is retrieved primarily by name of person, case number, complaint number or court docket number. Information within this system of records may be accessed by various U.S. Attorneys' offices by means of catho-ray tube terminals (CRT's).

Safeguards: Information in the system is stored in file cabinets in the United States Attorney's offices. Some materials are located in locked file drawers and safes, and others in unlocked file drawers. Offices are locked during non-working hours and are secured by either Federal Protective Service, United States Postal Service, or private building guards. Information that is retrievable by CRT's within various U.S. Attorneys' offices requires user identification numbers which are issued to authorized employees of the Department of Justice.

Retention and disposal: Records are maintained and disposed of in accordance with Department of Justice retention plans.

System manager(s) and address: System manager for the system in each office is the Administrative Officer/Assistant, for the U.S. Attorney for each district. (See attached Appendix).

Notification procedure: Address inquiries to the System Manager for the judicial district in which the case or matter is pending (See attached Appendix).

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record and the name of the case or matter involved, if known. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager (See attached Appendix).

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager (See attached Appendix) stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system include, but are not limited to investigative reports of federal, state and local law enforcement agencies; client agencies of the Department of Justice; other non-Department of Justice investigative agencies; forensic reports; statements of witnesses and parties; data, memoranda and reports from the Court and agencies

thereof; and the work product of Assistant United States Attorneys, Department of Justice attorneys and administrative staff of the divisions, offices and bureaus, work product of secretarial and administrative staff within the U.S. Attorneys office and the Executive Office for U.S. Attorneys, from general public referral sources or as provided by members of the public who participate, assist or observe in pending cases or matters, or commercial establishments which provide goods or services, publications and reports from the Department's other offices, divisions and bureaus and internal U.S. Attorney work product.

Systems exempted from certain provisions of the act: None.

JUSTICE/USA - 002

System name: A.U.S.A. Applicant files.

System location: Executive Office for United States Attorneys; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Applicants tentatively selected (by nomination of a U.S. Attorney) for the position of Assistant U.S. Attorney.

Categories of records in the system: The system includes the applicants name, status of Bar membership and dates of receipt, status and final determination on the appointment of the applicant. The system is arranged chronologically by date of receipt of file and applicants name.

Authority for maintenance of the system: These records are kept for administrative convenience pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: All uses are internal within the Department.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The material is stored within manila file folders, within metal file cabinets.

Retrievability: The system is indexed by name, arranged alphabetically.

Safeguards: The correspondence is maintained in a room which is occupied by office personnel during the day and locked at night.

Retention and disposal: Records are maintained and disposed of in accordance with Department retention plans.

System manager(s) and address: Director; Executive Office of United States Attorneys; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name and address as included in the original letter, together with the current address if different, the date of the letter and to whom it was addressed. Requests should be directed to the System Manager listed above.

Contesting record procedures: Any requests for correction should also be directed to the System Manager and should indicate the exact correction required.

Record source categories: Sources of information in this system are the actual letter received, the response and any transmitted information and enclosures.

Systems exempted from certain provisions of the act: None.

JUSTICE/USA - 003

System name: Citizen Complaint Files.

System location: U.S. Attorney's Office; 3rd & Constitution Avenue, N.W.; Washington, D.C. 20001.

Categories of individuals covered by the system: The individuals on whom records are maintained in this system may be broadly classified in four categories. 1) Those individuals who have been charged with Federal and D.C. Code violations; 2) those individuals who are currently under investigation for violations of Federal and D.C. Code; 3) those individuals about whom complaints have been made on upon whom investigations were conducted, but no prosecution was initiated; and 4) complainants.

Categories of records in the system: A file may consist of a single sheet of paper describing briefly the nature of a complaint and its disposition or it may consist of a more comprehensive file containing the results of a hearing, depending on the complexity or seriousness of the complaint. If the complaint results in criminal charges being preferred, the contents of the file are transferred to the appropriate criminal file system.

Authority for maintenance of the system: 5 U.S.C. 301, 28 U.S.C. 547, 23 D.C. Code 101(c).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows:

(1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate agency, federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law;

(2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual, if there is reason to believe that such agency or individual possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;

(3) records or extracts thereof relating to a case or matter may be disseminated to a defendant or his attorney or to the appropriate federal, state, local, or foreign, court or grand jury in accordance with established constitutional, substantive, or procedural law or practice;

(4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

(5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

(6) a record relating to a case or matter that has been referred for investigation may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made;

(7) a record relating to a person held pending arraignment, trial or sentence, or after conviction, may be disseminated to a federal, state, local, or foreign prison, probation, parole, bail or pardon authority, or to any agency or individual concerned with the custody maintenance, transportation, or release of such a person;

(8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States;

(9) a record may be disseminated to a federal, state, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; and

(10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the is-

suance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Citizen complaint files are maintained in one of two ways: either on a single sheet which is a record of the complaint and disposition thereof or in complaints which result in further proceedings, a file folder would be established.

Retrievability: Information is retrieved either by the name of a complainant, the name of a person about whom a complaint is registered or by a complaint number. If further proceedings are conducted with respect to a citizen's complaint and the complaint materializes into a criminal action, the file folder will become part of the criminal files and then is retrievable in the same manner as any criminal file is retrieved.

Safeguards: Information contained in the system is unclassified. It is safeguarded and protected by being maintained in files at the Citizens Complaint Center which is manned at all times when it is open and at other times is locked. More sensitive files that materialize into hearings or required for further action by the Misdemeanor Trial Section of the Superior Court Division are maintained by the Chief of the Misdemeanor Trial Section in his office in Building B of the Superior Court.

Retention and disposal: Files are retained and disposed of in accordance with Title 8, U.S. Attorney's Manual, pages 70-77.

System manager(s) and address: Chief, Misdemeanor Trial Section; U.S. Attorney's Office; Superior Court Division; Building B, 4th & E Streets, N.W.; Washington, D.C.

Notification procedure: Address inquiries to the System Manager.

Record access procedures: The major part of these systems are exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the general subject matter of the document or its file number. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: The major parts of these systems are exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A determination as to exemption shall be made at the time a request for contest is received. Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system come primarily from citizens walking into this unit to register complaints. Sources also include but are not limited to investigative reports of federal, state and local law enforcement agencies, forensic reports, statements of witnesses and parties, as well as verbatim transcripts of grand jury proceedings and court

proceedings, memoranda and reports from the court and agencies thereof and the work product of Assistant United States Attorneys and legal assistants working on particular cases.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/USA - 004

System name: Citizen Correspondence Files.

System location: Executive Office for United States Attorneys; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system:

a) Individuals who write to the Executive Office for United States Attorneys, its Director or a member of his staff.

b) Individuals who write to the Attorney General or the Department of Justice and whose letter is referred to the Executive Office of United States Attorneys.

c) Individuals whose letter has been referred to the Executive Office of United States Attorneys for a response by the White House, Executive Agencies or Members of Congress.

In all of the above categories, the individuals include only those who express general views or seek information or assistance. Freedom of Information requests are not indexed in this system.

Categories of records in the system: The system includes the original correspondence received as well as any response, referral letters or notes concerning the subject of the correspondence and copies of any enclosures. The system is arranged alphabetically by the last name of the original correspondent.

Authority for maintenance of the system: These records are kept for administrative convenience pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information from the responses may be provided to the referrer of the original correspondence. All other uses are internal within the Department.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The material is stored within manila file folders, within metal file cabinets.

Retrievability: The system is indexed by name, arranged alphabetically.

Safeguards: The correspondence is maintained in a room which is occupied by office personnel during the day and locked at night.

Retention and disposal: Records are maintained and disposed of in accordance with Department retention plans.

System manager(s) and address: Director; Executive Office of United States Attorneys; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the

letter clearly marked 'Privacy Access Request.' Include in the request the name and address as included in the original letter, together with the current address if different, the date of the letter and to whom it was addressed. Requests should be directed to the System Manager listed above.

Contesting record procedures: Any requests for correction should also be directed to the System Manager and should indicate the exact correction required.

Record source categories: Sources of information in this system are the actual letter received, the response and any transmitted information and enclosures.

Systems exempted from certain provisions of the act: None.

JUSTICE/USA - 005

System name: Civil Case Files.

System location: Ninety-four United States Attorneys' Offices (See attached Appendix).

Categories of individuals covered by the system: a) Individuals being investigated in anticipation of Civil suits; b) Individuals involved in Civil suits; c) Defense Counsel(s); d) Information sources; e) Individuals relevant to the development of Civil suits.

Categories of records in the system: a) All Civil Cases Files (USA - 34); b) Docket Cards (USA - 116); c) Civil Debtor Cards (USA - 117b); d) Civil Case Activity Card (USA - 164); e) Civil Debtor Activity Card (USA - 166); f) 3' X 5' Index Cards; g) Caseload Printouts; h) General Correspondence re: Civil Cases; i) Reading Files re: Civil Cases; j) Information Source File; k) Attorney Assignment sheets; l) Telephone records; m) Miscellaneous Investigative files; n) Lands Condemnation Files (Appraisal and Negotiator Reports); o) Tax Case Resource File; p) Material in Civil File related to Criminal cases arising out of Civil Proceedings; g) Search Warrants; r) Files unique to District; s) Civil Miscellaneous Correspondence File.

Authority for maintenance of the system: These systems are established and maintained pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows:

(a) in any case in which there is an indication of a violation or potential violation of law, civil, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility for investigating, defending or pursuing such violation, civil claim or remedy, or charged with enforcing, defending or implementing such law;

(b) in the course of investigating the potential or actual violation or civil liability of any government action or law, civil, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such civil action, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation or civil action trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an agency;

(c) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice;

(d) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

(e) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, or informal discovery proceedings;

(f) a record relating to a case or matter that has been referred by an agency for investigation, civil action, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter;

(g) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention

entered into and ratified by the United States or to an executive agreement;

(h) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency or to assist in general civil matters or cases;

(i) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance as is required, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter;

(j) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of types or courses of action or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi;

(k) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in general crime prevention, the pursuit of general civil, regulatory or administrative civil actions or to provide investigative leads to such country, or assist in the location and/or returning of witnesses and other evidence;

(l) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making provisions to which they were appointed by the President, in accordance with the provisions codified in 28 C.F.R. 17.60.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: All information, except that specified in this paragraph, is recorded on basic paper/cardboard material, and stored within manila file folders, within metal file cabinets, electric file/card retrievers or safes. Some material is recorded and stored on magnetic tape, card or other data processing type storage matter for reproduction later into conventional formats.

Retrievability: Information is retrieved primarily by name of person, case number, complaint number or court docket number. Information within this system of records may be accessed by various U.S. Attorneys' offices by means of cathode-ray tube terminals (CRT's).

Safeguards: Information in the system is both confidential and non-confidential and located in file cabinets in the United States Attorney offices. Some materials are located in locked file drawers and safes, and others in unlocked file drawers. Offices are locked during non-working hours and are secured by either Federal Protective Service, United States Postal Service, or private building guards. Information that is retrievable by CRT's within various U.S. Attorneys' offices requires user identification numbers which are issued to authorized employees of the Department of Justice.

Retention and disposal: Records are maintained and disposed of in accordance with Department of Justice retention plans.

System manager(s) and address: System Manager for the system in each office is the Administrative Officer/Assistant, for the U.S. Attorney for each district. (See attached Appendix).

Notification procedure: Address inquiries to the System Manager for the judicial district in which the case or matter is pending (See attached Appendix).

Record access procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request." Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record and the name of the case or matter involved, if known. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager (See attached Appendix).

Contesting record procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A determination as to exemption shall be made at the time a request for contest is received. Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager (See attached Appendix) stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system include, but are not limited to investigative reports of federal, state and local law enforcement, civil litigation, regulatory and administrative agencies; client agencies of the Department of Justice; other non-Department of Justice investigative agencies; forensic reports; statements of witnesses and parties; verbatim transcripts of deposition and court proceedings; data, memoranda and reports from the court and agencies thereof; and the work product of Assistant United States Attorneys, Department of Justice attorneys and staff, and legal assistants working on particular cases.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/USA - 006

System name: Consumer Complaints.

System location: U.S. Attorney's Office; 3rd & Constitution Avenue, N.W.; Washington, D.C. 20001.

Categories of individuals covered by the system: The individuals on whom records are maintained in this system may be broadly classified in four categories: 1) Those individuals who have been charged with Federal and D.C. Code violations; 2) Those individuals who are currently under investigation for violations of Federal and D.C. Code; 3) Those individuals upon whom investigations were conducted, but no prosecution was initiated; and 4) Complainants.

Categories of records in the system: The system contained allegations of consumer fraud by citizens of the District of Columbia Metropolitan area. It includes names, addresses, and the substance of the complaints.

Authority for maintenance of the system: 5 U.S.C. 301, 28 U.S.C. 547, 23 D.C. Code 101(c).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows:

(1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate agency, federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law;

(2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual, if there is reason to believe that such agency or individual possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;

(3) records or extracts thereof relating to a case or matter may be disseminated to a defendant or his attorney or to the appropriate federal, state, local, or foreign, court or grand jury in accordance with established constitutional, substantive, or procedural law or practice;

(4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

(5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

(6) a record relating to a case or matter that has been referred for investigation may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made;

(7) a record relating to a person held pending arraignment, trial or sentence, or after conviction, may be disseminated to a federal, state, local, or foreign prison, probation, parole, bail or pardon authority, or to any agency or individual concerned with the custody maintenance, transportation, or release of such a person;

(8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into or ratified by the United States;

(9) a record may be disseminated to a federal, state, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; and

(10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in this system is stored in the Fraud Section of the U.S. Attorney's Office.

Retrievability: Information is retrieved via a cross-index by complainant and potential defendant.

Safeguards: Information contained in this system is unclassified. It is protected in accordance with Departmental rules and is safeguarded in the U.S. Attorney's Office in the Fraud Section.

Retention and disposal: The records are stored for a period of at least the statute of limitations for the offense charged.

System manager(s) and address: Chief, Fraud Division; U.S. Attorney's Office; U.S. District Court; 3rd & Constitution Avenue, N.W.; Washington, D.C. 20001.

PRIVACY ACT ISSUANCES

Notification procedure: Address inquiries to the System Manager.

Record access procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the general subject matter of the document or its file number. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A determination as to exemption shall be made at the time a request for contest is received. Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The sources of information contained in this system are complaints referred to the U.S. Attorney's Office by citizens and consumer protection agencies.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/USA - 007

System name: Criminal Case Files.

System location: Ninety-four United States Attorneys' Offices (See attached Appendix).

Categories of individuals covered by the system: a) Individuals charged with violations; b) Individuals being investigated for violations; c) Defense Counsel(s); d) Information Sources; e) Individuals relevant to development of Criminal Cases; f) Individuals investigated, but prosecution declined; g) Individuals referred to in potential or actual cases and matters of concern to a U.S. Attorney's Office.

Categories of records in the system: a) All case files (USA - 33); b) Docket Cards (USA - 115); c) Criminal Debtor Cards (USA - 117a); d) Criminal Case Activity Card (USA - 163); e) Criminal Debtor Activity Card (USA - 164); f) 3' X 5' Index Cards; g) Caseload Printouts; h) Attorney Assignment Sheets; i) General Correspondence re: Criminal Cases; j) Reading Files re: Criminal Cases; k) Grand Jury Proceedings; l) Miscellaneous Investigative Reports; m) Information Source Files; n) Parole Recommendations; o) Immunity Requests; p) Witness Protection Files; q) Wiretap Authorizations; r) Search Warrants; s) Telephone records; t) Criminal Complaints; u) Sealed Indictment Records; v) Files unique to a District; w) Criminal Miscellaneous Correspondence File; x) Prosecution Declined Reports.

Authority for maintenance of the system: These systems are established and maintained pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows:

(a) in any case in which there is an indication of a violation or potential violation of law, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate Federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law;

(b) in the course of investigating the potential or actual violation of any law, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a Federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing

and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;

(c) a record relating to a case or matter may be disseminated in an appropriate Federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice;

(d) a record relating to a case or matter may be disseminated to a Federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

(e) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

(f) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter;

(g) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a Federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person;

(h) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement;

(i) a record may be disseminated to a Federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency;

(j) a record may be disseminated to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter;

(k) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi;

(l) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return;

(m) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making provisions to which they were appointed by the President, in accordance with the provisions codified in 28 C.F.R. 17.60.

(n) A record relating to an actual or potential civil or criminal violation of title 17, United States Code, may be disseminated to a person injured by such violation to assist him in the institution or maintenance of a suit brought under such title.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

(n) A record relating to an actual or potential civil or criminal violation of title 17, United States Code, may be disseminated to a person injured by such violation to assist him in the institution or maintenance of a suit brought under such title.

JUSTICE/USA - 008

System name: Freedom of Information Act/Privacy Act Files.

System location: Executive Office for United States Attorneys; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system:

a) Individuals who write to the Executive Office for United States Attorneys, its Director or a member of his staff, or a U.S. Attorney's office.

b) Individuals who write to the Attorney General or the Department of Justice or the FOI/PA Unit and whose letter is referred to the Executive Office of United States Attorneys.

c) Individuals whose letter has been referred to the Executive Office of United States Attorneys for a response by the FOI/PA Unit or Appeals Unit.

Categories of records in the system: The system includes the original correspondence received as well as any response, referral letters or notes concerning the subject of the request and copies of any enclosures. The system is arranged alphabetically by the last name of the original requestor.

Authority for maintenance of the system: These records are kept for administrative convenience pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101 and the provisions of the Freedom of Information Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information from the responses may be provided to the referrer of the original request or the requester. All other uses are internal within the Department.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The material is stored within manila file folders, within metal file cabinets.

Retrievability: The system is indexed by name, arranged alphabetically.

Safeguards: The correspondence is maintained in a room which is occupied by office personnel during the day and locked at night.

Retention and disposal: Records are maintained and disposed of in accordance with Department retention plans.

System manager(s) and address: Director; Executive Office of United States Attorneys; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the System Manager listed above.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Freedom of Information' or 'Privacy Access Request.' Include in the request the name and address as included in the original letter, together with the current address if different, the date of the letter and to whom it was addressed. Requests should be directed to the system manager listed above.

Contesting record procedures: Any requests for correction should also be directed to the System Manager and should indicate the exact correction required.

Record source categories: Sources of information in this system are the actual letter received, the response and any transmitted information and enclosures.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: All information, except that specified in this paragraph, is recorded on basic paper/cardboard material, and stored within manila file folders, within metal file cabinets, electric file/card retrievers or safes. Some material is recorded and stored on magnetic tape, card or other data processing type storage matter for reproduction later into conventional formats.

Retrievability: Information is retrieved primarily by name of person, case number, complaint number or court docket number. Information within this system of records may be accessed by various U.S. Attorneys' offices by means of catho-ray tube terminals (CRT's).

Safeguards: Information in the system is both confidential and non-confidential and located in file cabinets in the United States Attorney offices. Some materials are located in locked file drawers and safes, and others in unlocked file drawers. Offices are locked during non-working hours and are secured by either Federal Protective Service, United States Postal Service, or private building guards. Information that is retrievable by CRT's within various U.S. Attorneys' offices requires user identification numbers which are issued to authorized employees of the Department of Justice.

Retention and disposal: Records are maintained and disposed of in accordance with Department of Justice retention plans.

System manager(s) and address: System manager for the system in each office is the Administrative Officer/Assistant, for the U.S. Attorney for each district (See attached Appendix).

Notification procedure: Address inquiries to the System Manager for the judicial district in which the case or matter is pending (See attached Appendix).

Record access procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record and the name of the case or matter involved, if known. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager (See attached Appendix).

Contesting record procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A determination as to exemption shall be made at the time a request for contest is received. Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager (See attached Appendix) stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system include, but are not limited to investigative reports of federal, state and local law enforcement agencies; client agencies of the Department of Justice; other non-Department of Justice investigative agencies; forensic reports; statements of witnesses and parties; verbatim transcripts of Grand Jury and court proceedings; data, memoranda and reports from the Court and agencies thereof; and the work product of Assistant United States Attorneys, Department of Justice attorneys and staff, and legal assistants working on particular cases.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

Systems exempted from certain provisions of the act: Records secured from other systems of records have been exempted from the provisions of the Privacy Act to the same extent as the systems of records from which they were obtained. The Attorney General has also exempted certain categories of records in this system from subsection (c) (3), (d) of the Privacy Act pursuant to 5 U.S.C. 552a (k) (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(c), and (e) and have been published in the Federal Register

JUSTICE/USA - 009

System name: Kline - District of Columbia and Maryland - Stock and Land Fraud Interrelationship Filing System.

System location: U.S. Attorney's Office; 3rd & Constitution Avenue, N.W., Washington, D.C. 20001.

Categories of individuals covered by the system: The individuals on whom records are maintained in this system may be broadly classified in three categories: 1) Those individuals who have been charged with Federal and D.C. Code violations; 2) Those individuals who are currently under investigation for violations of Federal and D.C. Code; 3) Those individuals upon whom investigations were conducted, but no prosecution was initiated. These include but are not limited to possible witnesses, corporate entities, corporate employees, business contacts, financial institutions and governmental contacts.

Categories of records in the system: The system contains an index record for individual names and types of transactions with named individuals.

Authority for maintenance of the system: 5 U.S.C. 301, 28 U.S.C. 547, 23 D.C. Code 101(c)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows:

(1) in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate agency, federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law;

(2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual, if there is reason to believe that such agency or individual possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;

(3) records or extracts thereof relating to a case or matter may be disseminated to a defendant or his attorney or to the appropriate federal, state, local, or foreign, court or grand jury in accordance with established constitutional, substantive, or procedural law or practice;

(4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

(5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

(6) a record relating to a case or matter that has been referred for investigation may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made;

(7) a record relating to a person held pending arraignment, trial or sentence, or after conviction, may be disseminated to a federal, state, local, or foreign prison, probation, parole, bail or pardon authority, or to any agency or individual concerned with the custody maintenance, transportation, or release of such a person;

(8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States;

(9) a record may be disseminated to a federal, state, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; and

(10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Polices and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is stored electronically in the Department of Justice Juris System.

Retrievability: Information is retrieved primarily by referencing the individuals' names who participated in the business transactions.

Safeguards: Information contained in this system is protected as though it was classified as confidential. It is accessible only to holders of the entry code; the only holders of the code are the U.S. Attorney's Offices for the District of Columbia and Maryland.

Retention and disposal: The records are to be retained for the period of usefulness as determined by the U.S. Attorney's Office.

System manager(s) and address: Chief, Fraud Division; U.S. Attorney's Office; U.S. District Court; 3rd & Constitution Avenue, N.W.; Washington, D.C. 20001.

Notification procedure: All inquiries should be addressed to the System Manager.

Record access procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the general subject matter of the document or its file number. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A determination as to exemption shall be made at the time a request for contest is received. Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are individuals who have cooperated with the U.S. Attorney's Office in the investigation of criminal activity.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/USA - 010

System name: Major Crimes Division Investigative Files.

System location: U.S. Attorney's Office; 3rd & Constitution Avenue, N.W.; Washington, D.C. 20001.

Categories of individuals covered by the system: The individuals on whom records are maintained in the Major Crimes Division Investigative Files may be broadly classified in four categories: 1) Those individuals who have been charged with Federal and D.C. Code violations; 2) those individuals who are currently under investigation for violations of Federal and D.C. Code; 3) those individuals upon whom investigations were conducted, but no prosecution was initiated; and 4) other informants.

Categories of records in the system: In addition to the standard files maintained in accordance with the U.S. Attorney's Manual and the Department of Justice Docket and Reporting System, there are also maintained in the Major Crimes Division of this office certain investigative and intelligence files. The type of information maintained is identifying data, criminal records, intelligence compiled for the purpose of investigation of criminal offenses, criminal investigative reports, informant debriefing summaries, and information provided in confidence during investigative and prosecutive states of criminal cases.

Authority for maintenance of the system: 5 U.S.C. 301, 28 U.S.C. 547, 23 D.C. Code 101(c).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows:

(1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate agency, federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law;

(2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual, if there is reason to believe that such agency or individual possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;

(3) records or extracts thereof relating to a case or matter may be disseminated to a defendant or his attorney or to the appropriate federal, state, local, or foreign, court or grand jury in accordance with established constitutional, substantive, or procedural law or practice;

(4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

(5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

(6) a record relating to a case or matter that has been referred for investigation may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made;

(7) a record relating to a person held pending arraignment, trial or sentence, or after conviction, may be disseminated to a federal, state, local, or foreign prison, probation, parole, bail or pardon authority, or to any agency or individual concerned with the custody maintenance, transportation, or release of such a person;

(8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States;

(9) a record may be disseminated to a federal, state, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; and

(10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information is maintained in memorandum form in file folders.

Retrievability: Information is retrieved primarily by the name of a person, complaint number, court docket number, FBI number, Metropolitan Police Department identification number and District of Columbia Department of Corrections number.

Safeguards: Information contained in the system is both unclassified and classified and is safeguarded and protected by being maintained in tumbler locked file safes in the Major Crimes Division which is manned during all times that it is open and at other times is locked. This room is located in the U.S. Courthouse which is guarded by the Federal Protective Service twenty four hours a day with roving patrols during non-working hours.

Retention and disposal: Files are retained and disposed of in accordance with Title 8, U.S. Attorney's Manual, pages 70-77.

System manager(s) and address: Chief, Major Crimes Division; U.S. Attorney's Office; U.S. District Court; 3rd & Constitution Avenue, N.W., Room 4400; Washington, D.C. 20001.

Notification procedure: Address inquiries to the System Manager.

Record access procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the general subject matter of the document or its file number. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A determination as to exemption shall be made at the time a request for contest is received. Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are investigative reports of federal, state and local law enforcement agencies, statement of witnesses, informants and parties, as well as verbatim transcripts of grand jury proceedings and court proceedings, memoranda and reports from the court and agencies thereof and the work product of Assistant United States Attorneys and legal assistants working on particular cases.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/USA - 011

System name: Prosecutor's Management Information System (PROMIS).

System location: U.S. Attorney's Office, 3rd & Constitution Avenue, N.W.; Washington, D.C. 20001.

Categories of individuals covered by the system: The individuals on whom records are maintained in PROMIS are as follows: 1) Those individuals who have been charged with criminal violations; 2) those individuals who are currently under investigation for criminal violations; 3) those individuals upon whom criminal investigations were conducted, but no prosecution was initiated; and 4) the names and addresses of all witnesses and arresting police officers.

Categories of records in the system: The data in PROMIS fall into six major categories.

1. Information about the accused or defendant. This includes name, alias, sex, race, date of birth, address, facts about prior arrests and convictions, and employment status. If judged appropriate, additional data could be added, such as information about alcohol or drug abuse. Some of this information is used to rate the gravity of the case in terms of the defendant's criminal history.

2. Information about the crime. The date, time, and place of the crime; the number of persons involved in the crime; and a numerical rating reflecting the gravity of the crime in terms of the amount and degree of personal injury, property damage or loss, and intimidation.

3. Information about the arrest. The date, time, and place of the arrest, the type of arrest, and the identity of the arresting officers.

4. Information about criminal charges. The charges originally placed by the police against the arrestee, the charges actually filed in court against the defendant, the reasons for changes in the charges by the prosecutor, the penal statute for the charge, the FBI Uniform Crime Report Code for the charge, and the Project SEARCH Code for the charge.

5. Information about court events. The dates of every court event in a case from arraignment through motion hearing, continuance hearing, final disposition, and sentencing; the names of the principals involved in each event, including the defense and prosecution attorneys and judge; the outcomes of the events and the reasons therefor.

6. Information about witnesses. The names and addresses of all witnesses, the prosecutor's assessment of whether the witnesses are essential to the case, and any indications of reluctance to testify by the witnesses.

Authority for maintenance of the system: 5 U.S.C. 301, 28 U.S.C. 547, 23 D.C. Code 101(c).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows:

(1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate agency, federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law;

(2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual, if there is reason to believe that such agency or individual possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;

(3) records or extracts thereof relating to a case or matter may be disseminated to a defendant or his attorney or to the appropriate federal, state, local, or foreign, court or grand jury in accordance with established constitutional, substantive, or procedural law or practice;

(4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

(5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case

or matter, plea bargaining, or informal discovery proceedings, or to the Public Defender Service in connection with caseload management or other purposes;

(6) a record relating to a case or matter that has been referred for investigation may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made or to assist in eliciting additional information;

(7) a record relating to a person held pending arraignment, trial or sentence, or after conviction, may be disseminated to a federal, state, local, or foreign prison, probation, parole, bail or pardon authority, or to any agency or individual concerned with the custody maintenance, transportation, or release of such a person;

(8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States;

(9) a record may be disseminated to a federal, state, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; and

(10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

Because PROMIS is an automated information system, this office utilizes it to track the workload of the criminal court process from three separate vantage points. First, the workload is tracked from the vantage point of the crime or criminal incident. This is accomplished by including in PROMIS the complaint number which the police department assigns to a reported crime. With this number, prosecutors can follow the full history of the court actions arising from the crime even though those actions may involve multiple defendants, multiple cases, and multiple trials and dispositions.

Second, PROMIS tracks the court workload from the vantage point of the accused or defendant. This is achieved by incorporating in PROMIS the fingerprint-based number the police department assigns to the individual following his or her arrest. This identification number is used again by the department if the same individual is subsequently arrested. Through this number, prosecuting attorneys accumulate criminal history files on offenders and note incidents of recidivism.

Finally, PROMIS tracks from the vantage point of the court proceedings. This is accomplished by including in PROMIS the docket number the Court assigns to the case pending before it. With this number, prosecutors trace the history of any formal criminal action from arraignment through final disposition and sentencing, and account for the separate fate of each count or charge.

The inclusion of these three numbers is significant. The numbers provide a capability to track the criminal incident, the defendant, or the court actions and provide the basis for the routine communication among the various Federal, state, local, and foreign law enforcement agencies.

In addition, PROMIS generates, on a recurring basis, five categories of reports: misdemeanor calendars, felony calendars, case status reports, workload reports, and special reports. These reports are prepared from information contained in the data base both by persons employed by this office, the Justice Department and persons under contract to the Department for this purpose.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management in-

inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored on magnetic tapes and discs at the District of Columbia Metropolitan Police Department Computer Center. Printouts from the terminals are stored with case jackets. Status, calendars, and statistical reports are stored in the files and offices of supervisory attorneys.

Retrievability: This system has an on-line data retrieval capability with respect to certain information contained in the data base. These subsets of information are retrieved on data display terminals which are located at various work stations throughout the office. Certain of these terminals have a printout capability. All information on these subsets is a matter of public record. The system also has the capability for the production of periodic reports. Both the periodic reports and the on-line displays are utilized in accordance with the above listed routine uses.

Safeguards: The magnetic tapes and discs are maintained in a secure vault at the Metropolitan Police Department Computer Center. In addition to the physical security safeguards, there is a twenty-four hour patrol. The data display terminals are located in semi-public areas of the office (i.e., administrative work stations through which the public must pass on official business). However, only trained operators may retrieve the information, which is of public record. The terminals are not open to the public after working hours.

Retention and disposal: The files are retained and disposed of in accordance with Title 8, U.S. Attorney's Manual, pages 70-77.

System manager(s) and address: Administrative Assistant; United States Attorney; U.S. District Court; 3rd & Constitution Avenue, N.W.; Room 3602-A; Washington, D.C. 20001.

Notification procedure: Address inquiries to the System Manager.

Record access procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the general subject matter of the document or its file number. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A determination as to exemption shall be made at the time a request for contest is received. Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: About 80 percent of the data contained in PROMIS is obtained at the intake and screening stage as the by-product of the case documentation process. Carbon copies of various forms completed immediately before or during the case screening stage serve as input documents for PROMIS.

As a case moves through the subsequent proceedings, additional information about its status is fed to PROMIS. This is achieved through turnaround documents—forms generated by PROMIS in advance of a court event—on which the results of a given proceeding (e.g., preliminary hearing, sentencing, etc.) are recorded and then entered in PROMIS.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/USA - 012

System name: Security Clearance Forms for Grand Jury Reporters.

System location: U.S. Attorney's Office; 3rd & Constitution Avenue, N.W.; Washington, D.C. 20001.

Categories of individuals covered by the system: Proposed Grand Jury Reporters.

Categories of records in the system: Request for security clearance of grand jury reporter(s) employed by the reporting firm under contract with the Justice Department; carbon copy of 'PERSONNEL INFORMATION SHEET - Grand Jury Reporting' on which is listed name of proposed grand jury reporter, home address, date and place of birth, and present business affiliation; and clearance or denial of clearance for the proposed reporter from the Department of Justice.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: All uses of this information are internal within the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Security clearance forms are kept alphabetically in file cabinets in the Administrative Office.

Retrievability: Security clearance forms on grand jury reports are retrievable from an alphabetical filing system.

Safeguards: Security clearance forms are maintained in the Administrative Division in the District Court Building which is manned at all times during working hours and at other times is locked.

Retention and disposal: Security clearance forms are maintained for five years, at which time they must be renewed. Upon receipt of renewed security clearance, old forms are destroyed.

System manager(s) and address: Administrative Officer; U.S. Attorney's Office; U.S. District Court; 3rd & Constitution Avenue, N.W.; Washington, D.C. 20001.

Notification procedure: Address inquiries to the System Manager.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the general subject matter of the document. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: The source of the information contained in these files are the reporter's request for security clearance, personnel information sheet and the clearance or denial of clearance

Systems exempted from certain provisions of the act: None.

JUSTICE/USA - 013

System name: U.S. Attorney, District of Columbia Superior Court Division, Criminal Files, including but not limited to the following subsystems: (a) Criminal File Folder (USA-S1); (b) Criminal File Folder (USA-33), (c) Criminal Docket Card (USA-T7), and (d) Index.

System location: U.S. Attorney's Office; 3rd & Constitution Avenue, N.W.; Washington, D.C. 20001.

Categories of individuals covered by the system: The individuals on whom records are maintained may be broadly classified in three categories: 1) Those individuals who have been charged with criminal violations, 2) those individuals who are currently under investigation for criminal violations; and 3) those individuals upon whom criminal investigations were conducted, but no prosecution was initiated.

Categories of records in the system: This system of records, consisting of numbered Criminal File Folders, (USA-S1 and USA-33), contains criminal investigative reports about named individuals submitted to this office by federal, state, local and foreign law enforcement agencies involved with the investigation of suspected violations as well as by complaints made by private parties. Those matters which become cases either by way of indictment or information in addition to the data contained in the investigative reports, also contain copies of indictments, informations, complaints, and all pleadings submitted to the court in connection with the actual prosecution of the case. These files also contain communications between the Court and agencies thereof, and the United States Attorney, and all correspondence relative to the case or matter. The files further contain psychiatric, chemical and other forensic reports, documentary evidence and the work product and internal memoranda of the Assistant United States Attorney in charge of the investigation compiled in preparation for the prosecution of each case. In those cases which have gone through trial and appeal, the file would further reflect transcripts of the trial, all pleadings and correspondence between the attorneys and the Court of Appeals, and copies of briefs submitted in the prosecution of the appeal.

A synopsis record of a matter or case is maintained by means of a criminal docket card (USA-T7), for all actions through sentencing. A synopsis record of a case on appeal is maintained on an Appellate Docket Card (USA-9X-199), (Appellate Proceedings). All of these subsystems comprise an internal cross-reference record keeping system of the criminal business at the office. Through the medium of forms and on-line data input, certain of this information is conveyed to a computer center for inclusion in the Prosecutor's Management Information System (a system which will be reported on separately), from which status and statistical reports are issued and distributed back to this office either in the form of computer printouts or on data display terminals which contain much of the same information as the files in different format.

Because of the number of diverse functions which must be performed with respect to each case; and because of the large volume of cases and because operations are conducted in three separate buildings, there are a number of file folder locator mechanisms and cross references utilized to constantly track a file folder when it is not physically located in file control. These indexes or locators are maintained in the form of 'out cards,' log books, index card files, etc. They are referenced by name, number, and other identifiers. In themselves, they are not separate systems of records, but indexes or references to the primary system.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows:

(1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate agency, federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law;

(2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual, if there is reason to believe that such agency or individual possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;

(3) records or extracts thereof relating to a case or matter may be disseminated to a defendant or his attorney or to the appropriate federal, state, local, or foreign, court or grand jury in accordance with established constitutional, substantive, or procedural law or practice;

(4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or

hearing in accordance with the procedures governing such proceeding or hearing;

(5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

(6) a record relating to a case or matter that has been referred for investigation may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made or to assist in eliciting additional information;

(7) a record relating to a person held pending arraignment, trial or sentence, or after conviction, may be disseminated to a federal, state, local, or foreign prison, probation, parole, bail or pardon authority, or to any agency or individual concerned with the custody maintenance, transportation, or release of such a person;

(8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States;

(9) a record may be disseminated to a federal, state, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; and

(10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in the various indexes is maintained on index cards, log books, out cards, etc. The criminal files themselves are maintained in criminal file folders (USA-S1 and USA-33). The synopsis information is maintained on a Criminal Docket Card (USA-T7) and Appellate Proceedings (USA-9X-199).

Retrievability: Information is retrieved primarily by the name of a person, complaint number, court docket number, FBI number, Metropolitan Police Department identification number and District of Columbia Department of Corrections number.

Safeguards: Information contained in the system is both unclassified and classified and is safeguarded and protected by being maintained in filerooms which are manned during all times that they are open and at other times are locked. These rooms are located in the Superior Court for the District of Columbia, Buildings B and G which are guarded by the federal protective service twenty four hours a day with roving patrols during non-working hours. Files which are not in the filerooms but which are checked out to attorneys are maintained in locked offices after working hours.

Retention and disposal: The files are retained and disposed of in accordance with Title 8, U.S. Attorney's Manual, pages 70-77.

System manager(s) and address: Administrative Officer; U.S. Attorney's Office; Superior Court Division; Room 108, Building B; 4th & F Streets, N.W.; Washington, D.C. 20001.

Notification procedure: Address inquiries to the System Manager.

Record access procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the general subject matter of the document or its file number. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A determination as to exemption shall be made at the time a request for contest is received. Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system include but are not limited to investigative reports of federal, state and local law enforcement agencies, forensic reports, statements of witnesses and parties, as well as verbatim transcripts of grand jury proceedings and court proceedings, memoranda and reports from the court and agencies thereof and the work product of Assistant United States Attorney and legal assistants working on particular cases.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/USA - 015

System name: Pre-Trial Diversion Program Files

System location: Ninety-four United States Attorneys' Offices (See attached Appendix)

Categories of individuals covered by the system: Individuals referred to in potential or actual pre-trial diversion cases.

Categories of records in the system: a) USA Form 184 - Referral letter to Probation Service; b) USA Form 185 - Letter to defendant; c) USA Form 186 - Agreement for Pre-Trial Diversion; d) USA Form 187 - Pre-Trial Diversion Report Form; e) USA Form 188 - Certification of Completion of Program; f) USA Form 189 - Defendant Application Form; g) Telephone Records; h) Miscellaneous Correspondence; and, i) Files Unique to a District.

Authority for maintenance of the system: This system is established and maintained pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system of records may be disseminated as a routine use of such record as follows:

- (a) in any case in which there is an indication of a violation or potential violation of law, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate Federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law;
- (b) in the course of investigating the potential or actual violation of any law, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a Federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;
- (c) a record relating to a case or matter may be disseminated in an appropriate Federal, state, local, or foreign court or grand

jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (d) a record relating to a case or matter may be disseminated to a Federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

(e) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

(f) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter;

(g) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a Federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person;

(h) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement;

(i) a record may be disseminated to a Federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency;

(j) a record may be disseminated to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter;

(k) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual;

(l) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return;

(m) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making positions to which they were appointed by the President, in accordance with the provisions codified in 28 CFR 17.60.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: All information, except that specified in this paragraph, is recorded on basic paper/cardboard material, and stored within manila file folders, within metal file cabinets, electric file/card retrievers or safes. Some material is recorded and stored on magnetic tape, card or other data processing type storage matter for reproduction later into conventional formats.

Retrievability: Information is retrieved by the name of the person, case number or complaint number.

Safeguards: Information in the system is both confidential and non-confidential and located in file cabinets in the United States

Attorney offices. Some materials are located in locked file drawers and safes, and others in unlocked file drawers. Offices are locked during non-working hours and are secured by either Federal Protective Service, United States Postal Service, or private building guards.

Retention and disposal: Records are maintained and disposed of in accordance with Department of Justice retention plans.

System manager(s) and address: System Manager for the system in each office is the Administrative Officer/Assistant, for the U.S. Attorney for each district. (See attached Appendix.)

Notification procedure: Address inquiries to the System Manager for the judicial district in which the diversion application or approval was made. (See attached appendix.)

Record access procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record and the name of the case or matter involved, if known. The requester shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager. (See attached Appendix.)

Contesting record procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A determination as to exemption shall be made at the time a request for contest is received. Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager (see attached Appendix) stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system include, but are not limited to investigative reports of Federal, state and local law enforcement agencies; client agencies of the Department of Justice; other non-Department of Justice investigative agencies; forensic reports; statements of witnesses and parties; verbatim transcripts of Grand Jury and court proceedings; data, memoranda and reports from the Court and agencies thereof; and the work product of Assistant United States Attorneys, Department of Justice attorneys and staff, and legal assistants working on particular cases.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k)(1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/USA - 999

System name: Appendix of United States Attorney Office locations:

Alabama, N

200 Federal Building
1800 Fifth Avenue North
Birmingham, Alabama 35203

Alabama, M

P.O. Box 197
Montgomery, Alabama 36101

Alabama, S

P.O. Drawer E
Mobile, Alabama 36601

Alaska

P.O. Box 680
Anchorage, Alaska 99510

Arizona

P.O. Box 1951
Tucson, Arizona 85702

Arkansas, E

P.O. Box 1229
Little Rock, Arkansas 72203

Arkansas, W

P.O. Box 1524
Fort Smith, Arkansas 72901

California, N

450 Golden Gate Avenue
San Francisco, Calif. 94102

California, E

2058 Fed. Bldg. & Court House
650 Capitol Mall
Sacramento, Calif. 95814

California, C

312 N. Spring St.
Los Angeles, Calif. 90012

California, S

U.S. Court House, Annex A
325 West F Street
San Diego, Calif. 92101

Canal Zone

Box 2090
Balboa, Canal Zone

Colorado

323 U.S. Court House
P.O. Box 3615
1961 Stout Street
Denver, Colorado 80202

Connecticut

Post Office Bldg.
141 Church St.
New Haven, Conn. 06507

Delaware

5001 New Federal Bldg.
9th & King Sts.
Wilmington, Delaware 19801

D.C.

Room 3600-E U.S. Court House
3rd & Constitution Ave., N.W.
Washington, D.C. 20001

Florida, N

P.O. Box 12313
Pensacola, Florida 32501

Florida, M

P.O. Box 600
Jacksonville, Florida 32201

Florida, S

300 Ainsley Bldg.
14 N.E. 1st Avenue
Miami, Florida 33132

Georgia, N

P.O. Box 912
Atlanta, Georgia 30301

Georgia, M

P.O. Box U
Macon, Georgia 31202

Georgia, S

P.O. Box 2017
Augusta, Georgia 30903

Guam

P.O. Box Z
Agana, Guam 96910

Hawaii

P.O. Box 654

- Honolulu, Hawaiï 96809
- Idaho
Room 698 Federal Bldg.
Box 037, 550 W. Fort St.
Boise, Idaho 83702
- Illinois, N
Everett McKinley Dirksen Bldg.
219 S. Dearborn St.
Room 1500 South
Chicago, Illinois 60604
- Illinois, E
P.O. Box 226
East St. Louis, Ill. 62202
- Illinois, S
P.O. Box 375
Springfield, Illinois 62705
- Indiana, N
P.O. Box 327
Fort Wayne, Indiana 46801
- Indiana, S
Room 246, Federal Bldg. & U.S. Court House
Ohio & Meridian Sts.
Indianapolis, Indiana 46204
- Iowa, N
P.O. Box 1138
Sioux City, Iowa 51102
- Iowa, S
113 U.S. Court House
Des Moines, Iowa 50309
- Kansas
P.O. Box 2098
Wichita, Kansas 67201
- Kentucky, E
P.O. Box 1490
Lexington, Kentucky 40501
- Kentucky, W
U.S.P.O. & Court House Bldg.
Sixth and Broadway
Louisville, Kentucky 40202
- Louisiana, E
500 St. Louis Street
New Orleans, La. 70130
- Louisiana, M
Federal Bldg. & U.S. Court House
Rm. 130, 707 Florida St.
Baton Rouge, La. 70801
- Louisiana, W
P.O. Box 33
Shreveport, La. 71161
- Maine
Federal Court House
156 Federal St.
Portland, Maine 04112
- Maryland
405 U.S. Court House
Fayette & Calvert Sts.
Baltimore, Maryland 21202
- Massachusetts
1107 John W. McCormack
P.O. & Court House
Boston, Mass. 02109
- Michigan, E
817 Federal Building
- 231 Lafayette
Detroit, Michigan 48226
- Michigan, W
544 Federal Bldg. & U.S. Court House
110 Michigan Ave., N.W.
Grand Rapids, Michigan 49502
- Minnesota
596 U.S. Court House
110 S. 4th Street
Minneapolis, Minn. 55401
- Mississippi, N
P.O. Drawer 886
Oxford, Miss. 38655
- Mississippi, S
P.O. Box 2091
Jackson, Miss. 39205
- Missouri, E
Room 402
1114 Market St.
St. Louis, Missouri 63101
- Missouri, W
549 U.S. Court House
811 Grand Avenue
Kansas City, Missouri 64106
- Montana
P.O. Box 1478
Billings, Montana 59101
- Nebraska
P.O. Box 1228
Omaha, Nebraska 68101
- Nevada
Box 16030
Las Vegas, Nevada 89101
- New Hampshire
Federal Building
Concord, New Hampshire 03301
- New Jersey
P.O. Box 330
Newark, New Jersey 07101
- New Mexico
P.O. Box 607
Albuquerque, N. Mex. 87105
- New York, N
P.O. Box 1258
Federal Bldg.
Syracuse, N.Y. 13201
- New York, S
U.S. Court House Annex
One St. Andrew's Plaza
New York, N.Y. 10007
- New York, E
U.S. Court House
225 Cadman Plaza East
Brooklyn, N.Y. 11201
- New York, W
502 U.S. Court House
Buffalo, N.Y. 14202
- N. Carolina, E
P.O. Box 26897
Raleigh, N.C. 27611
- N. Carolina, M
P.O. Box 1858
Greensboro, N.C. 27402

PRIVACY ACT ISSUANCES

N. Carolina, W
P.O. Box 132
Asheville, N.C. 28802

N. Dakota
P.O. Box 2505
Fargo, N.D. 58102

Ohio, N
Room 400
U S Court House
Cleveland, Ohio 44114

Ohio, S
200 Federal Bldg.
85 Marconi Blvd.
Columbus, Ohio 43215

Oklahoma, N
Rm. 460, U.S. Court House
333 West Fourth Street
Tulsa, Okla. 74103

Oklahoma, E
P.O. Box 1009
Muskogee, Okla. 74401

Oklahoma, W
Room 4434
U.S. Court House & Federal Office Bldg.
Oklahoma City, Okla. 73102

Oregon
P.O. Box 71
Portland, Oregon 97207

Penn., E
Room 4042, U.S. Court House
9th & Market Sts.
Philadelphia, Penn. 19107

Penn., M
U.S.P.O. Building
Room 426
Scranton, Penn. 18501

Penn., W
633 U.S.P.O. & Court House
7th Ave. & Grant St.
Pittsburgh, Penn. 15219

Puerto Rico
P.O. Box 3391
San Juan, Puerto Rico 00904

Rhode Island
P.O. Box 1401
Providence, R.I. 02901

S. Carolina
151 U.S. Court House
Columbia, S.C. 29201

S. Dakota
231 Federal Bldg. & U.S. Court House
400 S. Phillips Avenue
Sioux Falls, S.D. 57102

Tennessee, E
201 U.S.P.O. & Court House Bg.
Knoxville, Tenn. 37902

Tennessee, M
P.O. Box 800
Nashville, Tenn. 37202

Tennessee, W
1058 Federal Office Bldg.
167 North Main Street
Memphis, Tenn. 38301

Texas, N
310 U.S. Court House
10th at Lamar
Ft. Worth, Texas 76102

Texas, S
P.O. Box 61129
Houston, Texas 77061

Texas, E
P.O. Box 1049
Tyler, Texas 75701

Texas, W
P.O. Box 1701
San Antonio, Texas 78296

Utah
200 P.O. & Court House
350 South Main Street
Salt Lake City, Utah 84101

Vermont
P.O. Box 10
Rutland, Vermont 05701

Virgin Islands
P.O. Box 1441
St. Thomas, V.I. 00801

Virginia, E
Box 749
Alexandria, Va. 22313

Virginia, W
P.O. Box 1709
Roanoke, Va. 24008

Washington, E
Box 1494
Spokane, Wash. 99210

Washington, W
P.O. Box 1227
Seattle, Wash. 98111

W. Virginia, N
P.O. Box 591
Wheeling, W. Va. 26003

W. Virginia, S
Room 4006 Federal Bldg.
500 Quarrier Street
Charleston, W. Va. 25301

Wisconsin, E
361 Federal Bldg.
517 East Wisconsin Ave.
Milwaukee, Wisc. 53202

Wisconsin, W
P.O. Box 112
Madison, Wisc. 53701

Wyoming
P.O. Box 668
Cheyenne, Wyoming 82001

JUSTICE/OMF - 001

System name: Background Investigation Check-off Card (OMF-154).

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: All employees of the Offices, Boards, and Divisions except attorneys and employees in the Offices of the Attorney General and Deputy Attorney General.

Categories of records in the system: The system contains an index card for each employee of the Offices, Boards, and Divisions, ex-

cept those excluded in Categories of Individuals above, on whom a name and fingerprint or background investigation has been initiated.

Authority for maintenance of the system: The system is established and maintained in order to fulfill the requirements of Executive Order 10450

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The index cards are used to annotate and monitor the progress of the name and fingerprint checks and the full field character investigations of the employees. The completed cards are used to develop a variety of workload and timeframe data concerning the initiation and completion of these investigations to ensure that the requirements of Executive Order 10450 and Department of Justice Order 1732 i are being effectively and efficiently met

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is manually stored in file boxes

Retrievability: Information is retrieved manually by reference to the name of the employee on whom the investigation is being conducted

Safeguards: Information contained in the system is unclassified. It is safeguarded and protected in accordance with Personnel Section policies and procedures

Retention and disposal: The index cards are retained by the Personnel Section Teams for a period of one year after completion of the background investigation. The cards are then forwarded to the Personnel Programs Unit where they are retained for one additional year and are then destroyed

System manager(s) and address: Director, Operations Support Staff, Office of Management and Finance; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: Same as the System Manager.

Contesting record procedures: Same as the System Manager.

Record source categories: The sources of information contained in this system are those Personnel Section employees authorized to annotate these cards. Information reported is extracted from personnel documents initiating the various investigations and the resulting reports of completion

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 002

System name: Controlled Substances Act Nonpublic Records.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who have been convicted for the first time of violating Section 404 (a) of the Controlled Substances Act (Public Law 91-513), i.e. persons who have knowingly or intentionally possessed a controlled substance except as authorized by the act.

Categories of records in the system: Arrest records of law enforcement agencies, which include personal data, photographs, fingerprints, copies of court orders, DOJ-330 Request for Non-Public Records and/or DOJ-329 Certificate of Expungement.

Authority for maintenance of the system: This system is established and maintained in accordance with the Controlled Substances Act, Public Law 91-513 Sec. 404, 21 U.S.C. 844.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are retained by the Department of Justice and are available only to a Federal court upon a Federal court order issued to the Attorney General demanding such records for use by said court in determining whether or not a person qualified under Public Law 91-513 Sec. 404 (b), 21 U.S.C. 844 (b).

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in locked file cabinets.

Retrievability: These records are indexed by the name of the offender.

Safeguards: Access to these records is restricted to the Chief, Directives and Records Management Unit and the assistant to the Chief.

Retention and disposal: Although these records will ultimately be destroyed by shredding, the establishment of a disposal schedule is still pending.

System manager(s) and address: Director, Operations Support Staff; Office of Management and Finance; U.S. Department of Justice; 10th & Constitution Avenue N.W.; Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: Same as the System Manager.

Contesting record procedures: Same as the System Manager.

Record source categories: Law enforcement agencies and courts.

Systems exempted from certain provisions of the act: The Attorney General has exempted the system from subsection (d) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

JUSTICE/OMF - 003

System name: Department of Justice Payroll System.

System location: Categories of records within the Payroll System of Records are kept at the following locations. (1) Justice Payroll Services Center; 425 EYE St N.W.; Washington, D.C. 20537. (2) Justice Data Center; 615 Pennsylvania Ave., N.W.; Washington, D.C. (3) At various time and attendance recording and processing stations around the world. (4) At computerized record off-site back-up facilities. (5) At various Federal Record Centers.

Categories of individuals covered by the system: (1) Current DOJ employees with the exception of those employed within the FBI, and; (2) Many past DOJ employees with the exception of those that served within the FBI.

Categories of records in the system:

A. Payroll Master Employee Records: These are machine-readable records containing information on current pay and leave status for individuals serviced by the automated payroll accounting system.

B. Bond, Allotment and Check Mailing Records: These are machine-readable records containing information on Savings Bond deductions, savings account allotments, and net check mailing requested by the employee.

C. **History of Earnings Records:** These are machine-readable records containing information on earnings, leave and other pay related activity during a two-year period.

D. **Automated Retirement Records:** These are machine-readable records containing information relevant to the Civil Service Retirement System. These records will be used to automatically generate Individual Retirement Records (SF-2806) upon an employee's separation.

E. **Revised Social Security Number Records:** These are machine-readable records containing the new and old social security number for employees whose current social security number is different from that previously entered into the automated system.

F. **Employee Pay Records:** These are manilla folders containing all source documents, correspondence and other papers in support of an active employee's pay, leave and allowances.

G. **Active Retirement Records:** These are manual records maintained on active employees to facilitate timely compliance with requirements of the Civil Service Retirement System. Upon separation, the original SF-2806 is forwarded to the Civil Service Commission and a copy is filed in the Employee Pay Record (F above). This category of records will eventually be replaced by the automated retirement records (D above).

H. **Former Employee Pay Records:** These records are the Employee Pay Records (F above) for employees that have been separated, transferred or retired. In addition to information contained in the Employee Pay Records, these records include information related to the retirement, separation or transfer.

I. **Employee Death Records:** These records are the Employee Pay Records (F above) for employees that died while on active duty with the Department of Justice. In addition to information contained in the Employee Pay Records, these records include information related to the employee's death and the settlement of pending pay and allowances.

J. **Returned Check Records:** These records are a manual log for recording and controlling checks issued to employees that were returned to the Payroll Services Center because they were undelivered, erroneous or cancelled prior to conversion to cash.

K. **Time and Attendance Report:** These records contain information on an employee's attendance and use of leave in a particular pay period. They are also used to indicate leave adjustments and balances. The standard form number is DOJ-296.

Authority for maintenance of the system: The head of each executive agency is responsible for establishing and maintaining an adequate payroll system, covering pay, leave, and allowances, as a part of the system of accounting and internal control of the Budget and Accounting Procedures Act of 1950, as amended, 31 U.S.C. 66, 66a and 200(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose: The purpose of each use of categories of records within the DOJ Payroll System of Records is to enable the administration of the payroll function and related financial matters in accordance with applicable laws and regulations and to comply with the requirements of the Comptroller General.

System Uses:

A. Authorize, prepare and document payment to all Department employees covered by the DOJ Payroll System entitled to be paid, with consideration given to all authorized deductions from gross pay.

B. Specify and document proper disposition of all authorized deductions from gross pay.

C. Prepare adequate and reliable payroll reports needed for (1) management, (2) budget, (3) support of payments, (4) the conduct and accounting of payroll related employee services, (5) control and documentation of payroll system operation, and (6) to meet external reporting requirements.

D. Support effective communication on payroll matters between the Department of Justice and its present and former employees.

E. Support proper coordination of pay, leave and allowance operations with personnel functions and other related activities.

F. Support adequate control over all phases and segments of the payroll system including leave accounting.

G. Support appropriate integration of the payroll system with the Departmental accounting systems.

H. Records maintained in this system shall include providing a copy of an employee's Department of Treasury Form W-2, Wage and Tax Statement to the State, City, or other local jurisdiction which is authorized to tax the employee's compensation. The record will be provided in accordance with a withholding agreement

between the State, City, or other local jurisdiction and the Department of Treasury pursuant to 5 U.S.C. 5516, 5517, and 5520 or in the absence thereof, in response to a written request from an appropriate official of the taxing jurisdiction to the System Manager listed below. The request must include a copy of the applicable statute authorizing the taxation of compensation and should indicate whether the authority of the jurisdiction to tax the employee is based on place of residence, place of employment, or both. However, the social security numbers will only be provided to State or local taxing authorities which meet the criteria of section 7(a) (2) (B) of the Privacy Act.

I. Provide permanent record of actions taken pertinent to the administration of pay leave and allowances.

J. Support legal investigations of suspected fraud.

Categories of Users: Records are accessed by users on a need or right to know basis. A category of user may have potential access under more than one use above.

A. Present or former employees serviced by the DOJ Payroll System.

B. Payroll Services Center staff.

C. Department of Treasury Disbursing Offices.

D. Department of Justice budget and accounting offices.

E. Department of Justice personnel offices.

F. Employee supervisors.

G. Employee administrative offices.

H. Federal, state and local taxing authorities.

I. Federal Employees Health Benefits carriers.

J. Employee organization offices participating in dues allotment program.

K. Financial organizations participating in savings account allotment program.

L. Financial organizations participating in net pay to checking account program.

M. State human resource offices administering unemployment compensation programs.

N. General Accounting Office and internal audit staffs.

O. Federal, state or local law enforcement agencies (in support of legal investigations of suspected fraud).

P. Other Federal agencies requiring information as specified in applicable laws or regulations (i.e., Civil Service Commission).

Q. Heirs, executors and legal representatives of beneficiaries.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service. A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Various categories of records are stored on different mediums. Categories A, B & E are on magnetic discs. Categories C&D are on magnetic tape. All other records are maintained in paper form.

Retrievability: Categories of records on magnetic media are retrievable by employee social security number which is maintained to comply with Internal Revenue requirements. Records in paper form are retrievable by employee name and Social Security Number.

Safeguards: The principal current safeguard for payroll records is guard force screening of individuals entering buildings within which records are kept. More stringent security practices and procedures are under development.

Retention and disposal: Payroll records retention and disposal are in accordance with General Schedule 2 promulgated by the General Services Administration.

System manager(s) and address: Director; Information Systems Staff; Office of Management and Finance; U.S. Department of Justice; 10th and Constitution Ave., N.W., Washington, D.C. 20530.

Notification procedure: A request for notification of the existence of records upon an individual shall be made in writing by the individual or legal designate, with the envelope and the letter clearly marked 'Privacy Notification Request'. Include in the request the name of the system of records, the individual's full name and social security number while employed with the Department of Justice, the organization within which employed (if available), and whether the individual is a current or former employee. The requestor shall include a return address for the notification response. If the request is submitted by other than the subject individual, indicate the authority under which the information is sought. The request must be signed by the subject individual and, if applicable, by the legal designate. Address inquiries to the System Manager.

Record access procedures: A request for access to records from this system shall be made in writing by the subject individual or legal designate, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the system of records, the legal name and social security number of the data subject, the organization within which the individual was employed (if known), and whether the individual is a current or former employee. The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system of records should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reason for contesting it, and the proposed amendment to the information sought. If the request is submitted by other than the subject individual, indicate the authority under which the information is sought. The request must be signed by the subject individual and, if applicable, by the legal designate.

Record source categories: Information contained within the DOJ Payroll System of Records is obtained from the following sources:

A. Subject Individual: Information collected from the subject individual generally consists of that necessary to administer allotments, deductions or other services requested by the individual.

B. Personnel Office: Information collected from the personnel office generally consists of employment status information which provides the legal basis upon which valid payments are computed.

C. Time and Attendance Clerk: Information collected from this clerk generally consists of an accounting of the individual's presence or absence from the duty station and the usage of leave.

D. Supervisor or Administrative Officer: Information collected from these officers generally consists of leave authorizations and information concerning the individual's duty station.

E. Financial Institutions or Employee Organizations: Information collected from institutions or organizations generally consists of that necessary to insure the timely and accurate forwarding to the institution or organization of monies allotted to an account at the institution or organization by the subject individual.

F. Previous Federal Employer: Information collected from the previous employer within the Federal government generally consists of leave status information at the time of separation.

G. Other Federal Agencies: Information collected from other Federal agencies generally consists of program information necessary to properly administer pay, leave, and allowance.

H. Other Officials: Information collected from other officials consists of that necessary to administer the payroll function. This may include authorization for special payments, death certificate or other documents as necessary.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 004

System name: Employee Clearance Record.

System location: U.S. Department of Justice; Office of Management and Finance; Internal Audit Staff; 425 Eye Street, N.W., Room 5031; Washington, D.C. 20530.

Categories of individuals covered by the system: Current and former employees of the Internal Audit Staff.

Categories of records in the system: This system contains a list of all items of Government property charged to the employee.

Authority for maintenance of the system: The system is established and maintained in accordance with 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The employee clearance record is used by administrative officials of the Internal Audit Staff to ensure that all Government property is returned before the employee separates from the service.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Employee clearance records are stored in a loose-leaf binder and are filed in an open filing system.

Retrievability: These records are indexed by name and retrieved manually.

Safeguards: Information contained in the system is unclassified and is appropriately safeguarded and protected in accordance with DOJ Order 2900.1A.

Retention and disposal: These records are retained continuously.

System manager(s) and address: Director, Internal Audit Staff, Office of Management and Finance; U.S. Department of Justice; 425 Eye Street, N.W., Room 5031, Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: A request for access to a record from this system must be in writing and addressed to the System Manager.

Contesting record procedures: Individuals who desire to contest or amend information in the system should include in their request what information is being contested, the reasons for contesting it, the proposed amendment to the information, and documentation to support the proposed amendment. Send this material to the System Manager.

Record source categories: Information is entered into the system by an administrative clerk when Government property is issued to employees.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 005

System name: Employee Time Distribution Record.

System location: U.S. Department of Justice; Office of Management and Finance; Internal Audit Staff; 425 Eye Street, N.W., Room 5031; Washington, D.C. 20530.

Categories of individuals covered by the system: Current and former employees of the Internal Audit Staff.

Categories of records in the system: This system shows the manner in which the employee's time was spent during the month. It identifies each audit and the number of hours devoted thereto as well as time spent on other duties. It also shows the number of hours on leave and holidays. This record is submitted by each employee on the last workday of each month.

Authority for maintenance of the system: The system is established and maintained in accordance with 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The employee time distribution record is used by Internal Audit Staff officials to support requests for reimbursements from agencies and for statistical purposes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28

C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Employee time distribution records are stored in folders in an open filing system.

Retrievability: These records are separated by month and indexed by name.

Safeguards: Information contained in the system is unclassified and is appropriately safeguarded and protected in accordance with Department of Justice Order 2900 1A.

Retention and disposal: These records are retained continuously.

System manager(s) and address: Director, Internal Audit Staff, Office of Management and Finance, U.S. Department of Justice, 425 Eye Street, N.W., Room 5031, Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: A request for access to a record from this system must be in writing and addressed to the System Manager.

Contesting record procedures: Individuals who desire to contest or amend information in the system should include in their request what information is being contested, the reasons for contesting it, the proposed amendment to the information, and documentation to support the proposed amendment. Send this material to the System Manager.

Record source categories: Information in the system is prepared by each employee.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 006

System name: Interim Performance Appraisal Record.

System location: U.S. Department of Justice; Office of Management and Finance; Internal Audit Staff, 425 Eye Street, N.W. Room 5031; Washington, D.C. 20530.

Categories of individuals covered by the system: Current and former employees of the Internal Audit Staff.

Categories of records in the system: This system contains a rating of each auditor's performance according to a schedule and specific factors.

Authority for maintenance of the system: The system is established and maintained in accordance with 5 U.S.C. 4302 and 4303 and 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: When annual performance ratings or potential promotions are considered, Internal Audit Staff officials refer to interim performance appraisals as a measure of actual performance.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Interim Performance Appraisal records are maintained in a locked filing system.

Retrievability: These records are indexed by name and are retrieved manually.

Safeguards: Information contained in the system is unclassified and is appropriately safeguarded and protected in accordance with DOJ Order 2900 1A.

Retention and disposal: These records are retained continuously.

System manager(s) and address: Director, Internal Audit Staff, Office of Management and Finance, U.S. Department of Justice, 425 Eye Street, N.W., Room 5031, Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: A request for access to a record from this system must be in writing and addressed to the System Manager.

Contesting record procedures: Individuals who desire to contest or amend information in the system should include in their request what information is being contested, the reasons for contesting it, the proposed amendment to the information, and documentation to support the proposed amendment. Send this material to the System Manager.

Record source categories: Information in the system is prepared by employee supervisors.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 007

System name: Legal and General Administration Accounting System (LAGA).

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: All individuals who submit vouchers requesting payment for goods or services rendered, except payroll vouchers for DOJ employees. These include vendors, contractors, experts, witnesses, court reporters, travelers, relocated employees, etc.

Categories of records in the system: All vouchers paid except payroll vouchers for DOJ employees.

Authority for maintenance of the system: The system is established and maintained in accordance with the Budget and Accounting Procedures Act of 1950 as amended 31 U.S.C. 66(a) and 31 U.S.C. 200(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: After payment of the vouchers, the accounting data is used for the purpose of internal management reporting and external reporting to agencies such as OMB, U.S. Treasury, and the GAO.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Prior to FY 76, voucher files were maintained alphabetically by payee's name. After FY 76, vouchers are filed by batch, controlled by schedule on which paid.

Retrievability: Information is retrieved primarily by using the name of the payee.

Safeguards: Information contained in the system is unclassified. It is safeguarded in accordance with organizational rules and procedures.

Retention and disposal: The payment documents are retained at this location for three fiscal years (current year and two prior years). The records are then shipped to a Federal Records Center for storage in accordance with the General Record Schedule published by the General Services Administration.

System manager(s) and address: Director; Operations Support Staff; Office of Management and Finance; U.S. Department of Justice; 10th & Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: Same as the System Manager.

Contesting record procedures: Same as the System Manager.

Record source categories: Submitted by the payee involved.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 008

System name: Security Clearance Information System (SCIS)

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Current employees of the Department of Justice (excluding FBI) who have been investigated and cleared for employment, and for access to data classified for National Security reasons; B. Former employees of the Department of Justice (excluding FBI) who had been investigated and cleared for employment and for access to data classified for National Security reasons, (maintained for a maximum of two years from date of termination).

Categories of records in the system: The system contains two subsystems; (a) a Clearance Index Reference Record for identifying the individuals in Categories of Individuals above listing the status of the investigations, the dates of clearances, level of clearances and when appropriate, dates of termination of employment; and (b) a Character File containing (1) Standard Form 86 (U.S. Civil Service Commission), Security Investigation Data for Sensitive Position; (2) Copies of investigative reports from the Civil Service Commission and/or Federal Bureau of Investigation; (3) Correspondence related to the request for the investigation, results of the investigation, and clearance approvals for access to classified national security information and waivers; and (4) other information relating to the trustworthiness of the employee.

Authority for maintenance of the system: The system is established and maintained in accordance with Presidential Executive Orders 10450 (clearance for Federal employment) and 11652 (access to data classified for National Security reasons).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(a) The investigative material compiled in this system is used for the purpose of determining the suitability, eligibility and/or qualifications of applicants for employment in the Department of Justice (except the FBI) and for sensitive positions involving access to classified information. In the event of employee transfers to other Government Agencies, this information could be reviewed by investigators of the gaining agency to expedite the employees transfer if necessary.

(b) The clearance status of the employees is certified to security officials and investigators of other U.S. Government Agencies or Departments, for liaison purposes involving access to classified material during meetings, conferences or training courses

(c) The personal data in the system is reviewed by Central Intelligence Agency for the purposes of granting Special Intelligence access clearances to Department employees. These clearances are within the purview of the Director, Central Intelligence

Release of information to the news media. Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that

release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: SCIS is a manual system consisting of index name cards and individual file folders. It is planned to convert the index name cards to a computer listing for ease of maintenance and better accuracy.

Retrievability: All data is retrieved by searching under the employee's name in the manual system. The computer system will permit the additional retrieval by organization and type of clearance.

Safeguards: Information contained in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures governing the protection of personnel records.

Retention and disposal: Clearance Index Reference Record cards are maintained for the tenure of employment and for a maximum of two years after termination. An employee's Character File is maintained for the tenure of employment at which time the investigation reports are returned to the investigating agency or destroyed by shredding.

System manager(s) and address: Director; Security and Administration Services Staff; Office of Management and Finance; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name, title and organization of the employee and the general subject matter of the inquiry. The requestor will also provide a return address for transmitting a reply. Access requests will be directed to the System Manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system are (a) applicants for employment and employees in the Department of Justice (except FBI) and (b) those individuals (informants) contacted by the Investigators for the Civil Service Commission and Special Agents of the Federal Bureau of Investigation who furnished information in the background investigation.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from sections (d)(1) of the Privacy Act pursuant to 5 U.S.C. 552a (k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/OMF - 009

System name: Justice Data Services Center Utilization Data

System location: Justice Data Services Center; 615 Pennsylvania Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Personnel submitting computer jobs to run at the Justice Data Service Center.

Categories of records in the system: The data describes the resource utilization of the individual jobs submitted. Certain information is also recorded which pertains to the entire computer system rather than individual jobs.

Authority for maintenance of the system: These records are kept for administrative convenience pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is used to recover costs associated with running computer jobs, to analyze the utilization of the Justice Data Services Center computer systems, detect inefficiencies and areas having high potential benefit from optimization.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service. A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Utilization reports are provided to a designated manager for each organization which uses the Justice Data Services Center.

Retrievability: Information may be retrieved by name of the individual submitting computer runs.

Safeguards: The machine readable (magnetic tape) data is kept in the Justice Data Services Center tape library. Utilization reports are controlled by the designated individual of each using agency.

Retention and disposal: The machine readable data is kept indefinitely. Utilization reports are controlled by the designated individual of each using agency.

System manager(s) and address: Director, Information Systems Staff; U.S. Department of Justice; Office of Management and Finance; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as above.

Record access procedures: A request for access to a record from this system may be made in person or in writing, specifying the name of the individual submitting a computer run and the date and name of the computer run.

Contesting record procedures: Requests for correction should be addressed to the System Manager.

Record source categories: Information is collected by the IBM 360/370 Operating System and program modules developed by personnel of the Department of Justice.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 010

System name: Data Index System for Classified Documents (DIS).

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Employees of the Department of Justice who have been designated by the Attorney General as authorized to classify documents. Employees of the Department of Justice who have been delegated classifying authority by Attorney General designates. Individuals (mostly aliens) upon whom documents exist which have been classified in the interest of National Security.

Categories of records in the system: The system contains records of all documents classified by Department of Justice employees. The system also contains a record on all Department of Justice employees (from January 1, 1973 to present) who have or have had the authority to classify documents.

Authority for maintenance of the system: The system was established and is maintained pursuant to Executive Order 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The system is routinely used by the Interagency Classification Review Committee, the Department of Justice Security Staff, and the Department of Justice Review Committee.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is stored in machine readable form on magnetic tape. A copy of the data capture form is maintained in originating office for two weeks, then destroyed. The original data capture form is maintained at the Department until data contained therein has been successfully processed, then the form is destroyed.

Retrievability: Information is retrieved in any form for all routine uses. Information may be retrieved for non-routine uses with the approval of the Director, Information Systems Staff.

Safeguards: Access to information contained in the system is controlled by the Chief, Privacy, Records and Reports Control Group. Access is normally limited to routine users and members of the Privacy, Records and Reports Control Group staff having a 'Need-To-Know'.

Retention and disposal: Records contained in the system are retained indefinitely. The system of records is never purged and no disposal schedule is required.

System manager(s) and address: Director, Information Systems Staff, Office of Management and Finance, U.S. Department of Justice, 10th & Constitution Avenue, N.W., Washington, D.C. 20530.

Notification procedure: Address inquiries to the System Manager.

Record access procedures: Same as the System Manager.

Contesting record procedures: Same as the System Manager.

Record source categories: Employees of the Department who have been designated by the Attorney General as classifying officials and employees who have been delegated classifying authority.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 011

System name: Justice Data Services Center Tape Library System.

System location: Justice Data Services Center; 615 Pennsylvania Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Personnel submitting computer jobs which create magnetic tape data sets.

Categories of records in the system: The data describes the contents of the magnetic tape volumes.

Authority for maintenance of the system: These records are kept for administrative convenience pursuant to 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is used to control and protect the data recorded on magnetic tapes.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Reports can be obtained by any Justice Data Services Center user by submitting a computer job requesting the report.

Retrievability: Information can be obtained by name of the individual who submitted the job which created the tape resident data sets.

Safeguards: The machine readable data is kept within the Justice Data Services Center. Reports are controlled by the tape librarian and by the individuals receiving the reports.

Retention and disposal: Reports are controlled by the tape librarian and by the individuals receiving the reports.

System manager(s) and address: Director, Information Systems Staff; U.S. Department of Justice; Office of Management and Finance; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: A request for access/correction to a record from this system may be made in person or in writing, specifying the serial number of the tape in question. Requests should be addressed to the System Manager.

Contesting record procedures: Same as the above.

Record source categories: Information is collected by the IBM 360/370 Operating System and other program modules.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 012

System name: Executive Biography.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Officials of the Department of Justice, generally in grades GS-16 through Executive Level 1, who hold key administrative and/or managerial positions within the Department.

Categories of records in the system: The file consists of biographical sketches of key staff officials of the Department and includes: position, title, grade, date of birth, education, professional experience, honors and awards, and professional associations and bar membership.

Authority for maintenance of the system: The file is maintained pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The file is used to obtain information on the background and qualifications of key staff members for the purpose of acquainting top management officials of the Department of Justice with key members of their staff.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders.

Retrievability: Records are maintained by position and by organization. A periodic report with a distribution limited to ten, top management officials of the Department is produced from the file.

Safeguards: Records are maintained in a locked file cabinet. All information in the records is limited to those persons within the Department whose official duties require such access.

Retention and disposal: Records are maintained as long as the incumbent remains in a position which is covered by the system. If the incumbent's employment in a covered position ceases, his record is retained for three years and then destroyed.

System manager(s) and address: Director, Personnel and Training Staff; Office of Management and Finance; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as System Manager.

Record access procedures: Same as Notification.

Contesting record procedures: Same as Notification.

Record source categories: Information in this system of records is voluntarily provided by the individual to whom it applies, or is derived from personnel record information he or she supplied.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 013

System name: Employee Locator File.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: All employees of the U.S. Department of Justice, with the exception of individuals employed by the Federal Bureau of Investigation.

Categories of records in the system: The system contains information relating to each employee's home and business address, home and business telephone number, information as to next of kin, and personal physician preferred in case of medical emergency.

Authority for maintenance of the system: The system is maintained pursuant to 5 U.S.C. 301, 5 U.S.C. 7901, 26 U.S.C. 6011, 26 U.S.C. 6109, 5 U.S.C. 5516, 5 U.S.C. 5517 and 5 U.S.C. 5520.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The locator system is used to provide address data to federal, state and local tax authorities in accordance with the reporting requirements of their income tax withholding programs. The locator system is also used to contact employees of the Department at their official place of business or their residence regarding matters of an official nature relating to their employment with the Department of Justice. It is also used in medical emergencies to contact an employee's personal physician if he or she has an indicated preference, and to notify next of kin. Use of the file for these purposes is limited to supervisors of the employees concerned or individuals having the permission of a supervisor of the employee concerned.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored on magnetic tape and magnetic disk.

Retrievability: Records are retrieved by name or any other data item by means of cathode-ray tubes.

Safeguards: Access to terminals is limited to persons with terminal identification numbers. These numbers are issued only to employees who have a need to know in order to perform job functions relating to income tax reporting or personnel matters.

Retention and disposal: Records are retained for the duration of an individual's employment with the Department. They are destroyed upon his or her separation.

System manager(s) and address: Director, Personnel and Training Staff, Office of Management and Finance, U.S. Department of Justice, 10th and Constitution Avenue, N.W.; Washington, D.C. 20530

Notification procedure: Same as System Manager.

Record access procedures: Same as Notification.

Contesting record procedures: Same as Notification.

Record source categories: Information is supplied by the individual to whom the record pertains.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 014

System name: Directory of Organization, Functions, and Staff for Office of Management and Finance.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Key officials within the Office of Management and Finance.

Categories of records in the system: The Directory consists of biographical information on key officials of OMF and includes: position, title, grade, date of birth, education, professional experience, honors and awards, and professional associations and bar membership.

Authority for maintenance of the system: The Directory is maintained pursuant to 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Directory is used routinely by key officials of the Department as a source of information pertaining to the organization, functions, and staffing of OMF.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The Directory is bound in book form and maintained in a file drawer.

Retrievability: Information in the Directory is retrieved in any form, for briefing key officials within the Department.

Safeguards: Access to the Directory is limited to key officials of the Department and is controlled by the Director, Management Programs and Budget Staff.

Retention and disposal: Information contained in the Directory is retained for a period of one year and revised and republished on a yearly basis, with discarded material being promptly destroyed.

System manager(s) and address: Director, Management Programs and Budget Staff; Office of Management and Finance; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as System Manager.

Record access procedures: Same as Notification.

Contesting record procedures: Same as Notification.

Record source categories: Information in the Directory is voluntarily provided by the individual key officials within OMF.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 015

System name: EEO (Equal Employment Opportunity) Volunteer Representative Roster.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Employees of the Department of Justice who have volunteered to serve as EEO representatives.

Categories of records in the system: The roster provides the representative's name, position, title, organization, office address and telephone number.

Authority for maintenance of the system: The roster was established and is maintained pursuant to the following authorities: 5 CFR Part 713, 28 CFR 42.2(a), and Department of Justice Order 1713.5 (October 30, 1973).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The roster is used by Department personnel and applicants for Department jobs who have filed or contemplate filing discrimination complaints based on race, color, religion, sex, national origin, or age.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders.

Retrievability: Information from the roster is retrieved by name.

Safeguards: Access to the roster is limited to those persons whose official duties require such access and to Justice Department employees and applicants for employment with the Department who have filed or contemplate filing discrimination complaints.

Retention and disposal: Information contained in the roster is retained for the duration of an individual's services as a volunteer EEO representative.

System manager(s) and address: Director, Personnel and Training Staff; Office of Management and Finance; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as System Manager.

Record access procedures: Same as Notification.

Contesting record procedures: Same as Notification.

Record source categories: Information in the file is voluntarily provided by employees who wish to serve as volunteer EEO representatives.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 016

System name: Inter-Divisional Information System (IDIS), (A non-operational, deactivated system).

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals who were allegedly involved or connected with civil disturbances or other activities.

Categories of records in the system: IDIS, consisted of two subsystems. The incident subsystem was used to establish a record of various events, such as meetings and demonstrations. The subject subsystem provides individual's names, biographical sketches, and organizational affiliation(s). Some cross referencing between the two subsystems exists.

Authority for maintenance of the system: The system is currently being maintained by reason of an agreement between the Department of Justice and members of the Committee on the Judiciary of the United States Senate.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There are no present or anticipated operational uses of IDIS records by Department of Justice personnel. IDIS material is exclusively used to respond to inquiries from citizen who are subject of the files and also may be used by litigants involved in court proceedings.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained on index cards and computer produced reports stored in locked cabinets.

Retrievability: Index cards of the subject subsystem are filed alphabetically by individual name.

Safeguards: IDIS information is maintained in secured storage devices in a locked room, rendered inaccessible for any operational use and accessible by a limited number of employees who must respond to Freedom of Information Act requests and to decrees in court proceedings.

Retention and disposal: IDIS information will be maintained until such time as the legislative and executive branches of government agree to its disposal.

System manager(s) and address: Director, Information Systems Staff; U.S. Department of Justice; Office of Management and Finance; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Address inquiries to the System Manager.

Record access procedures: Access to information maintained in IDIS will be granted in accordance with the procedures set forth in 28 C.F.R. 16.41. Requests for access will be directed to the System Manager.

Contesting record procedures: Requests for correction of IDIS data will be processed in accordance with the procedures set forth in 28 C.F.R. 16.53. Requests for correction will be directed to the System Manager.

Record source categories: Information in IDIS was derived from FBI reports and teletypes; U.S. Attorney Offices; the Bureau of Alcohol, Tobacco, and Firearms; U.S. Department of Treasury; citizen complaints; wire service clippings; and articles in periodicals.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 017

System name: Department of Justice Controlled Parking Records.

System location: U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Department of Justice employees who have applied for vehicle parking space

which is assigned and controlled by the Department of Justice, per Department of Justice Order 2540.2C, November 11, 1974.

Categories of records in the system: This system contains copies of Form DOJ-362, Department of Justice Parking Space Application (DOJ Space), and Form DOJ-OT-20, Department of Justice Parking Space Application (DOJ Carpool Space), which have been completed and submitted by Department of Justice employees.

Authority for maintenance of the system: This system is established and maintained in accordance with Federal Energy Office (FEO) memorandum of January 17, 1974, Federal Management Circular 74-1 of January 21, 1974, and Federal Energy Office memorandum of April 5, 1974, as reflected in Federal Property Management (Temporary) Regulation D-47 of May 22, 1974. Operating procedures are contained in Department of Justice Order 2450.2C of November 11, 1974.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used to assign, identify and control the use of vehicle parking space for which the Department of Justice is responsible.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in a locked file cabinet.

Retrievability: These records are indexed alphabetically, by the last name of the applicant, within the organizational element.

Safeguards: Information contained in this system is unclassified and is disseminated on a need to know basis by the Office of the Director, Operations Support Staff, Office of Management and Finance.

Retention and disposal: Although these records are currently retained as long as applicants remain as employees of the Department of Justice, the establishment of a disposal schedule is still pending.

System manager(s) and address: Director; Operations Support Staff; Office of Management and Finance; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as System Manager.

Record access procedures: Same as System Manager.

Contesting record procedures: Same as System Manager.

Record source categories: Applications from employees.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 018

System name: Occupational Health Physical Fitness Files.

System location: U.S. Department of Justice; 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Employee/participants in the DOJ Occupational Health Physical Fitness Program.

Categories of records in the system: A separate file is established for each Program participant. Data contained in the file consists of a Medical History Questionnaire, Physician Consent Form, Participant Waiver of Liability Form, Physical Fitness Profile, electrocardiographic tracings, Anthropometric Measurement Record, Exercise Prescription, Conditioning Record, attitudinal questionnaires, any positive test results and related correspondence.

Authority for maintenance of the system: The files are maintained pursuant to 5 U.S.C. 7901.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Data contained in each file will be used to evaluate the physical condition of each participant and serve as a basis for preparation of the exercise prescription. Changes in physiological and attitudinal data taken at several points throughout the period of participation will be examined relative to program effect. Data will be taken from each file and anonymously aggregated in order to examine group norms. Use of this data is limited to the Occupational Health Physical Fitness Program staff and its contractors. Research findings may occasionally be published in professional journals but only in summary form. Positive examination results will be referred to the participant's physician upon the written request of the participant.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information maintained in the system is manually stored in individual file folders. Summary data will be maintained in the computer data banks of the Department of Justice and the contractor, the University of Maryland.

Retrievability: File folders are maintained alphabetically by participant name. A 4-digit sequentially assigned number is used to input computerized data which can subsequently be sorted against any other items pertaining to the participant.

Safeguards: File folders are maintained in locked file cabinets. Access to identifiable information is limited to those Department of Justice employees and contract employees whose official duties require such access.

Retention and disposal: Records identified to the participant are retained for as long as the participant is associated with the Program and for three years thereafter. Upon completion of the three-year holding period, the file is given to the participant, or destroyed, as determined by the participant.

System manager(s) and address: Director, Operations Support Staff, Office of Management and Finance, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: Same as the System Manager.

Contesting record procedures: Same as the System Manager.

Record source categories: Information is supplied by the individual to whom the record pertains, and as a result of fitness evaluations conducted within the Program.

Systems exempted from certain provisions of the act: None.

JUSTICE/OMF - 019

System name: Freedom of Information/Privacy Act Records.

System location: U.S. Department of Justice, Office of Management and Finance, 10th & Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Persons who request disclosure of records pursuant to the Freedom of Information Act; persons who pursuant to the Privacy Act request access to or correction of records pertaining to themselves contained in systems of records maintained by the Office of Management and

Finance; and, where applicable, persons about whom records have been requested or about whom information is contained in requested records.

Categories of records in the system: The system contains copies of all correspondence and internal memoranda related to Freedom of Information Act and Privacy Act requests or responses associated with the Office of Management and Finance; and related records necessary to the processing of such requests.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101 and is maintained to implement the provisions of 5 U.S.C. 552 and 552a and the provisions of 28 C.F.R. 16.1 et. seq. and 28 C.F.R. 16.40 et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record maintained in this system may be disseminated as a routine use of such record as follows: (1) a record may be disseminated to a Federal agency which furnished the record for the purpose of permitting a decision as to access or correction to be made by that agency, or for the purpose of consulting with that agency as to the propriety of access or correction; (2) a record may be disseminated to any appropriate federal, state, local, or foreign agency for the purpose of verifying the accuracy of information submitted by an individual who has requested amendment or correction of records contained in a system of records maintained by the Office of Management and Finance; (3) records maintained on behalf of the U.S. Civil Service Commission may be disseminated to the U.S. Civil Service Commission on request, as the custodian of these records.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: A record contained in this system is stored manually in alphabetical order in file cabinets.

Retrievability: A record is retrieved by the name of the individual or person making a request for access or correction of records.

Safeguards: Access to physical records is limited to personnel of the U.S. Department of Justice who have a need for the record in the performance of their duties under the Freedom of Information or Privacy Acts. The records are safeguarded and protected in accordance with applicable Departmental and Civil Service Commission regulations.

Retention and disposal: A disposal schedule has not been established for these records.

System manager(s) and address: Assistant Attorney General, Office of Management and Finance, U.S. Department of Justice, 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Same as the System Manager.

Record access procedures: A request for access to a record contained in this system shall be made in writing with the envelope and the letter clearly marked (Freedom of Information) or 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record. The requester will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their

request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought

Record source categories: The sources of information contained in this system are the individuals and persons making requests, the

systems of records searched in the process of responding to requests, and other agencies referring requests for access to or correction of records originating in the Office of Management and Finance.

Systems exempted from certain provisions of the act: None.

COMMUNITY SERVICES ADMINISTRATION

PRIVACY ACT OF 1974

Systems of Records; Annual Publication

This is to give notice that the CSA systems of records identified in the notice published in the Federal Register of September 15, 1976 at pp. 39684-8 continue in effect. The systems in their entirety are published as follows.

Graciela (Grace) Olivarez,
Director.

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PREFATORY STATEMENT OF GENERAL ROUTINE USES

The following routine uses apply to and are incorporated by reference into, each system of records set forth below;

(1) In the event that records in this system of records indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by statute or by regulation, rule or order issued pursuant thereto, the records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. Furthermore, presentation of evidence and disclosure to counsel for litigants before any court, magistrate, or administrative tribunal, or in the normal process of discovery attendant to such litigation or procedures shall constitute a routine use of records in this system of records.

(2) Records from this system of records may be disclosed as a "routine use" to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

(3) Records from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

(4) A record from this system of records may be disclosed, as a routine use, to a member of Congress seeking information concerning the individual, but only when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

Geographical Guidance for Accessing Systems of Records

Many CSA systems of records are maintained wholly or partially in the CSA Regional Offices. To facilitate access to such records, a listing of the CSA Regional Offices, the states served thereby, their addresses and telephone numbers are provided:

Region I

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont. John F. Kennedy Federal Building, Room E400, Boston, Massachusetts 02203 (617) 223-4025.

Region II

New Jersey, New York, Puerto Rico, Virgin Islands. 26 Federal Plaza, 32nd Floor, New York, New York 10007 (212) 264-1900.

Region III

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia. Gateway Building, 3535 Market Street, Room 2260, Philadelphia, Pennsylvania 19104 (215) 597-1000.

Region IV

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee. 730 Peachtree Street, Room 1100, N.E., Atlanta, Georgia 30308 (404) 526-3172.

Region V

Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin. 300 South Wacker Drive, 24th Floor, Chicago, Illinois 60606 (312) 353-5987.

Region VI

Arkansas, Louisiana, New Mexico, Oklahoma, Texas. 1200 Main Street, Room M130, Dallas, Texas 75202 (214) 749-1301.

Region VII

Iowa, Kansas, Missouri, Nebraska. 911 Walnut Street, Room 1300, Kansas City, Missouri 64106 (816) 374-3364.

Region VIII

Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming. Federal Building, 1961 Stout Street, Room 12424, Denver, Colorado 80202 (303) 837-4767.

Region IX

Arizona, California, Guam, Hawaii, Nevada, Pacific Trust Territories. 450 Golden Gate Avenue, Box 36008, San Francisco, California 94102 (415) 556-5400.

Region X

Alaska, Idaho, Oregon, Washington. Arcade Plaza Building, Mail stop 105A, 1321 Second Avenue, Seattle, Washington 98101 (206) 442-4910.

CSA SYSTEMS OF RECORDS

CSA-1

System name: Employee Applicants for Upward Mobility Program—CSA

System location: See system manager title and address below for location.

Categories of individuals covered by the system: CSA employees making application for crossover positions.

Categories of records in the system: Applications include, name, address, social security number, job title, grade, service time, sex, organizational element, present supervisor, work experience, education, training, awards, association memberships, co-worker evaluation and job evaluation.

Authority for maintenance of the system: FPM Chapter 410, EEO Act of 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Forms in file folders.

Retrievability: Filed by name.

Safeguards: Locked metal file cabinets accessible by authorized personnel only.

Retention and disposal: Maintained for one year or until employee resigns, transfers or retires, then destroyed.

System manager(s) and address: Training Officer, Manpower Management and Personnel Division, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506

Notification procedure: Information may be obtained from the Privacy Act Reviewing Officer at the appropriate address listed in Appendix A of the CSA rules and regulations published in this issue of the Federal Register

Record access procedures: Requests and inquiries from individuals should be addressed to the system manager at the appropriate address and under the position title listed above.

Contesting record procedures: The CSA's rules for access to records and for contesting content and appealing initial determinations by the individual concerned appear in the CSA rules and regulations published in this issue of the Federal Register.

Record source categories: Subject individuals, supervisors and co-workers.

CSA—2

System name: Employee Attendance, Leave & Payroll Records—CSA

System location: See System Manager title and address below for location. (Magnetic tapes of this system of records are located at the CSA Data Processing Center, 7981 Eastern Avenue, Silver Spring, Maryland 20910; and a currently updated record (one month) for emergency backup at the General Services Administration, Region 3, 7th and D Streets, N.W., Washington, D.C.)

Categories of individuals covered by the system: Current and past employees of the Community Services Administration and its predecessor agency, the Office of Economic Opportunity.

Categories of records in the system: Individual employee pay data and leave records which include a pay folder containing copies of Allotment Forms, Health Benefit Forms, SF-50 Personnel Action forms, Payroll Listing and Tax Deductions. The system also produces Master Earnings History Files and numerous reports such as Bond Listings, Tax Withholdings; W-2 Listings with addresses, etc. The records contain name, social security number and employee number, grade, step, and salary, organization (code), retirement or FICA data as applicable; Federal, state, and local tax deductions, as appropriate; IRS tax lien data; savings bond and charity deductions; regular and optional Government life insurance deduction(s), health jury duty data; military leave data; pay differentials; union dues deductions; allotments, by type and amount; financial institution code and employee account number; leave status and leave data of all types (including annual, compensatory, jury duty, maternity, military, retirement disability, sick, transferred, and without pay); time and attendance records, including number of regular, overtime, holiday, Sunday, and other hours worked; pay period number and ending date; cost of living allowances; mailing address; co-owner and/or beneficiary of bonds, marital status and number of dependents; and "Notification of Personnel Action." The individual records listed herein are included only as pertinent or applicable to the individual employee.

Authority for maintenance of the system: Title 6, GAO Policy and Procedures Manual, pursuant to 5 U.S.C. and sections 112(a) and 113 of the Budget and Accounting Procedures Act of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transmittal of data to U.S. Treasury to effect issuance of paychecks to employee and distribution of pay according to employee directions for savings bonds, allotments, financial institutions and other authorized purposes. Reporting of tax withholdings to Internal Revenue Service and appropriate State and local taxing authorities, FICA deductions to the Social Security Administration, dues deductions to the employee union, withholdings for health insurance to the insurance carriers and the U.S. Civil Service Commission, charity contribution deductions to agents of charitable institutions, annual W-2 statements to taxing authorities and the individual; employee retirement data to the Civil Service Commission.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Both manual and computer-produced paper copy, and magnetic tape.

Retrievability: By name of employee and/or social security number.

Safeguards: Physical, technical, and administrative security is maintained, with all storage equipment and/or rooms locked when not in use. Admittance, when open, is restricted to authorized personnel only. All payroll personnel and computer operators and programmers are instructed and cautioned on the confidentiality of the records.

Retention and disposal: Retained on site until after GAO audit, then disposed of, or transferred to Federal Records Storage Centers in accordance with the fiscal records program approval by GAO, as appropriate, or General Record Schedules of GSA.

System manager(s) and address: Chief, Financial Policies, Procedures & Payroll Division, Office of the Controller, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506

Notification procedure: Information may be obtained from the Privacy Act Reviewing Officer at the appropriate address listed in Appendix A of the CSA rules and regulations published in this issue of the Federal Register.

Record access procedures: Requests and inquiries from individuals should be addressed to the system manager at the appropriate address and under the position title listed above.

Contesting record procedures: The CSA's rules for access to records and for contesting content and appealing initial determinations by the individual concerned appear in the CSA rules and regulations published in this issue of the Federal Register.

Record source categories: Subject individuals, supervisor, timekeepers, official personnel records and IRS.

CSA—3

System name: Employee Employment History—CSA

System location: See System Manager title and address below for location. (Magnetic tapes of this system of records are located at the CSA Data Processing Center, 7981 Eastern Avenue, Silver Spring, Maryland 20910; and a currently updated record (one month) for emergency backup at the General Services Administration, Region 3, 7th and D Streets N.W., Washington, D.C.)

Categories of individuals covered by the system: Current and past employees of the Community Services Administration and its predecessor agency, the Office of Economic Opportunity.

Categories of records in the system: Data relating to the employment of each CSA employee including name, social security number, position title, organizational element, veterans preference, entrance on duty date, pay plan and occupational code, last promotion date, tour of duty, total federal service date, salary grade and step, retirement system, within-grade due date, actual salary, position type, physical handicap, educational level, appointment status, college major, birth date, and related data necessary to maintain the accuracy of the file.

Authority for maintenance of the system: Title 5, U.S.C. Sections 1302, 2951, 4118, 4308, and 4506.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in Prefatory Statement.

To provide information to a prospective employer of a Government employee.

To provide statistical and background information to Civil Service Commission.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: System is maintained on magnetic tape.

Retrievability: By social security number/name.

Safeguards: Physical, technical, and administrative security is maintained, with all storage equipment and/or rooms locked when not in use. Admittance when open, is restricted to authorized personnel only. All personnel and computer operators and programmers are instructed and cautioned on the confidentiality of the records.

Retention and disposal: Retained on site, then disposed of, or transferred to Federal Records Storage Centers, as appropriate, in accordance with General Record Schedules of GSA.

System manager(s) and address: Chief, Manpower Management and Personnel Division, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506.

Notification procedure: Information may be obtained from the Privacy Act Reviewing Officer at the appropriate address listed in Appendix A of the CSA rules and regulations published in this issue of the Federal Register.

Record access procedures: Requests and inquiries from individuals should be addressed to the system manager at the appropriate address and under the position title listed above.

Contesting record procedures: The CSA's rules for access to records and for contesting content and appealing initial determinations by the individual concerned appear in the CSA rules and regulations published in this issue of the Federal Register.

Record source categories: Subject individuals, supervisors and official personnel records.

CSA—4

System name: Employee Suggestion System—CSA

System location: See system manager title and address below for location.

Categories of individuals covered by the system: Current and past employees of CSA.

Categories of records in the system: Name, position title, grade, social security number, organization element, appraisal of suggestion and supervisory evaluator's name.

Authority for maintenance of the system: FPM Chapter 451-7.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Forms and description of suggestion in file folders.

Retrievability: File is retrieved by individual's name.

Safeguards: Locked metal file cabinets accessible by authorized personnel only.

Retention and disposal: Maintained two years after close of case and then destroyed.

System manager(s) and address: Chief, Manpower Management and Personnel Division, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506, and at each CSA Regional Office the Personnel Officer, address above under "Geographical Guidance for Accessing Systems of Records."

Notification procedure: Information may be obtained from the Privacy Act Reviewing Officer at the appropriate address listed in Appendix A of the CSA rules and regulations published in this issue of the Federal Register.

Record access procedures: Requests and inquiries from individuals should be addressed to the system manager at the appropriate address under the position title listed above.

Contesting record procedures: The CSA's rules for access to records and for contesting content and appealing initial determinations by the individual concerned appear in the CSA rules and regulations published in this issue of the Federal Register.

Record source categories: Subject individual and evaluators of suggestion.

CSA—5

System name: Employees of CSA and Other Government Agencies & Invited Travelers' Travel Records—CSA

System location: Paper records, see System Manager Title and address below. Supporting records are maintained in other offices at Headquarters and each of the Regional Offices listed under Geographical Guidance above. Magnetic tape records are at the CSA Data Processing Center, 7981 Eastern Avenue, Silver Spring, Maryland 20910.

Categories of individuals covered by the system: Employees of CSA, members of CSA Advisory Committees, other government agency employees and private persons traveling under invitation on official program matters.

Categories of records in the system: Name, address, social security number; destination, itinerary, mode and purpose of travel; dates; expenses including amounts advanced (if any), amounts claimed and amounts reimbursed; travel orders, travel vouchers and receipts.

Authority for maintenance of the system: Chapter 57, Subchapter 1 of U.S.C. 5, Budget & Accounting Act of 1921, Accounting & Auditing Act of 1950, and Federal Claim Collection Act of 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transmittal to U.S. Treasury for payment, to GAO for audit support of Accountable Offices and internally to support disbursement of Federal funds.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manual and computer-produced paper copy, and magnetic tape.

Retrievability: Filed by name, social security number or travel order number.

Safeguards: Physical, technical, and administrative security is maintained, with all storage equipment and/or rooms locked when not in use. Admittance, when open, is restricted to authorized personnel only. All processing personnel, including computer operators and programmers are instructed and cautioned on the confidentiality of the records.

Retention and disposal: Retained according to GSA Federal Travel Regulations and on site until after GAO audit, then disposed of, or transferred to Federal Records Storage in accordance with the fiscal records program approval by GAO, as appropriate, or General Record Schedules of GSA.

System manager(s) and address: Chief, Finance & Grants Management Division, Office of the Controller, Community Services Administration, 1200 19th Street, N.W., Room 320, Washington, D.C. 20506.

Notification procedure: Information may be obtained from the Privacy Act Reviewing Officer at the appropriate address listed in Appendix A of the CSA rules and regulations published in this issue of the Federal Register.

Record access procedures: Requests and inquiries from individuals should be addressed to the system manager at the appropriate address and under the position title listed above.

Contesting record procedures: The CSA's rules for access to records and for contesting content and appealing initial determinations by the individual concerned appear in the CSA rules and regulations published in this issue of the Federal Register.

Record source categories: Subject individuals, supervisors, and finance or accounting office standards references.

CSA—6

System name: Freedom of Information Act Requests for Records—CSA

System location: See System Manager's Title and location below. Supporting records are maintained in other offices at Headquarters and the Regional Offices.

Categories of individuals covered by the system: Individuals who have requested records from CSA under the provisions of the Freedom of Information Act, as amended.

Categories of records in the system: Name, address, and telephone number of requester; description or identification of records requested, furnished and/or denied; dates of request and response; amount of fees paid, reduced or waived, if any; payment delinquencies, if any; appeals of denials, final determinations; and names and titles of denying officials and determining officials.

Authority for maintenance of the system: Freedom of Information Act, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Annual Report to the Congress under section (d) of the Freedom of Information Act, as amended, and available for public inspection at all times. Also see routine use paragraphs of the Prefatory Statement above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Correspondence in file folders, manual chronological log, suspense control card file and accounts receivable record.

Retrievability: Filed by requester name and/or chronological dates of action steps.

Safeguards: Records are retained in locked furniture in secured rooms with access limited to those whose official duties require access, and under supervisory controls as defined in the CSA Rules and Regulations published in the Federal Register.

Retention and disposal: Retained on site, then disposed of, or transferred to Federal Records Storage Center, as appropriate, in accordance with General Record Schedules of GSA.

System manager(s) and address: FOIA Records Officer, Office of Administration, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20560.

Notification procedure: Information may be obtained from the Privacy Act Reviewing Officer at the appropriate address listed in Appendix A of the CSA rules and regulations published in this issue of the Federal Register.

Record access procedures: Requests and inquiries from individuals should be addressed to the system manager at the appropriate address and under the position title listed above.

Contesting record procedures: The CSA's rules for access to records and for contesting content and appealing initial determinations by the individual concerned appear in the CSA rules and regulations published in this issue of the Federal Register.

Record source categories: Requesters for information under FOIA and CSA officials and employees engaged in processing or making determinations on FOIA requests.

CSA-7

System name: Inspection Reports on Grantees, Contractors, and CSA Employees—CSA

System location: See system manager title and address below for location.

Categories of individuals covered by the system: Inspection reports of investigations in complaints alleging misfeasance, malfeasance and nonfeasance by employees of CSA, grantees, contractors and consultants.

Categories of records in the system: Name, address, date and place of birth, citizenship, physical characteristics, employment history, financial records, education, arrest records, Federal employee's relatives, names of spouses, relatives, references, personal associates, activities and conflict of interest.

Authority for maintenance of the system: Title 18 U.S.C. including sections 201, 287, 508, 641, 1001, and 1913 and sections 602, 603, and 626 of the Community Services Act of 1974 (42 U.S.C. 2942, 2943, and 2971f).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in file folders.

Retrievability: Indexed by Grantees, Regional Officer, and/or individual respondents against whom complaints have been filed.

Safeguards: Padlock, bar type filing cabinets and used only by authorized screened personnel.

Retention and disposal: Retired to Federal Records Center 3 years after close of case.

System manager(s) and address: Chief, Inspection Division, Office of General Counsel, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506.

Notification procedure: Information may be obtained from the appropriate address listed in Appendix A of the CSA rules and regulations published at 40 FR 45300, October 1, 1975.

Record access procedures: Requests and inquiries from individuals should be addressed to the system manager at the appropriate address and under the position title listed above.

Contesting record procedures: CSA's rules for access to records and appealing initial determinations by the individual concerned appear in the CSA rules and regulations published in 40 FR 45300, October 1, 1975.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(2), this system is exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(I), and (f)(4). The exemption of this information is necessary to facilitate the enforcement of the Community Services Act of 1974 and other relevant statutes, and to avoid revealing and endangering sources of information.

CSA-8

System name: Employee and Personnel System—CSA

System location: Chief, Manpower Management and Personnel Division, Community Services Administration, 1200 19th Street,

N.W., Washington, D.C. 20506, and at each CSA Regional Office, the Personnel Officer, address above under "Geographical Guidance for Accessing Systems of Records."

System manager(s) and address: Same as above.

All other information relating to this system of records is contained in the published notices by the Civil Service Commission in the Federal Register (40 FR 40782), August 27, 1975.

CSA-9

System name: Contractor Employee, Equal Employment Opportunity System—CSA

System location: Associate Director, Office of Human Rights, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506, and at each CSA Regional Office, the Equal Employment Opportunity Officer, address above under "Geographical Guidance for Accessing Systems of Records."

System manager(s) and address: Same as above.

All other information relating to this system of records is contained in the published notice on Equal Employment Opportunity under E.O. 11246, as amended—published by the Department of Labor in the Federal Register (40 FR 41739), September 8, 1975.

CSA-10

System name: Federal Employee Compensation Act System—CSA

System location: Chief, Manpower Management and Personnel Division, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506, and at each CSA Regional Office, the Personnel Officer, address above under "Geographical Guidance for Accessing Systems of Records."

System manager(s) and address: Same as above.

All other information related to this system of records is contained in the published notices by the Department of Labor in the Federal Register (40 FR 41739), September 8, 1975.

CSA-11

System name: Federal Motor Vehicle Accident Reporting System—CSA

System location: Chief, Office Services, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506, and at each CSA Regional Office, the Property Officer, address above under "Geographical Guidance for Accessing Systems of Records."

System manager(s) and address: Same as above.

All other information relating to this system of records is contained in the published notices by the General Services Administration in the Federal Register (40 FR 39137), August 27, 1975.

CSA-12

System name: Employee Equal Employment Opportunity System—CSA

System location: Associate Director, Office of Human Rights, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506, and at each CSA Regional Office, the Equal Employment Opportunity Officer, address above under "Geographical Guidance for Accessing Systems of Records."

Categories of individuals covered by the system: Current and past employees and applicants for employment with CSA and its predecessor agency, the Office of Economic Opportunity, who have filed a complaint of discrimination against CSA.

Categories of records in the system: Name, address, date and place of birth, race, religion, sex, age, education, employment history, job performance, references, circumstances of alleged act(s) of discrimination, correspondence of parties involved, and findings of Office of Civil Rights.

Authority for maintenance of the system: 5 U.S.C. 7151; 42 U.S.C. 2000e et seq.; Executive Order 11478; 5 Code of Federal Regulations 713.222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Files may be disclosed to the Civil Service Commission and the Equal Employment Opportunity Commission, to the Complainant(s) at an appropriate stage of the proceedings and to the respondent(s) if the EEO proceeding goes to administrative appeal; see also prefatory CSA routine use paragraphs appearing in 40 FR 45328, October 1, 1975.

PRIVACY ACT ISSUANCES

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Complaint records stored in file folders in locked file cabinets.

Retrievability: File is retrieved by complainant's name or complainant docket number.

Safeguards: Locked metal file cabinets accessible by authorized personnel only.

Retention and disposal: Maintained five years after close of case, then destroyed.

System manager(s) and address: Associate Director, Office of Human Rights, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506, and the Equal Employment Officer at each CSA Regional Office (see Geographical Guidance for Accessing Systems of Records, 40 FR 45328, October 1, 1975).

Notification procedure: Information may be obtained from the appropriate address listed in Appendix A of the CSA rules and regulations published at 40 FR 45300, October 1, 1975.

Record access procedures: Requests and inquiries from individuals should be addressed to the system manager at the appropriate address and under the position title listed above.

Contesting record procedures: CSA's rules for access to records and appealing initial determinations by the individual concerned appear in the CSA rules and regulations published in 40 FR 45300, October 1, 1975.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(2), this system is exempted from 5 U.S.C. 552a(c)(3), (d), (e)(i), (e)(4)(I), and (f)(4). The exemption of this information is necessary to protect the integrity of the EEO complaint resolution process.

CSA—13

System name: Grantee Employee Equal Employment Opportunity System—CSA

System location: Associate Director, Office of Human Rights, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506, and at each CSA Regional Office, the Equal Employment Opportunity Officer, address above under "Geographical Guidance for Accessing Systems of Records."

Categories of individuals covered by the system: Current and past employees and applicants for employment with CSA or OEO grantees who have filed a complaint of discrimination.

Categories of records in the system: Name, address, date and place of birth, race, religion, sex, age, education, employment history, job performance, references, circumstances of alleged act(s) of discrimination, correspondence of parties involved, and findings of Office of Civil Rights.

Authority for maintenance of the system: 42 U.S.C. 2000d; 42 U.S.C. 2971c; Executive Order 11764.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Files may be disclosed to the Equal Employment Opportunity Commission, to the Complainant(s) at an appropriate stage of the proceedings and to the respondent(s) if the EEO proceeding goes to administrative appeal; see also prefatory CSA routine use paragraphs appearing in 40 FR 45328, October 1, 1975.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Complaint records stored in file folders in locked file cabinets.

Retrievability: File is retrieved by complainant's name or complainant docket number.

Safeguards: Locked metal file cabinets accessible by authorized personnel only.

Retention and disposal: Maintained five years after close of case, then destroyed.

System manager(s) and address: Associate Director, Office of Human Rights, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506, and the Equal Employment Officer

at each CSA Regional Office (see Geographical Guidance for Accessing Systems of Records, 40 FR 45328, October 1, 1975).

Notification procedure: Information may be obtained from the appropriate address listed in Appendix A of the CSA rules and regulations published at 40 FR 45300, October 1, 1975.

Record access procedures: Requests and inquiries from individuals should be addressed to the system manager at the appropriate address and under the position title listed above.

Contesting record procedures: CSA's rules for access to records and appealing initial determinations by the individual concerned appear in the CSA rules and regulations published in 40 FR 45300, October 1, 1975.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(2), this system is exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(I), and (f)(4). The exemption of this information is necessary to protect the integrity of the EEO complaint resolution process.

CSA—14

System name: Grantee Officer and Employee Biographical and Professional Information Supplied to CSA—CSA

System location: At each CSA Regional Office, the Deputy Regional Director, see address under "Geographical Guidance for Accessing Systems of Records," in the October 1, 1975 Federal Register at 40 FR 45328; for all Headquarters grants, including title VII, Economic Development, the Chief, Financial Management Division, Office of the Controller, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506.

Categories of individuals covered by the system: Current and past officers, board members and employees of grantee organizations funded by the Community Services Administration.

Categories of records in the system: Names and addresses of policy advisory members of grantee boards, councils and committees, and biographical information for individuals selected or promoted to fill certain top grantee positions, including place and date of birth, citizenship, professional and educational experience, and organizational affiliations.

Authority for maintenance of the system: 42 U.S.C. 2791, 2795, and 2796.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See prefatory CSA routine use paragraphs appearing at 40 FR 45328.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in file folders.

Retrievability: File is retrieved by organization name of the employing grantee organization and then searched by individual name.

Safeguards: Locked metal file cabinets accessible by authorized personnel only.

Retention and disposal: Retained on-site, then disposed of or transferred to Federal Records Storage Centers as appropriate, in accordance with General Record Schedules of CSA.

System manager(s) and address: At each CSA Regional Office, the Deputy Regional Director, see address under "Geographical Guidance for Accessing Systems of Records," 40 FR 45328; CSA Headquarters, Chief, Finance and Grants Management—see system location.

Notification procedure: Information may be obtained from the Privacy Act Reviewing Officer at the appropriate address listed in Appendix A of the CSA rules and regulations published in the October 1, 1975 issue of the Federal Register.

Record access procedures: Requests and inquiries from individuals should be addressed to the system manager at the appropriate address and under the position title listed above.

Contesting record procedures: CSA's rules for access to records and for contesting content and appealing initial determinations by the individual concerned appear in the CSA rules and regulations published in the October 1, 1975 issue of the Federal Register.

Record source categories: Subject individuals and officers of the grantee organization.

**ENERGY RESEARCH AND DEVELOPMENT
ADMINISTRATION**

PRIVACY ACT OF 1974

Systems of Records

Pursuant to 5 U.S.C. 552a(e)(4) of the Privacy Act of 1974 (Pub. L. 93-579) the Energy Research and Development Administration (ERDA) is publishing the annual notice of systems of records currently maintained by the agency. This notice updates the annual notice of systems of records published in the FEDERAL REGISTER at 41 FR 48272-48315, November 2, 1976, and at 41 FR 56884-56885, December 30, 1976, and incorporates the changes set forth below:

System changes reflect corrections to system locations and notification procedures as noted in the following systems:

System 1

Remove the system locations in Schenectady Naval Reactors Office, Pittsburgh Naval Reactors Office, Los Alamos Area Office; Chicago and Idaho Operation Offices are removed as system locations and notification procedures; Albuquerque Operations Office is added as a system location.

System 2

Change the System Manager to "The Director, Administrative Services, Office of International Affairs."

System 3

Change to categories of records in the system to ". . . GS-15 and above and appraisal of managerial potential for the agency Executive Development Program;" Storage is changed to "paper form ERDA 622, ERDA 622A, ERDA 622B and ERDA 622C."

System 4

Change "Safeguards" to "Division of High Energy and Nuclear Physics Personnel," and System Manager to "Division of High Energy and Nuclear Physics."

System 5

Remove system locations at Schenectady Naval Reactors Office, Oak Ridge Operations Office, and Mound Laboratories; Albuquerque Operations Office and Oak Ridge Operations Office are removed as notification procedures.

System 8

Remove Los Alamos Area Office as a system location and Albuquerque Operations Office from notification procedures.

System 10

System location of Los Alamos Area Office is changed to "528 35th Street;" Rocky Flats Area Office and Brookhaven Area Office are added as system locations; "Categories of Individuals Covered" is changed to "ERDA employees as specified in Annex B, ERDAM Appendix 4124, Part II, and consultants and special Government employees of ERDA;" Categories of records begins with "ERDA Forms containing . . ."

System 11

Add Clinch River Breeder Reactor Plant Project to system location.

System 14

Add Idaho Operations Office to system location and notification procedure.

System 16

Change Los Alamos Area Office location to 528 35th Street.

System 17

Add Schenectady Naval Reactors Office and Grand Junction Office to location and Idaho Operations Office to location and notification procedure; Chicago is removed as a location.

System 18

Add Albuquerque and San Francisco to location; Chicago Operations Office is deleted as a system location.

System 19

Add Schenectady Naval Reactors Office, Idaho Operations Office and Grand Junction Office to system location.

System 20

Change system name to "Files on Operators of Federal Motor Vehicles—ERDA," add Pittsburgh Energy Research Center to system location and notification procedure; change categories of individuals to "ERDA and ERDA contractor personnel," System Manager's address is changed to "Director, Division of Operational and Environmental Safety"

System 23

Remove Idaho Operations Office from system location and notification procedure; add "t" 3rd line to category of records in system.

System 24

System location, add Bartlesville Energy Research Center, Grand Forks Energy Research Center, and Laramie Energy Research Center; System Manager is changed to "Director, Division of Operational and Environmental Safety"

System 25

Add Shippingport Atomic Power Station to system name and to categories of individuals.

System 26

Remove Cincinnati Area Office, Paducah Area Office and Portsmouth Area Office from system locations; Brookhaven Office is changed to Brookhaven Area Office; change division name to "Division of Operational and Environmental Safety."

System 29

Categories of individuals is changed to "Employees performing critical duties as enumerated in AEC Manual Appendix 0560, Part II, (9)."

System 30

System locations added are Mare Island Naval Shipyard, Puget Sound Naval Shipyard and Pearl Harbor Naval Shipyard; Cincinnati, Paducah and Portsmouth Area Offices are removed; Brookhaven Office should read "Brookhaven Area Office;" add "Social Security number" to Retrievability; System Manager is changed to "Division of Operational and Environmental Safety"

System 32

Grand Junction Office is added to system location; Storage is changed to "Paper file manually retrieved."

System 33

Add Pittsburgh Naval Reactors Office, Schenectady Naval Reactors Office and Grand Junction Office to system locations.

System 35

Add Schenectady Naval Reactors Office and Pittsburgh Naval Reactors to system location and Idaho Operations Office to system location and notification; Chicago Operations Office is removed from notification.

System 36

Add to system location San Francisco and Idaho Operations Offices; remove Chicago Operations Office from system location and notification.

System 38

Add Idaho Operations Office to system location and notification; Grand Junction Office to system location; and remove Chicago Operations Office from system location and notification.

System 41

Add P.O. Box 1069 to Schenectady Naval Reactors Office; remove Idaho Operations Office from system location and notification.

System 42

Remove Idaho Operations Office from system location and notification.

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

The notice covers all ERDA systems of records finally adopted up to and including September 26, 1977
Dated: September 26, 1977.

Robert F. Allnutt,
*Acting Assistant Administrator
for Administration.*

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- ERDA 1**
- System name:**
Alien visits and participation—ERDA
- System location:**
U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545
- U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114
- U.S. Energy Research and Development Administration
Dayton Area Office
P.O. Box 66
Miamisburg, Ohio 45342
- U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801
- U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352
- U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612
- U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

Categories of individuals covered by the system:

Resident aliens who visit and participate at Energy Research and Development Administration Offices and Energy Research and Development Administration contractor facilities.

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

Categories of records in the system:

Federal Agencies Indices checks and Energy Research and Development Administration records regarding Alien visits and participation at Energy Research and Development Administration offices and/or contractor facilities.

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Government agencies with military, intelligence, or law enforcement responsibilities—Investigative purposes and to refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

For additional routine uses see Appendix AA.

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: indicate full name, nationality; and, date and location of visit.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individual; reports from Federal Investigation Agencies conducting indices investigations; and, letters and/or plans from Energy Research and Development Administration operating office, operating divisions and Energy Research and Development Administration contractor facilities.

Systems exempted from certain provisions of the act: The Administrator has exempted this system from subsections (c)(3),(d),(e)(1), (e)(4)(G),(H),(I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a(k) (1), (2) and (5). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 2

System name:

Applications and reference checks for overseas employment with International Atomic Energy Agency (IAEA)—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

Categories of individuals covered by the system:

U.S. citizens interested in employment with International Atomic Energy Agency, Vienna, Austria

Categories of records in the system:

Education, employment history, salary and personal reference checks

Authority for maintenance of the system:

Executive Order 10422, Executive Order 11552, PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-

System manager(s) and address:

The Director, Division of Safeguards and Security, U.S. Energy Research and Development Administration, Washington, D.C. 20545 has been designated the Agency System Manager for this system. The managers and directors of field locations listed under notification below are designated system managers for their respective portions of this system.

Notification procedure: a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.); PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

U.S. Mission to IAEA, Vienna and other governmental agencies interested in foreign programs. Evaluation prior to offers of employment IAEA—Evaluation prior to offers of employment plus selection for employment.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files

Retrievability: Name, specialty, IAEA organizational designation

Safeguards: Maintained in safes, access is limited to personnel of IAEA Branch and Office of Assistant Director for Agreements and Liaison.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the FRDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Administrative Services, Office of Internal Affairs
U.S. Energy Research and Development Administration,
Washington, D.C. 20545, has been designated the Agency
System Manager for this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

b. Required Identifying Information: Full name, field of
specialization, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individuals seeking employment, references, and references
and information provided by knowledgeable agency
personnel.

ERDA 3

System name:

ERDA Personnel—Appraisal and Development
Records—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58201

U.S. Energy Research and Development Administration

Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

Categories of individuals covered by the system:

All Energy Research and Development Administration
employees

Categories of records in the system:

Supervisor-employee appraisal, by name of employee, of
performance, preparation of development plans, and, for
employees GG-15 and above an appraisal of managerial potential for the agency Executive Development Program

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended
(42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.),
PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30
U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et
seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.), Public Law 85-
507, Executive Order 11348

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: On Paper Form ERDA 622, 622A, 622B, 622C. some older records on ERDA Form 625.

Retrievability: Alphabetic by name

Safeguards: Usually in file cabinet

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Personnel
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration

Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Location(s), full name, social security number, date of birth, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

From the supervisor and employee during the annual review, information is documented on the ERDA Form 622 or 625.

ERDA 4

System name:

Census of High Energy Physicists—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

Categories of individuals covered by the system:

Scientists and graduate students in the field of high energy physics

Categories of records in the system:

Name, date of birth, education, employment history, research support agencies, technical specialties.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Physicists, research organizations and various government organizations engaged in physics research—to obtain information on individuals and organizations engaged in high energy physics research.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape

Retrievability: Alphabetical by name, employer or any other combination of data

Safeguards: Access limited to Division of High Energy and Nuclear Physics Personnel, maintained in locked file cabinet in secured building.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director,
Division of High Energy and Nuclear Physics,
U.S. Energy Research and Development Administration,
Washington, D.C. 20545, has been designated the Agency System Manager for this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

- b. Required Identifying Information: Requestor should provide his full name, and education (Degree, date and University).

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

High energy physics research group leaders and laboratory directors. Other personnel in field of high energy physics.

ERDA 5**System name:**

Clearance Board Cases Administrative Review and Personnel—ERDA

System location:

U.S. Energy Research and Development Administration (Headquarters)
Washington, D.C. 20545.

Categories of individuals covered by the system:

Employees, access permittees, consultants and prospective employees of the Energy Research and Development Administration and Energy Research and Development Administration contractors and access permit holders.

Categories of records in the system:

Results of investigation concerning individuals processed for access authorizations (clearances).

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel involved in administrative review—Information used for reference during review board hearings. Federal law enforcement and investigative agencies—To refer, where there is an indication of a violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper file manually retrieved; also maintained on magnetic tape at Oak Ridge office.

Retrievability: Indexed by name.

Safeguards: Access limited to employees having need-to-know; stored in security areas under guard and/or guard protection.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Safeguards and Security
U.S. Energy Research and Development Administration

Washington, D.C. 20545, has been designated the Agency System Manager for this system. The managers and directors of field locations listed under Notification below are designated system managers for their respective portions of this system.

Notification procedure:

- a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration (Headquarters)
Washington, D.C. 20545

- b. Required Identifying Information: Full name, date of birth, social security number, clearance processing location, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Personnel Security Questionnaire and Fingerprint Card executed by individual; background investigation reports by Federal Bureau of Investigation, Civil Service Commission and other Government agencies conducting background investigations; summaries and transcripts of interviews with the individual; transcripts of Administrative Review Board hearings with individual; correspondence to individual concerning administrative processing of clearance action and local and state police agency reports.

Systems exempted from certain provisions of the act: The Administrator has exempted this system from subsections (c)(3),(d),(e)(1), (e)(4)(G),(H),(I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a(k) (1), (2) and (5). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 6**System name:**

Compensation for Contractor Employees (25,000 Dollars or More)—ERDA

System location:

U.S. Energy Research and Development Administration (Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office

550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

Categories of individuals covered by the system:

Administrative, Professional, Scientific personnel.

Categories of records in the system:

Name, contractor, salary history, and current salary.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinets in mail and file room.

Retrievability: Alphabetically by name, usually on paper.

Safeguards: Records kept in file cabinets in guarded buildings.

Retention and disposal: Records' retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill as appropriate.

System manager(s) and address:

The Director, Division of Labor Relations
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office

P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Full name, location of last employment, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

From contractor salary administrative personnel.

ERDA 7

System name:

Consultants to ERDA Contractors—(Directory of)—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

Categories of individuals covered by the system:

Consultants to ERDA Contractors

Categories of records in the system:

Biographical notes, personal data/correspondence, employment history, education, salary/total compensation, area of specialization, contractual arrangements and duration, service provided and research support.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper

Retrievability: Indexed chronologically, alphabetically by contractor, alphabetically by consultant name.

Safeguards: Secure and guarded building—access on need-to-know basis, combination locked files, locked file cabinets

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Labor Relations
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Full name of consultant, name of contractor, area of contract work performed, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Reports from individuals, contractors, and Dun and Bradstreet.

ERDA 8

System name:

Security Correspondence File—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

Categories of individuals covered by the system:

Individual of interest to Energy Research and Development Administration officials.

Categories of records in the system:

Correspondence received from individuals; news media; and, informational reports.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Federal law enforcement and investigative agencies—To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper file manually retrieved.

Retrievability: Indexed by name.

Safeguards: Access limited to individuals having need-to-know; stored in security area under guard protection.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Safeguards and Security U.S. Energy Research and Development Administration Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration (Headquarters) Washington, D.C. 20545

b. Required Identifying Information: Full name, date of birth, social security number, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individual and official records; news media; and, organizations.

Systems exempted from certain provisions of the act:

Administrator has exempted this system from subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a(k) (1), (2) and (5). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 9

System name:

Discrimination Complaint Files—ERDA

System location:

U.S. Energy Research and Development Administration (Headquarters) Washington, D.C. 20545

U.S. Energy Research and Development Administration Albuquerque Operations Office

P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

Categories of individuals covered by the system:

Each ERDA employee, ERDA contractor employee, or Assigned Facilities contractor employee who has filed a written complaint of discrimination based on race, religion, national origin or sex with ERDA or with another Federal agency which has referred the complaint to ERDA.

Categories of records in the system:

The complaint, investigative reports and related correspondence.

Authority for maintenance of the system:

Executive order 11246 PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.), Executive Order 11478 PUB. L. 92-261.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Other federal state and local agencies—for purposes of considerations of charges, claims or appeals. CSC (Respecting complaints by ERDA Employees)—Equal Employment Opportunity enforcement purposes, U.S. Equal Employment Opportunity Commission, U.S. Department of Labor and State Fair Employment Commissions (Respecting complaints by contractor employees)—Equal employment opportunity enforcement purposes.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files

Retrievability: By name of complainant

Safeguards: Stored in locked files in guarded buildings, with access only to those personnel involved in processing the complaint.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Office of Equal Opportunity U.S. Energy Research and Development Administration Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Full name, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Information is derived from personnel and payroll records and from interviews with ERDA and contractor employees.

ERDA 10

System name:

Employment and Financial Interests—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Office of the General Counsel
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
Office of the Chief Counsel
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Chicago Operations Office

Office of the Chief Counsel
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Junction Office
Office of the Chief Counsel
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
Office of the Chief Counsel
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Richland Operations Office
Office of the Chief Counsel
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
Office of the Chief Counsel
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Nevada Operations Office
Office of the Chief Counsel
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Albuquerque Operations Office
Office of the Chief Counsel
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Savannah River Operations Office
Office of the Chief Counsel
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
Office of the Chief Counsel
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
Office of the Chief Counsel
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Los Alamos Area Office
Office of the Counsel
528 35th St.
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Kansas City Area Office
Office of Counsel
P.O. Box 202
Kansas City, Missouri 64141

U.S. Energy Research and Development Administration
Brookhaven Area Office
Upton, New York 11973

U.S. Energy Research and Development Administration
Rocky Flats Area Office
P.O. Box 928
Golden, Colorado 80401

Categories of individuals covered by the system:

ERDA employees as specified in Annex B, ERDA Appendix 4124, Part II, and consultants and special Government employees of ERDA.

Categories of records in the system:

"Contains": Information on ERDA Forms 443 and 269, including the name, position title, date of appointment; employment and financial interests; creditors; interests in real property; names and addresses of other persons requested to supply information; individual's certificate of truth and veracity.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.), EO 11222

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Cognizant appointing officials—To assist the Agency, CSC and the President in determining whether individuals have conflicts or apparent conflicts of interest in the performance of official duties; for counselling personnel in avoiding violations; for assignment of duties; law enforcement

Counsel within the Agency and Department of Justice—Prosecution or determination as to law enforcement.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files.

Retrievability: Indexed by name

Safeguards: Maintained in locked filing cabinets

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill as appropriate.

System manager(s) and address:

The General Counsel, ERDA—Headquarters
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information Individual's name, ERDA location of last employment or cognizant office, and time period

Record access procedures:

Refer to Notification Procedure

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individual on whom the record is maintained.

ERDA 11

System name:

ERDA Personnel—Supervisor Records—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office

P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

Categories of individuals covered by the system:

Current employees; in a few cases, records include former employees, assigned military personnel, or applicants

Categories of records in the system:

The contents vary from office to office, but include all or some of the following: copies and summaries of employment history, job descriptions, photography, education, address, next of kin, phone number, date of birth, awards and commendations received, participation in professional or community activities, training, earnings and leave data, travel actions, certification or qualification examinations, injury reports, appraisals, copy of ADP-produced Form ERDA-702, copy of Form ERDA-50, assignment records, security infraction notices, records of supervisory—employee discussions, reprimands, admonitions, adverse actions, contingency planning data, security clearance status, and government property in employee's possession.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**Storage: Paper**

Retrievability: By name

Safeguards: In files under control of supervisory official

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director of Personnel, U.S. Energy Research and Development Administration, Washington, D.C. 20545, has been designated the Agency System Manager for this system. The cognizant supervisor personnel in the appropriate office and location listed under Notification if said personnel retain such records, are designated System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration

Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

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Nevada Operations Office
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Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Complete name, and, if appropriate, the geographic location(s), organization(s), the name of the supervisor where requester believes such records may be located, and the time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters

Record source categories:

The greatest majority of the data comes directly from the individuals or cognizant supervisory official; other data comes from copies of personnel action document.

Systems exempted from certain provisions of the act:

The Administrator has exempted this system from subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a(k)(5) and (6). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 12

System name:

ERDA Personnel Applicant Records—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
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Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
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University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
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Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550

Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

Categories of individuals covered by the system:

Individuals applying for, or inquiring about, employment with ERDA

Categories of records in the system:

Standard Form 171, "Personal Qualifications Statement"; letters of inquiry and general applications; resumes of personal data, education, and work experience; personnel evaluation forms; completed reference check letters or forms; interview summary sheets; education, military and employment history statements; correspondence related to recruitment, application and employment; test records and academic transcripts (as appropriate); other documents related to application and employment.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 221), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Key operating officials and supervisors (including military personnel assigned to ERDA or directly associated with the naval or military application functions of ERDA—Referrals of applicants, evaluation of qualifications and selection of candidates under consideration for employment, or in other activities directly concerned with their official responsibilities.

Colleges and Universities participating in the ERDA recruiting program—Performance of regular practices in placement of students and in receiving information concerning evaluation or selection of their graduates.

Other Government Investigative Agencies—In the event these records indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and punched cards.

Retrievability: Occupational category, name, date, register number; in college recruitment files, retrievable by education institution's name

Safeguards: Physical security varies: usually administratively-controlled access to authorized personnel in a locked and guarded building or in locked file cabinets.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director of Personnel

U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Full name, social security number, date of birth, occupational category and location at which application or other material was submitted; in case of college recruitment material, applicable college or university name; and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individuals seeking, or referred for, employment; personal references provided by individuals; personnel administrators, officials, assistants, and other staff; interviewers; current and former employers, teachers, supervisors, and other government agencies; Congressmen, testing officials, State Employment Service; and educational institutions

Systems exempted from certain provisions of the act:

The Administrator has exempted this system from subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a(k)(5) and (6). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 13

System name:

ERDA Contractor Employee Insurance Claims—ERDA

System location:

U.S. Energy Research and Development Administration (Headquarters)
Washington, D.C. 20545

Categories of individuals covered by the system:

Claimants under Workmen's Compensation Insurance, Third party claimants against ERDA contractors.

Categories of records in the system:

Accident reports, physician statements, pictures, maps, sketches, claimant and witnesses statements, doctors and hospital bills, reports from engineering firms, claims activity reports.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Insurance companies—In administering problem claims against ERDA contractors and ERDA. State and local agencies—for consideration of insurance claims. Physicians—claim evaluation. Lawyers claim evaluation. State industrial commissions—claim evaluation. Claims—adjustment services firms—claim evaluation.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, computer, printouts

Retrievability: By name, claim number.

Safeguards: Locked building.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill as appropriate.

System manager(s) and address:

The Director, Division of Labor Relations
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration (Headquarters)
Washington, D.C. 20545

b. Required Identifying Information: Full name and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

From insurance company's claim files and from claimants and witnesses.

ERDA 14

System name:

ERDA Technology Training Program—Skill Training at Technician Level—ERDA

System location:

U.S. Energy Research and Development Administration (Headquarters)
Washington, D.C. 20545

Oak Ridge Associated Universities
Oak Ridge Operations Office
P.O. Box 117
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

Categories of individuals covered by the system:

Technician skill level training for industrial employers within the energy industry, e.g., Construction, Electro/Mechanical Drafting, Inhalation Toxicologists, Radiation Monitoring, Welding Inspection, Vacuum Technology, and/ASer and Optics Technology.

Categories of records in the system:

Application for training assignment, work history, education, training evaluation.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and punched cards.

Retrievability: Participants name.

Safeguards: Guarded building.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director
Division of Labor Relations
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration (Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P. O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

b. Required Identifying Information: Full name, training program, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

From individuals and contractors by whom the individual is employed.

ERDA 15**System name:**

ERDA Personnel/General Employment Records—(Addendum to the U.S. Civil Service Commission Federal Register Notice of Records reporting CSC-General Personnel Records (Official Personnel Folder and Related Records))—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office

P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

Categories of individuals covered by the system: Current and former employees, consultants, board members and applicants only to the extent they are considered for competitive selection.

Categories of records in the system:

Official Personnel Folders (SF-66), Service Record Cards (SF-7), records on suggestions and awards, training request and authorization data, training course evaluation statements, appraisals resulting from annual supervisor-employee review, pay requests and dispositions, reduction-in-force registers (including associated records of competitive levels and competitive areas), reemployment and repromotion priority lists, retirement associated eligibility and calculations, records on competitive selections (Form ERDA-178 and supporting documents), central copy of approved position descriptions, correspondence related to and copies of employee appeals, grievances, and complaints, including records of hearings or examiner's reports, lists of separated employees, correspondence from employees requesting transfer or reassignment, average grade data, data related to and derived from the "Personnel Automated Records and Information System" (PARIS).

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Operating officials, supervisors, and administrative staff (Including military personnel assigned to ERDA or directly associated with the naval or military application functions of ERDA.) The employment and management of the personnel resources assigned to or considered for their organization, or in other activities directly concerned with their official responsibilities.

Federal Bureau of Investigation or other Federal investigative organizations—To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. Nuclear Regulatory Commission—Statistical and historical employment analysis. Congress; Office of Management and Budget—Agency employment and organization analysis. U.S. Civil Service Commission—Federal government employment, record keeping and reporting.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, computer printouts, punched cards, mag-tape and disk, microfilm.

Retrievability: Name, Social Security Number.

Safeguards: Locked file cabinets, controlled access rooms; computer center access-control to automated personnel data base; locked records and guarded buildings.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Personnel
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

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Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
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U.S. Energy Research and Development Administration
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Idaho Falls, Idaho 83401

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P.O. Box 3395
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Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
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Morgantown, West Virginia 26505

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P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
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Oak Ridge, Tennessee 37830

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4800 Forbes Avenue

Pittsburgh, Pennsylvania 15213

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P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Complete name, and, if appropriate, the geographic location(s) and organization(s) where requester believes such record may be located, social security number, date of birth, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Data comes directly from individual to whom it applies or is derived from information he/she supplied, except information that is provided by agency officials and/or obtained from official personnel actions.

Systems exempted from certain provisions of the act:

The Administrator has exempted this system from subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a(k)(5) and (6). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 16

System name:

FHA Insured Loans (Certificates of Eligibility)—ERDA

System location:

U.S. Energy Research and Development Administration
Los Alamos Area Office
528 35th Street
Los Alamos, New Mexico 87544

Categories of individuals covered by the system:

Persons having Certificates of Eligibility

Categories of records in the system:

Employment and Loan Information

Authority for maintenance of the system:

National Housing Act, PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Federal Housing Administration—For approval by area manager. (FHA) Personnel Processing of loan by FHA.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: Subject file, name.

Safeguards: Kept in locked building.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

Manager
U.S. Energy Research and Development Administration

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115, has been designated the
Agency System Manager for this system.

Notification procedure:

- a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

- b. Required Identifying Information: Full name of individual
and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individuals involved, employer, real estate broker

ERDA 17**System name:**

Firearms Qualifications Record—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Amarillo Area Office
Pantex Plant, P.O. Box 1086
Amarillo, Texas 79105

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Dayton Area Office
Mound Laboratory, Box 66
Miamisburg, Ohio 45342

U.S. Energy Research and Development Administration
Kansas City Area Office
2000 E. Bannister Road, P.O. Box 202
Kansas City, Missouri 64141

U.S. Energy Research and Development Administration
Los Alamos Area Office
528 35th Street
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Pinellas Area Office
GE Pinellas Peninsula, P.O. Box 11500
St. Petersburg, Florida 33733

U.S. Energy Research and Development Administration
Rocky Flats Area Office
P.O. Box 928
Golden, Colorado 80401

U.S. Energy Research and Development Administration
Sandia Area Office
Technical Area I, Kirtland Air Force Base-East
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
San Francisco Livermore Site Office
Trailer-125, Room 106
Livermore, California 94550

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

Categories of individuals covered by the system:

Energy Research and Development Administration employees
and Energy Research and Development Administration
contractor employees who familiarize or qualify with
firearms in performance of regular duties.

Categories of records in the system:

Records of individual's annual qualification scores; approval of
gun permits; accountability of firearms.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended
(42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.),
PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30
U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et
seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Wackenhut Services Incorporated (Nevada) Training and
Administrative Personnel—Performance of regular duties

Los Alamos County Sheriff—Deputation of individuals

Los Alamos County Clerk—Recording of Deputy Commission

Los Alamos District Court Clerk—Recording of Deputy
Commission.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper file manually retrieved.

Retrievability: Indexed chronologically and by name.

Safeguards: Access limited to employees having need-to-know;
stored in security areas under guard and/or alarm protection.

Retention and disposal: Records retention and disposal authorities
are contained in ERDA, Manual Appendix 0230, "Records Disposition."
Records within the ERDA are destroyed by shredding, burning,
or burial in a sanitary landfill, as appropriate.

System manager(s) and address: The Director, Division of
Safeguards and Security

U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency
System Manager for this system. The Managers and
Directors of the field locations listed under Notification
below are designated the System Managers for their
respective portions of this system.

Notification procedure:

- a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400

Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

b. Required Identifying Information: Full name, date of birth, social security number, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Gun permit notifications and firearm qualifications results from individual and training personnel.

ERDA 18

System name:

Investigations Pertaining to Violations of Law and Losses of Security Interest—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Los Alamos Area Office
528 35th Street
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Batavia Area Office
P.O. Box 2000
Batavia, Illinois 60510

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

Categories of individuals covered by the system:

Energy Research and Development Administration and ERDA contractor employees; private citizens.

Categories of records in the system:

Reports to determine cause and circumstance of accidents

and/or incidents; and, traffic violators.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Federal, State and local law enforcement agencies—To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Civil Service Commission—Investigative purposes

Property Owners and Insurance Companies—Insurance claims

ERDA Contractor Fire and Safety and Administrative Personnel—Evaluation of fire and safety incidents.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper file manually retrieved; also on photographs and tape recordings at Batavia Office.

Retrievability: Indexed by name and chronologically.

Safeguards: Access limited to individuals having need-to-know; maintained in locked and guarded buildings.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address: The Director, Division of Safeguards and Security

U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

b. Required Identifying Information: Indicate full name, date of birth, employer, dates of employment and social security number.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Reports of investigations performed by security, fire, safety personnel; reports filed by local and state police departments; and, results of accident investigations and incidents.

ERDA 19

System name:

Foreign Travel—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Los Alamos Area Office
528 35th Street
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

Categories of individuals covered by the system:

Energy Research and Development Administration and ERDA contractor employees traveling to foreign countries.

Categories of records in the system:

Security evaluation of individual's access to classified information and background data relating to proposed foreign travel; travel itinerary and summary report following completion of travel.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.),

PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Law enforcement and intelligence agencies—Post travel discussions.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files, retrieved manually.

Retrievability: Indexed by name and chronologically.

Safeguards: Access limited to employees with need-to-know, stored in guarded buildings.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address: The Director, Division of Safeguards and Security

U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

b. Required Identifying Information: Indicate full name, date of birth, employment location and dates of travel.

Record access procedures: Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individual and employer of individual.

Systems exempted from certain provisions of the act:

The Administrator has exempted this system from subsections (c)(3),(d),(e)(1), (e)(4)(G),(H),(I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a(k) (1), (2) and (5). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 20

System name:

Files on Operators of Federally-Owned Motor Vehicles—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
P.O. Box 1398
Bartlesville, Oklahoma 74003.

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Los Alamos Area Office
528 35th Street
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
New Brunswick Laboratory
P.O. Box 150
New Brunswick, New Jersey 08930

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Rocky Flats Area Office
P.O. Box 928
Golden, Colorado 80401

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395, University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Ave.
Pittsburgh, Pennsylvania 15213

Categories of individuals covered by the system:

ERDA and ERDA contractor personnel, U.S. Geological Survey personnel, contractor personnel, U.S. Forest Service personnel, and Nuclear Regulatory Commission personnel

Categories of records in the system:

Government motor vehicle license applications, government motor vehicle operator's driving record, record of tests, investigations pertaining to possible misuses of government equipment, and vehicle restrictions

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.) CSC Regulations, 40 U.S.C. 471.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

National Safety Council and military personnel—Statistical, awards, determine qualifications for drivers license, employee's license history, managerial control
Contractors—Same as above and investigation of possible misuse of government equipment.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and punched cards

Retrievability: Alphabetic by name, chronological by expiration date, date of incident, and numeric by badge number

Safeguards: Maintained in buildings with controlled access, combination file safe, and key lock file

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address: The Director, Division of Operational and Environmental Safety

U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395, University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Ave.
Pittsburgh, Pennsylvania 15213

b. Required Identifying Information: Full name, location(s) of ERDA installation, where Government driver's license was issued, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

From individual, examining physician, or nurse, National Driver Register, Department of Transportation, shipment security records and trip summaries, safety engineer, citizens observing misuse of government equipment, and police

ERDA 21**System name:**

Investigative Files—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

Resident Investigators, Office of Internal Review, assigned at the following Operations Offices:

Albuquerque Operations Office
Chicago Operations Office

Nevada Operations Office
Oak Ridge Operations Office
Richland Operations Office
San Francisco Operations Office

Categories of individuals covered by the system:

Current and former ERDA and contractor employees who are subjects of investigations, and individuals involved in miscellaneous investigative matters.

Categories of records in the system:

Investigative reports, memoranda, letters, and when applicable, performance evaluation of the assigned investigator.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Federal, state and local law enforcement Agencies—To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

General Accounting Office—Administrative evaluation of agency procedures, upon request.

Congress—Evaluation of agency procedures.

Individuals Who File Discrimination Complaints Against ERDA—Review results of discrimination investigation.

ERDA contractor management personnel on a need to know basis—Administrative evaluation and action.

United States Department of Justice—Possible civil suits.

Other Government Agencies—Evaluation with regard to personnel clearance and suitability investigations, upon request.

Federal, state or local agencies authorized under the Civil Rights Act to redress equal opportunity complaints—Evaluation of investigations of discrimination complaints.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files and card indices

Retrievability: By name and case number

Safeguards: Files are kept in at least key-locked cabinets, with access on a need-to-know basis. Files may be disclosed outside the agency only with the approval of the Director, Office of Audit and Inspection.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address: The Director, Office of Internal Review.

U.S. Energy Research and Development Administration Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Address:

U.S. Energy Research and Development Administration (Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
University Station
Box 8213
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
133 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Full name, identity and address of employer, and dates of employment.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Information comes from ERDA and contractor records, employees of both, and other sources possessing information pertinent to an investigation.

Systems exempted from certain provisions of the act: The Administrator has exempted this system from subsections (c)(3),(d),(e)(1),

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

(3)(4)(G)(H)(I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552s(k) (1), (2) and (5). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 22

System name:

Labor Standards Complaints and Grievance Files—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

Categories of individuals covered by the system:

Current and former contractor employees.

Categories of records in the system:

Complaints against contractors, labor unions.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

U.S. Dept. of Labor—Contract labor standards enforcement.
For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper

Retrievability: By individual name, by case number.

Safeguards: Locked files.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director,
Division of Labor Relations,
U.S. Energy Research and Development Administration,
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

b. Required Identifying Information: Contractor, union, individual name, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

From contractors, public, individuals.

ERDA 23

System name:

Legal Office—Claims, Litigations, Criminal Violations,
Patents, and other Legal Files—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
Post Office Box 1069
Schenectady, New York 12301

Categories of individuals covered by the system:

ERDA related debtors and bankrupts; claimants-radiation, tort, patent; claimants with respect to employees compensation and workmen's compensation claims; radiation injury and other personal injury claims; property damage and other tort claims; patent claims and contract claims; injured parties, litigants and complaints generally; inventors; those against whom claims have been filed; persons suspected of violating criminal law.

Categories of records in the system:

Claims of government against others; Administrative claims; personal injury, radiation injury, property damage and other tort claims; contract claims, litigation records, accident reports civil litigation; addendums to inspection reports

employment records consultants agreements, cases alleging discrimination, award, conflict of interest files, criminal litigation records, Personal Security Review Board cases, medical records, photographs, telephone records, investigations, government orders, inventions and correspondence and other data relating to the foregoing.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Justice, GAO, state and local law enforcement agencies; civil and criminal courts, administrative arbitrators, litigants, investigators, congress, attorneys, physicians, consultants, insurance carriers—For appraisal, evaluation, settlement and denial of claims and other matters and as a basis for advice by counsel and physicians and as a basis for administrative and legal action and all matters pertaining thereto including civil and criminal remedies, law enforcement, disclosure when requesting information, and disclosure of requested information, maintenance of records.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper

Retrievability: Name and control card locator

Safeguards: Records maintained in vault and locked safes under surveillance during business hours, otherwise locked.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The General Counsel, U.S. Energy Research and Development Administration (Headquarters), Washington, D.C. 25045 has been designated the Agency system manager for this system. The Managers and Directors of the field locations listed under Notification below are designated System Managers for their respective portions of the system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Full name of individual;
approximate date of event, place of origin; category of
record, cognizant office

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

From individuals, inspection reports, other agencies, Office of
General Counsel attorneys and other agency officers and
staff, contractors, investigators and auditors.

Systems exempted from certain provisions of the act:

The Administrator has exempted this system from subsections
(c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 U.S.C. 552a
under the Privacy Act of 1974. This exemption applies only
to information in this system of records which is exempt
pursuant to 5 U.S.C. 552a(k) (1), (2) and (5). See ERDA
rules, 10 CFR Chapter 111, Part 708.

ERDA 24

System name:

Medical History System-ERDA and Contractor
Employees—ERDA

System location:

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Idaho Operations Office
550 Second Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Los Alamos Area Office
528 35th Street
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Naval Reactors Facility
P.O. Box 2068
Idaho Falls, Idaho 83411

U.S. Energy Research and Development Administration
Bettis Atomic Power Laboratory
P.O. Box 79
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Kansas City Area Office
2006 E. Bannister, Box 202
Kansas City, Missouri 64141

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Brookhaven National Laboratory
Industrial Medicine Division
Upton, New York 11973

U.S. Energy Research and Development Administration
Dayton Area Office
Mound Laboratory, Box 66
Miamisburg, Ohio 45342

U.S. Energy Research and Development Administration
Bendix Corporation
P.O. Box 1159
Kansas City, Missouri 64141

U.S. Energy Research and Development Administration
Knolls Atomic Power Laboratory
P.O. Box 1072
Schenectady, New York 12301

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
P.O. Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
P.O. Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

Categories of individuals covered by the system:

Employees of ERDA and ERDA contractor personnel.

Categories of records in the system:

Medical history on employee resulting from medical examinations and radiation exposure. In case of injury, description of injury occurrence and treatment. In addition, medical records of periodic physical examinations; and psychological testing, routine first aid, and other visits.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as am(42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Physicians, U.S. Department of Labor, various state's departments of labor and industries, and contractors—to describe and record information as a result of periodic and physical examinations to ascertain suitability of an employee to a better job assignment with regard to health, and to maintain a record of occupational injuries or illnesses.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Computer printouts, magnetic tape, paper, microfilm.

Retrievability: By name, Social Security number, plant area.

Safeguards: Active records are maintained in locked file cabinet in a locked building. Inactive records are maintained in locked storage vault.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director,
Division of Operational and Environmental Safety
U.S. Energy Research and Development Administration,
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
P.O. Box 880
Morgantown, West Virginia 26505

b. Required Identifying Information: Applicable location or location or locations where individual is or was employed, full name of requester, social security number, employer(s), and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters

Record source categories:

From individuals and employer payroll systems. Investigations of accidents or illnesses: From individual and his personnel and Medical records: Physician performing the examination.

ERDA 25

System name:

Nuclear Qualification Examination Records (for personnel to be assigned to ships, shipyards, portotypes and shipping port Atomic Power Station)—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

Categories of individuals covered by the system:

Candidates for positions: U.S. Naval nuclear ship commanding officers, engineering officers, Naval nuclear prototype plant managers, Naval reactors representatives, shipyard and prototype shift test engineers and shipping port Atomic Power Station operations supervisors and nuclear control operators.

Categories of records in the system:

Completed examinations and associated records necessary to locate the exams.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DOD—Performance of regular duties.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper

Retrievability: Name and examination serial number

Safeguards: Access controlled by cognizant engineer.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Naval Reactors,
U.S. Energy Research and Development Administration,
Washington, D.C. 20545 has been designated the Agency
System Manager for this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Main Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

b. Required Identifying Information: Name, position for which examination taken and the approximate date of the exam.

Record access procedures:

Refer to Notification Procedure.

Record source categories:

From the individual to whom the records pertain.

ERDA 26**System name:**

Occupational and Industrial Health, and Safety
Records—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters).
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Amarillo Area Office
Pantex Plant
P.O. Box 1086
Amarillo, Texas 79105

U.S. Energy Research and Development Administration
Dayton Area Office
P.O. Box 66
Miamisburg, Ohio 45342

U.S. Energy Research and Development Administration
Kansas City Area Office
P.O. Box 202
Kansas City, Missouri 64141

U.S. Energy Research and Development Administration
Los Alamos Area Office
180 6th Street
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Pinellas Area Office
P.O. Box 11500
St. Petersburg, Florida 33733

U.S. Energy Research and Development Administration
Rocky Flats Area Office
P.O. Box 928
Golden, Colorado 80401

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Brookhaven Area Office
Upton, New York 11973

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 Second Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Nevada Test Site
Mercury, Nevada 89023

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
New Brunswick Laboratory
P.O. Box 150
New Brunswick, New Jersey 08903

U.S. Energy Research and Development Administration
Puerto Rico Area Office
P.O. Box BB
San Juan, Puerto Rico 00935

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Idaho Branch Office
P.O. Box 2469
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Shippingport Branch Office
P.O. Box 11
Shippingport, Pennsylvania 15077

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
West Milton Field Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Windsor Field Office
P.O. Box 393
Windsor, Connecticut 06095

U.S. Energy Research and Development Administration
Health and Safety Laboratory
376 Hudson Street
New York, New York 10014

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
P.O. Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395, University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213, University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
P.O. Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

Categories of individuals covered by the system:

ERDA employees, contractor employees, and any other persons having access to ERDA facilities.

Categories of records in the system:

Accident/incident information; occupational injury and illness experience; property damage experience; motor vehicle accidents

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Physicians—For purpose of treating patients.
Property owners and insurance companies—For purpose of processing insurance claims.
ERDA contractor safety and administrative personnel—Evaluation of safety incidents.
ERDA contractors and consultants, States' departments of labor and industries and other state agencies, U.S. Department of Labor, National Drivers' Registry, and Department of Transportation—for purposes of processing insurance claims and accident reporting.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape, punch cards, paper, microfilm

Retrievability: alphabetic, numeric, or alphanumeric code
Medical records and motor vehicle accident records—retrievable by name in the field organizations.

Safeguards: Locked file cabinets, locked safes, guarded areas, secured buildings.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director,
Division of Operational and Environmental Safety
U.S. Energy Research and Development Administration,
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act, Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Full name, social security number, and/or birth date, geographic location of the accident and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individual concerned,
Individual's supervisor,
Medical officer—personal physician,
Accident investigator,
Investigation board,
Investigating law enforcement officer,
National Drivers Register,
Previous employer records.

ERDA 27

System name:

Payroll and Leave—ERDA

System location:

U.S. Energy Research and Development Administration
Headquarters
Office of the Controller
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operation Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

Categories of individuals covered by the system:

ERDA Personnel and Consultants

Categories of records in the system:

Time and attendance records, consultant earning records, ERDA personnel earning records, payroll actions and deduction information, requests and authorizations for overtime/night differential, and CSC retirement records

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.) ERDA PR 9-7.5005-9 & 9-15.5010-14 (d), Title 5, 31 USC 66A, and Federal Personnel Manual supplement 296-31/293-31

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Treasury Department—Collection of withheld taxes, printing payroll checks and issuing savings bonds

Internal Revenue Service—Federal Income Tax Processing
State and Local Governments—State and Local Income Tax processing

Civil Service Commission—Retirement Records and Benefits
Social Security Administration—Social Security Records and Benefits

Department of Labor—Processing workmen's compensation claims

DOD—Military Retired Pay Offices—Adjusting of Military Retirement

Savings Institutions—Crediting accounts for savings made through payroll deductions

Employee Unions—Crediting Accounts for employees with union dues deductions

Health Insurance Carriers—To process insurance claims

GAO—Audit—Verification of accuracy and legality of disbursement

Veterans' Administration—for evaluation of veteran's benefits to which the individual may be entitled.

States' Departments of Employment Security—for determining entitlement to unemployment compensation or other State benefits.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, punched-cards, magnetic tape and disk, and microfiche

Retrievability: Individual name (alphabetic), Social Security Number, chronologically, and payroll number

Safeguards:

1. Access to magnetic tapes and disk files is controlled through established ERDA computer center procedures (personnel screening and physical security).
2. Locked cabinets and desks
3. Access or need to know basis
4. Secure building
5. Safe

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Controller,
Office of the Controller,

U.S. Energy Research and Development Administration
Headquarters
Washington, D.C. 20545, has been designated the Agency
System Manager for this system.
The managers and directors of field locations listed under
notification below are designated system managers for their
respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Full name, social security
number, location(s) of employment, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individual; Division of Personnel; personnel certifying Time
and Attendance Records

ERDA 28

System name:

Payroll and pay related data for employees of terminated
contractors—ERDA

System location:

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400

Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

Categories of individuals covered by the system:

All types of former contractor employees

Categories of records in the system:

Employee payroll data from terminated contractors,
employment history, job titles, complaints, salary reviews,
etc.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended
(42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.),
PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30
U.S.C. 1101 et seq.) PUB. L. 93-577 (42 U.S.C. 5901 et seq.),
PUB. L. 86-599 30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

U.S. Department of Labor—to determine compliance with
Federal labor laws.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper

Retrievability: Alphabetical by name, some by subject matter.

Safeguards: ERDA holding records area.

Retention and disposal: Records retention and disposal authorities
are contained in ERDA, Manual Appendix 0230, "Records Disposition."
Records within the ERDA are destroyed by shredding, burning,
or burial in a sanitary landfill as appropriate.

System manager(s) and address:

The Director, Division of Labor Relations
U.S. Energy Research and Development Administration,
Washington, D.C. 20545, has been designated the Agency
System Manager for this system. The Managers and
Directors of the field locations listed under Notification
below are designated the System Managers for their
respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

b. Required Identifying Information: Full name, location(s) of
employment, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

From ERDA contractors.

ERDA 29

System name:

Personnel Assurance Records—ERDA

System location:

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

Categories of individuals covered by the system:

Employees performing critical duties as enumerated in ERDA Manual, Appx 0560, Part II, Para. B(9).

Categories of records in the system:

Results of medical examinations, employment review, credit/consumer reports; and data for access authorizations (clearances).

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper file manually retrieved

Retrievability: indexed by name

Safeguards: access limited to employees having need-to-know; stored in locked file cabinets in secured buildings

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Military Applications,
U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

b. Required Identifying Information: Full name, date of birth, social security number, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individual and supervisor.

ERDA 30

System name:

Personnel radiation exposure information—ERDA

System location:

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Amarillo Area Office
Pantex Plant
P.O. Box 1086
Amarillo, Texas 79105

U.S. Energy Research and Development Administration
Dayton Area Office
P.O. Box 66
Miamisburg, Ohio 45342

U.S. Energy Research and Development Administration
Kansas City Area Office
P.O. Box 202
Kansas City, Missouri 64141

U.S. Energy Research and Development Administration
Los Alamos Area Office
528 35th Street
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Pinellas Area Office
P.O. Box 11500
St. Petersburg, Florida 33733

U.S. Energy Research and Development Administration
Rocky Flats Area Office
P.O. Box 928
Golden, Colorado 80401

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Brookhaven Area Office
Upton, New York 11973

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Idaho Operations Office
550 Second Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Idaho Health Services Laboratory, CF-690
INEL and Computer Science Center
Idaho Falls, Idaho 83401

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

53467

U.S. Energy Research and Development Administration
Nevada Operations Office
P. O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P. O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
New Brunswick Laboratory
P.O. Box 150
New Brunswick, New Jersey 08903

U.S. Energy Research and Development Administration
Puerto Rico Office
P.O. Box BB
San Juan, Puerto Rico 00935

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Idaho Branch Office
P.O. Box 2469
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Shippingport Branch Office
P.O. Box 11
Shippingport, Pennsylvania 15077

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
West Milton Field Office
P. O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Windsor Field Office
P.O. Box 393
Windsor, Connecticut 06095

U.S. Energy Research and Development Administration
Health and Safety Laboratory
376 Hudson Street
New York, New York 10014

U.S. Energy Research and Development Administration,
Hanford Environmental Health Foundation
Kadlec Medical-Dental Building
Richland, Washington 99352

U.S. Energy Research and Development Administration
Batavia Area Office
P.O. Box 2000
Batavia, Illinois 60510

U.S. Energy Research and Development Administration
Health Physics and Safety Division
Brookhaven National Laboratory, Bldg. 535

20 N. Technology St.
Upton, New York 11973

U.S. Energy Research and Development Administration
Division of Naval Reactors
2521 Jefferson Davis Highway
Arlington, Virginia 22202

U.S. Energy Research and Development Administration
Naval Reactors Representative Office
Bldg. 178, Portsmouth Naval Shipyard, P.O. Box 2008
Portsmouth, New Hampshire 03801

U.S. Energy Research and Development Administration
Naval Reactors Representative Office
P.O. Box 21
Groton, Connecticut 06340

U.S. Energy Research and Development Administration
Naval Reactors Representative Office, P.O. Box 1687
Pascagoula, Mississippi-39567

U.S. Energy Research and Development Administration
Naval Reactors Representative Office
Newport News Shipbuilding & Dry Dock Co., P.O. Box 973
Newport News, Virginia 23607

U.S. Energy Research and Development Administration
Naval Reactors Representative Office
Charleston Naval Shipyard
Building 195
Charleston, South Carolina 29408

U.S. Energy Research and Development Administration
Naval Reactors Representative Office
Norfolk Naval Shipyard, P.O.Box 848
Portsmouth, Virginia 23705

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P. O. Box 3395, University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213, University Station
Grand Forks, North Dakota 58202

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
P. O. Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Naval Reactors Representative Office
Mare Island Naval Shipyard, P.O. Box 2053
Mare Island, California 94592

U.S. Energy Research and Development Administration
Naval Reactors Representative Office
Puget Sound Naval Shipyard
P.O. Box 1A
Bremerton, Washington 98314

U.S. Energy Research and Development Administration
Naval Reactors Representative Office
Pearl Harbor Naval Shipyard
P.O. Box 128
FPO, San Francisco, California 96610

Categories of individuals covered by the system:

ERDA personnel, contractor personnel, and any other persons having access to certain ERDA facilities.

Categories of records in the system:

ERDA and contractor personnel and other individuals' radiation exposure records; and other records in connection with the transuranic registry.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.) 83-703.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

U.S. Navy to monitor radiation exposure of Naval and other personnel at Navy activities.

NRC—To monitor radiation exposure of contractor personnel. ERDA and contractors and consultants, other contractors, and organizations where radiation exposure exceed established levels, various States' departments and labor and industries—to monitor radiation exposure of personnel.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Computer printouts, paper, index cards, magnetic tape, punched cards, microfilm

Retrievability: Name, alphabetical, numeric, alphanumeric code, chronological, social security number

Safeguards: Locked file cabinets, locked safes, guarded areas, secured buildings

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Operational and Environmental Safety U.S. Energy Research and Development Administration Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
Box 8213
University Station
Grand Forks, North Dakota 58201

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82070

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Geographic location of individual while employee of AEC/ERDA or name of field office/contractor, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individual concerned, accident/incident investigation, film badges, dosimetry records, previous employee records

ERDA 31

System name:

Personnel Records of Former and Present Contractor Employees—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street

Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

Categories of individuals covered by the system:

Former and present contractor employees.

Categories of records in the system:

Name, employment history, earnings, medical history, etc.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Fed. Agencies—Possible violations of labor statutes under their jurisdiction.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper

Retrievability: By contractor, by employees name and by subject name.

Safeguards: In locked or guarded building.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director
Division of Labor Relations
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office

9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

b. Required Identifying Information: Full name, location of employment, and period of employment.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

From contractors.

ERDA 32

System name:

Personnel Security Clearance Files—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94616

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

Categories of individuals covered by the system:

Employees and applicants for employment for ERDA and ERDA contractors; consultants; other individuals requiring access to classified information and facilities; access permittees who are authorized access in accordance with 10 CFR, part 95.

Categories of records in the system:

Results of investigations concerning individuals processed for access authorizations (clearances).

Authority for maintenance of the system:

Public Law 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civil Service Commission,

Defense Investigative Service,

Department of Defense,

Department of State, Nuclear Regulatory Commission, Central Intelligence Agency,

Federal Bureau of Investigation, and

U.S. Postal Inspectors

To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Joint Committee on Atomic Energy—Employment purposes.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage; Paper file, manually retrieved.

Retrievability: Indexed by name and numerical file.

Safeguards: Access limited to employees having need-to-know; stored in repository under either guard or alarm protection.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Safeguards and Security
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

b. Required Identifying Information: Full name, date of birth, social security number, clearance processing location, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Personnel Security Questionnaire and fingerprint card executed by individual; background investigation reports by Federal Bureau of Investigation, Civil Service Commission and other Government agencies conducting background investigations; summaries and transcripts of interviews with the individual; interrogatory letters to the individual; local police departments reports; and, security infraction reports received from the individual's supervisor.

Systems exempted from certain provisions of the act:

The Administrator has exempted this system from subsections (c)(3),(d),(e)(1), (e)(4)(G),(H),(I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a(k) (1), (2) and (5). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 33

System name:

Personnel Security Clearance Index—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

Categories of individuals covered by the system:

Energy Research and Development Administration employees and Energy Research and Development Administration contractor employees and access permittees for whom access authorizations, clearances, have been initiated, granted and/or terminated.

Categories of records in the system:

Records identifying history and status of processed access authorizations (clearances).

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

ERDA Contractor employees—Security and Administration—Performance of regular duties;

Federal law enforcement, intelligence and investigative agencies and other Federal agencies possessing classified information—To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper file retrieved manually; also maintained on data cells, magnetic tape, punch cards and disc packs retrieved automatically.

Retrievability: Indexed by name, and access authorization (clearance) number.

Safeguards: Access limited to employees having need-to-know; stored in secured building subject to guard patrols and/or alarm protection.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Safeguards and Security U.S. Energy Research and Development Administration Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Indicate full name, date of birth, social security number and dates of employment.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters

Record source categories:

Personnel Security Questionnaire and fingerprint card executed by individual and records of Energy Research and Development Administration Personnel Security Offices.

Systems exempted from certain provisions of the act:

The Administrator has exempted this system from subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a(k) (1), (2) and (5). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 35

System name:

Security Education and/or Infraction Reports—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Division of Safeguards and Security
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Amarillo Area Office
Pantex Plant, P.O. Box 1086
Amarillo, Texas 79105

U.S. Energy Research and Development Administration
Dayton Area Office
P.O. Box 66
Miamisburg, Ohio 45342

U.S. Energy Research and Development Administration
Kansas City Area Office
P.O. Box 202
Kansas City, Missouri 64141

U.S. Energy Research and Development Administration
Los Alamos Area Office
528 35th Street
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Pinellas Area Office
P.O. Box 11500
St. Petersburg, Florida 33733

U.S. Energy Research and Development Administration
Rocky Flats Area Office
P.O. Box 928
Golden, Colorado 80401

U.S. Energy Research and Development Administration
Sandia Area Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
PO Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

Categories of individuals covered by the system:

Energy Research and Development Administration and Energy Research and Development Administration contractor employees having access authorization (clearance) to classify information and/or materials.

Categories of records in the system:

Records of security education lectures and investigative and summary reports of security infraction incidents.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper file retrieved manually

Retrievability: Chronologically and by name

Safeguards: Access limited to employees with need-to-know; stored in security areas

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Safeguards and Security
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portion of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

b. Required Identifying Information: Full name, date of birth, social security number, employment date and location.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Records from training officer; investigative reports from Security personnel and employee supervisor; and Local, State and Federal authorities.

ERDA 36

System name:

Special Access Authorization for Categories of Classified Information—ERDA

System location:

U.S. Energy Research and Development Administration
Division of Safeguards and Security
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Amarillo Area Office
Pantex Plant, P.O. Box 1086
Amarillo, Texas 79105

U.S. Energy Research and Development Administration
Dayton Area Office
P.O. Box 66
Miamisburg, Ohio 45342

U.S. Energy Research and Development Administration
Kansas City Area Office
P.O. Box 202
Kansas City, Missouri 64141

U.S. Energy Research and Development Administration
Los Alamos Area Office
528 35th Street
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pinellas Area Office
P.O. Box 11500
St. Petersburg, Florida 33733

U.S. Energy Research and Development Administration
Rocky Flats Area Office
P.O. Box 928
Golden, Colorado 80401

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Sandia Area Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
San Francisco, California 94612

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

Categories of individuals covered by the system:

Individuals authorized access to special categories of information and compartmentalized Energy Research and Development Administration facilities and/or areas.

Categories of records in the system:

Letters and memoranda of authorization to special categories of classified information.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

ERDA contractors—For purposes of performing contractual functions.

"NATO, National Security Agency, and CIA—for determining individuals who have access to classified information generated by these agencies."

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper file; also magnetic tape at Headquarters.

Retrievability: indexed by name.

Safeguards: access limited to employees with need-to-know; stored in security areas under either guard or alarm protection.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Safeguards and Security U.S. Energy Research and Development Administration Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

PRIVACY ACT ISSUANCES

Notification procedure:

- a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

- b. Required Identifying Information: Full name, date of birth, where employed, clearance processing location, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Requests for access from sponsoring work unit initiated by individual and supervisor.

Systems exempted from certain provisions of the act:

The Administrator has exempted this system from subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 U.S.C. 552a under the Privacy Act of 1974. This exemption applies only to information in this system of records which is exempt pursuant to 5 U.S.C. 552a(k) (1), (2) and (5). See ERDA rules, 10 CFR Chapter 111, Part 708.

ERDA 37**System name:**

Statistical Analysis Using Personnel Security Questionnaire (Mancuso Study)—ERDA

System location:

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee, 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

Categories of individuals covered by the system:

Energy Research and Development Administration employees, consultants and contractor employees and consultants who were granted Energy Research and Development Administration access authorizations (clearances); and employees of Manhattan Engineering District Project.

Categories of records in the system:

Records of employees of the Manhattan Engineering District Project; and, copies of Personnel Security Questionnaires after termination of employment.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Mancuso Study—Statistical Analyses using Personnel Security Questionnaires

Federal law enforcement and investigative agencies—To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, state or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper file retrieved manually.

Retrievability: Indexed by name.

Safeguards: Maintained in guarded security areas in locked file cabinets; access limited to individuals having a need-to-know.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Biomedical and Environmental Research

U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

- a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

b Required Identifying Information: Full name and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Clearance history of Manhattan Engineering District employees, access permittees payments for security clearances; and, reports from investigative agencies.

ERDA 38

System name:

Employee and Visitor Access Control Record—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Amarillo Area Office
Pantex Plant, P.O. Box 1086
Amarillo, Texas 79105

U.S. Energy Research and Development Administration
Dayton Area Office
P.O. Box 66
Miamisburg, Ohio 45342

U.S. Energy Research and Development Administration
Kansas City Area Office
P.O. Box 202
Kansas City, Missouri 64141

U.S. Energy Research and Development Administration
Los Alamos Area Office
528 35th Street
Los Alamos, New Mexico 87544

U.S. Energy Research and Development Administration
Pinellas Area Office
P.O. Box 11500
St. Petersburg, Florida 33733

U.S. Energy Research and Development Administration
Rocky Flats Area Office
P.O. Box 928
Golden, Colorado 80401

U.S. Energy Research and Development Administration
Sandia Area Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Savannah River Operations Office,
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

Categories of individuals covered by the system:

Individuals visiting Energy Research and Development Administration field offices, area offices and contractor facilities. ERDA employees seeking access to ERDA facilities and classified records.

Categories of records in the system:

Records of individuals visiting Energy Research and Development Administration and employee identification files including photographs maintained for access purposes.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

ERDA contractors—Control access to classified information and areas

Department of Defense Contractors—Authorize access to classified information and areas.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper file, photo file, and microfiche retrieved manually.

Retrievability: Indexed chronologically and by name.

Safeguards: Access limited to employees with need-to-know; stored in guarded security areas.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Safeguards and Security
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

PRIVACY ACT ISSUANCES

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Idaho Operations Office
550 2nd Street
Idaho Falls, Idaho 83401

b. Required Identifying Information: Name, social security number, date of birth, clearance processing location, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Department of Defense, individual; Energy Research and Development Administration offices and contractors; National Aeronautics and Space Administration; and other Government agencies.

ERDA 39**System name:**

Weapon Data and Weapons Program Facilities—Access to—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
San Francisco Operation Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

Categories of individuals covered by the system:

Employees of ERDA, DOD, and other Government agencies, and their contractors and consultants requiring access to weapon data and/or ERDA nuclear weapons program facilities.

Categories of records in the system:

Name, rank, Social Security Number, date of birth, citizenship, employer, type of clearance, number and date of clearance, categories of information requested and authorized, locations to be visited and dates of visit.

Authority for maintenance of the system:

PUB. L. 93-438 (42 U.S.C. 5814), PUB. L. 83-703 as amended (42 U.S.C. 2201), PUB. L. 93-409 (42 U.S.C. 5501 et seq.), PUB. L. 93-473 (42 U.S.C. 5551 et seq.), PUB. L. 93-410 (30 U.S.C. 1101 et seq.), PUB. L. 93-577 (42 U.S.C. 5901 et seq.), PUB. L. 86-599 (30 U.S.C. 661 et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DOD and DOD contractors, C.I.A., N.S.C., O.M.B., Executive Office of the President, N.A.S.A., N.R.C., Congress, State Department—for ERDA to maintain list of personnel authorized by ERDA to have access to nuclear weapon data and weapons facilities, and to provide clearance information on ERDA and ERDA contractors to other agencies. Other agencies have access to this system to determine whether ERDA or ERDA contractor personnel have appropriate clearances for access to their facilities.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Microfiche and paper files

Retrievability: Alphabetic by name, purpose, and facility to be visited

Safeguards: Maintained in buildings with controlled access

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Division of Military Application
U.S. Energy Research and Development Administration
Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under Notification below are designated the System Managers for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration,
Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Full name and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

From individual, Government agencies, employers

ERDA 40

System name:

Nationwide Traineeship Reporting System—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

Categories of individuals covered by the system:

College graduate students participating in the ERDA sponsored traineeship/laboratory graduate program.

Categories of records in the system:

Academic background, employment history, traineeship area of study, and mailing/permanent addresses.

Authority for maintenance of the system:

Pub. L. 93-438 (42 U.S.C. 5814), Pub. L. 83-703 as amended (42 U.S.C. 2201), Pub. L. 93-409 (42 U.S.C. 5501 et seq.), Pub. L. 93-473 (42 U.S.C. 5551 et seq.), Pub. L. 93-410 (30 U.S.C. 1101 et seq.), Pub. L. 93-577 (42 U.S.C. 5901 et seq.), Pub. L. 86-599 (30 U.S.C. 661 et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

University traineeship advisors—Compliance with contract terms covering traineeship administration functions;
Contractor officials—For possible employment selection/notification.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, punched cards, and magnetic tape.

Retrievability: Individual name, institution, laboratory, traineeship program class, and traineeship identification number.

Safeguards: Access to magnetic tapes is controlled through established ERDA computer center procedures (personnel screening and physical security); access on need to know basis; and secure building.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Director, Office of University Programs, U.S. Energy Research and Development Administration (Headquarters), Washington, D.C. 20545, has been designated the Agency System Manager for this system. "The Managers and Directors of the field locations listed under Notification have been designated the System Managers for their respective portions of this system."

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

b. Required Identifying Information: Full name, social security number, and time period.

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

University traineeship advisors.

ERDA 41

System name:

Travel Files—ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Office of the Controller
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Schenectady Naval Reactors Office
P.O. Box 1069
Schenectady, New York 12301

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

U.S. Energy Research and Development Administration
Grand Junction Office
P.O. Box 2567
Grand Junction, Colorado 81501

U.S. Energy Research and Development Administration
Pittsburgh Naval Reactors Office
P.O. Box 109
West Mifflin, Pennsylvania 15122

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

Categories of individuals covered by the system:

ERDA Personnel, Interviewers, Invitational Travelers (other federal agencies and Congress).

Categories of records in the system:

Travel vouchers, authorizations, advance payment records, foreign travel requests and approvals, related correspondence, and real estate transaction documents.

Authority for maintenance of the system:

Pub. L. 93-438 (42 U.S.C. 5814), Pub. L. 83-703 as amended (42 U.S.C. 2201), Pub. L. 93-409 (42 U.S.C. 5501 et seq.), Pub. L. 93-473 (42 U.S.C. 5551 et seq.), Pub. L. 93-410 (30 U.S.C. 1101 et seq.), Pub. L. 93-577 (42 U.S.C. 5901 et seq.), Pub. L. 86-599 (30 U.S.C. 661 et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

GAO Audit and Verification of accuracy and legality of disbursements. Treasury Department—Production of checks for travel advances and payments. IRS—Taxable travel reimbursements.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, punched cards, magnetic tape and disk, and microfiche.

Retrievability: Individual Name (alphabetic) and chronologically.

Safeguards: Access to magnetic tapes and disk files is controlled through established ERDA computer center procedures (personnel screening and physical security), locked cabinets and desks; access on need to know basis; and secure building.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within the ERDA are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

System manager(s) and address:

The Controller, Office of the Controller, U.S. Energy Research and Development Administration (Headquarters), Washington, D.C. 20545, has been designated the Agency System Manager for this system. The Managers and Directors of the field locations listed under notification have been designated System Manager for their respective portions of this system.

Notification procedure:

a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Clinch River Breeder Reactor Plant Project
P.O. Box U
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Full name, social security number, and location of employment, and time period

Record access procedures:

Refer to Notification Procedure.

Contesting record procedures:

Refer to Headquarters.

Record source categories:

Individual and ERDA approval officials.

ERDA 42

System name: Document Distribution System - ERDA

System location:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
University Station Box 8213
Grand Forks, North Dakota 58201

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station
Laramie, Wyoming 82071

U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880
Morgantown, West Virginia 26505

U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100
Las Vegas, Nevada 89114

U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E
Oak Ridge, Tennessee 37830

U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

Categories of individuals covered by the system: Persons who have requested information which is distributed by ERDA on a routine basis.

Categories of records in the system: One record containing name and address and selection criteria.

Authority for maintenance of the system: PUB.L. 93-438.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, punched cards, magnetic tape and disk, and microfiche.

Retrievability: Records are retrieved by record identification code number and normally by type of information being disseminated, e.g., solar, nuclear, etc., or by the occupation, profession or other stated interest of an individual, or by selective distributions such as high schools interested in films or public interest organizations in a specific Federal Region.

Safeguards: Access limited to employee's with need in performance of duties. System maintained in buildings with controlled access. Computer information is controlled through established ERDA computer center procedures of personnel screening and physical security in secure building.

Retention and disposal: Records retention and disposal authorities are contained in ERDA, Manual Appendix 0230, "Records Disposition." Records within ERDA are destroyed by shredding, burning, or burial in a sanitary landfill as appropriate.

System manager(s) and address: Agency system manager
The Director

Division of Administrative Services
Energy Research and Development Administration
Washington, D.C. 20545.

The managers and directors of field locations listed under Notification procedures below are designated system managers for their respective portions of this system.

Notification procedure: a. U.S. Energy Research and Development Administration, Privacy Act Administration Officer's Mail Addresses:

U.S. Energy Research and Development Administration
(Headquarters)
Washington, D.C. 20545

U.S. Energy Research and Development Administration
Albuquerque Operations Office
P.O. Box 5400
Albuquerque, New Mexico 87115

U.S. Energy Research and Development Administration
Bartlesville Energy Research Center
Box 1398
Bartlesville, Oklahoma 74003

U.S. Energy Research and Development Administration
Chicago Operations Office
9800 South Cass Avenue
Argonne, Illinois 60439

U.S. Energy Research and Development Administration
Grand Forks Energy Research Center
University Station Box 8213
Grand Forks, North Dakota 58201

U.S. Energy Research and Development Administration
Laramie Energy Research Center
P.O. Box 3395
University Station

Laramie, Wyoming 82071
U.S. Energy Research and Development Administration
Morgantown Energy Research Center
Box 880

Morgantown, West Virginia 26505
U.S. Energy Research and Development Administration
Nevada Operations Office
P.O. Box 14100

Las Vegas, Nevada 89114
U.S. Energy Research and Development Administration
Oak Ridge Operations Office
P.O. Box E

Oak Ridge, Tennessee 37830
U.S. Energy Research and Development Administration
Pittsburgh Energy Research Center
4800 Forbes Avenue

Pittsburgh, Pennsylvania 15213

U.S. Energy Research and Development Administration
Richland Operations Office
P.O. Box 550
Richland, Washington 99352

U.S. Energy Research and Development Administration
San Francisco Operations Office
1333 Broadway, Wells Fargo Building
Oakland, California 94612

U.S. Energy Research and Development Administration
Savannah River Operations Office
P.O. Box A
Aiken, South Carolina 29801

b. Required Identifying Information: Name as it appears on the mailing label or number as it appears on the mailing label.

Record access procedures: Refer to Notification Procedure.

Contesting record procedures: Refer to Headquarters.

Record source categories: Self-supplied by requesters.

NOTE: There will be no new ERDA rules or changes to previously published rules resulting from the addition of this new system of records.

APPENDIX AA

Additional Routine Uses

The following routine uses apply to and are incorporated by reference into each system of records as stated therein:

1. In the event that a record within this system of records maintained by this agency indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred as a routine use to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. A record from this system of records may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, if necessary to obtain information relevant to an Agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

3. A record from this system of records may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

4. A record from this system of records may be disclosed, as a routine use, in response to a court subpoena, to appropriate parties engaged in litigation or in preparation of possible litigation such as potential witnesses for the purpose of securing their testimony when necessary to courts, magistrates or administrative tribunals, to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes, to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

5. A record maintained by this agency to carry out its functions which relates to civil and criminal proceedings may be disclosed to the news media in accordance with guidelines contained in Department of Justice regulations 28 C.F.R. 50.2.

6. A record maintained by this agency to carry out its functions may be disclosed to foreign governments in accordance with treaty obligations.

7. A record from this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

8. A record from this system of records may be disclosed, as a routine use, to ERDA contractors in performance of their contracts, and their officers and employees who have a need for the record in the performance of their duties subject to the same limitations applicable to ERDA officers and employees under the Privacy Act.

9. Congressional Inquiries—disclosure may be made to congressional office from the record of an individual in response to inquiries from the congressional office made at the request of that individual.

**FEDERAL ENERGY ADMINISTRATION
PRIVACY ACT OF 1974
Systems of Records; Annual Publication**

Agency: Federal Energy Administration.

Action: Annual Republication of Systems of Records.

Summary: Pursuant to section 3(e)(4) of the Privacy Act of 1974, 5 U.S.C. 552a(e)(4), the Federal Energy Administration (FEA) hereby publishes a notice of the existence and character of each of its systems of records as currently maintained by the agency. Such notice was last previously published at 41 Fed. Reg. 40076 (September 16, 1976).

By notice being published simultaneously with this republication, FEA is proposing two new systems of records to be designated as "FEA-22, Correspondence Files" and "FEA-23, Telephone Numbers of FEA Officials." The text of the proposed system notices are included in the list of system descriptions contained herein, and a Report on New Systems describing these systems is being submitted in accordance with 5 U.S.C. 552a(o), Office of Management and Budget (OMB) Circular No. A-108, and the transmittal memoranda thereto.

In addition, FEA is proposing in the companion notice to amend the routine uses for the records contained in FEA-8, Statements of Financial Interest; FEA-14, Employee Carpool Parking; FEA-18, Mailing Lists for Requestors of Energy Related Information; and FEA-19, Congressional Constituent Inquiries. The texts of the proposed amendments are included in the appropriate system notice contained herein.

Should FEA receive any comments in response to the companion notice which would result in a change in the new or amended system descriptions as published herein, FEA will publish notice of such changes and amend the description of the appropriate system of records.

Included in the Report on New Systems, but not in the companion notice, are such of the amendments to FEA-1, FEA Personnel Records and Management Information System; FEA-8, FEA-18; FEA-19; and FEA-20, Freedom of Information and Privacy Act Requests, as would change the number of types of individuals on whom records are maintained or would expand the type of information maintained. Since these amendments do not involve an alteration of the routine uses of the systems, the Privacy Act does not require notice of them in the Federal Register. FEA has determined that a Report on New Systems is not required for any of the other amendments contained herein.

For further information contact:

John Treanor (Privacy Act Officer)
12th and Pennsylvania Avenue, NW.
Room 2121
Washington, D.C. 20461
(202) 566-9840

Susan Weinstein (Office of General Counsel)
12th and Pennsylvania Avenue, NW.
Room 6144
Washington, D.C. 20461
(202) 566-9296

Supplementary Information:

I. Amendments not previously published to the FEA Notices of Systems of Records (system names are as previously published, rather than as amended)

- A. FEA-1, FEA Personnel Records and Management Information System
- B. FEA-2, Payroll System
- C. FEA-8, Confidential Statements of Employment and Financial Interest
- D. FEA-9, Medical Records
- E. FEA-14, Employee Carpool Parking
- F. FEA-15, Employee Applications for Motor Vehicle Operators Card
- G. FEA-16, Intergovernmental Personnel Act (IPA) Contracts
- H. FEA-18, Mailing Lists for Requestors of Energy Related Information
- I. FEA-19, Congressional Constituent Inquiries
- J. FEA-20, Freedom of Information Act Requests for Records

II. Previously Published Amendments to FEA System Notices
I. Amendments not Previously Published to the FEA Notices of Systems of Records

A. FEA-1, FEA Personnel Records and Management Information System

Categories of records in the system: Also included in the system of records are copies of SF-256, "Self-identification of Medical Disability." The completion of this form is entirely voluntary and the information contained therein will be used only to establish programs to facilitate the hiring, placement, and advancement of handicapped individuals in accordance with the Rehabilitation Act of 1973 (Pub. L. 93-112).

B. FEA-2, Payroll System

System location: The payroll system of records is now partially located in the FEA Regional Offices listed in Appendix A to the system description.

System manager(s) and address: The Regional Administrators of the appropriate Regional Offices have been added as system managers.

C. FEA-8, Confidential Statements of Employment and Financial Interest

System name: The system name "Statements of Financial Interest" is being substituted in order to accommodate the inclusion in the system of the non-confidential form "State of Known Financial Interest," an information-gathering mechanism developed to satisfy the reporting requirement of section 522 of the Energy Policy and Conservation Act, Pub. L. 94-163.

Categories of individuals covered by the system: In addition to those presently covered, individuals required by 10 CFR 203.26a to file a "Statement of Known Financial Interest" will be included in the system.

Categories of records in the system: In addition to the records presently listed, the system will contain all known financial interests in energy businesses and properties held by individuals covered under 10 CFR 203.26a during the previous calendar year.

Authority for maintenance of the system: Section 522 of the Energy Policy and Conservation Act, Pub. L. 94-163, is added to the list of authorities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In addition to the routine uses listed in Appendix B, the "Statement of Known Financial Interest" is available to any member of the public upon request.

D. FEA-9, Medical Records

System location: Medical records are now partially located in the Health Units associated with the FEA Regional Offices listed in Appendix A to the system descriptions.

System manager(s) and address: The Regional Administrators of the appropriate Regional Offices have been added as a system managers.

E. FEA-14, Employee Carpool Parking

System location: The system of records is now partially located in the FEA Regional Offices listed in Appendix A to the system descriptions.

Categories of records in the system: The individual's social security number and employer are no longer retained in the system; however, the state of vehicle registration and number of days per week in the carpool are now requested.

Authority for maintenance of the system: Federal Management Circular 1-74 is deleted and substituted therefore is 41 CFR 101-20.117.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Social security numbers are no longer transmitted to the General Services Administration.

Retrievability: Social security numbers and total number of members of carpool are no longer identifying factors for retrieval of information contained in the system.

System manager(s) and address: For records maintained at the National Office the system manager has been changed to "Chief, Division of General Services" at the address presently listed. The Regional Administrators of the appropriate Regional Offices have been added as system managers.

F. FEA-15, Employee Applications for Motor Vehicle Operators Card

Retrievability: Information is retrievable by both applicant name and operator license number. G. FEA-16, Intergovernmental Personnel Act (IPA) Contracts

G. FEA—16, Intergovernmental Personnel Act (IPA) Contracts

System location: As a result of an internal FEA reorganization, this system is now primarily located in the FEA Office of Congressional and Intergovernmental Affairs. The system is also partially located in the FEA Regional Offices listed in Appendix A to the system descriptions.

System manager(s) and address: At the National Office the system manager is now the Administrative Officer, Office of Congressional and Intergovernmental Affairs. The Regional Administrators of the appropriate Regional Offices also have been added as system managers.

H. FEA—18, Mailing Lists for Requestors of Energy Related Information

System location: National Office machine readable records are now located at Data Technology Industries, 6611 Kenilworth Avenue, Riverdale, Maryland 20840. Mailing lists for press releases are now maintained by FEA, rather than the U.S. Treasury Printing Office.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information is no longer possessed by or transmitted to the U.S. Treasury, however, it is released to contractors handling bulk and single copy mailings for FEA.

I. FEA—19, Congressional Constituent Inquiries

System location: As a result of an internal FEA reorganization this system is now primarily located in Executive Communications, Office of the Administrator. The system is also partially located in the Regional Offices listed in Appendix A to the system descriptions, and in the office within FEA with responsibility for handling the substantive response to the request.

Categories of individuals covered by the system: In addition to the individuals on whose behalf a request is made, the system covers the members of Congress making such requests.

Categories of records in the system: Also included in the system is the FEA response to the inquiry.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In addition to the routine uses previously listed, the information in the system is used to reference FEA responses to Congressional inquiries.

Retrievability: Information is retrievable both by constituent name and the name of the member of Congress making a request.

System manager(s) and address: The National Office records are managed by the Special Assistant for Executive Communications. The Regional Administrators of the appropriate Regional Offices also have been added as system managers.

Record source categories: The sources of information in this system include the subject individual, the members of Congress, and the drafter of the FEA response.

J. FEA—20, Freedom of Information Act Requests for Records

System name: To reflect a consolidation of the Freedom of Information and Privacy Act functions within FEA the system designation is now "FEA—20, Freedom of Information and Privacy Act Requests for Records."

Categories of individuals covered by the system: In addition to individuals already covered, persons requesting copies of records from FEA under the Privacy Act of 1974 are now covered by the system.

Authority for maintenance of the system: Added to the previously listed authorities is the Privacy Act of 1974 (Pub. L. 93-579).

II. Previously Published Amendments to FEA Systems Notices. In the year since the last publication by FEA of its compilation of the notices of its systems of records, FEA has published one new system notice at 41 Fed. Reg. 13584 (March 11, 1977) describing FEA—21, Electric Rate Utility Demonstration Program, and notice of intention to adopt the system as proposed was published in 41 Fed. Reg. 22588 (May 4, 1977). Also, FEA has noticed at 41 Fed. Reg. 22192 the change in location of FEA—7, Investigative Report Records, from the Office of Security to the Office of the Inspector General and the change in the system manager from the Director, Office of Security, to the Inspector General. These referenced changes to the descriptions of FEA systems of records are incorporated into the system notices contained herein.

Issued at Washington, D.C., September 16, 1977.

Eric J. Fygi.

Acting General Counsel, Federal Energy Administration.

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| Note: Systems of records for the Federal Energy Administration are current as of August 31, 1976. |

FEA—1

System name: FEA Personnel Records and Management Information System.

Security classification: Unclassified.

System location: For the National Office, the location of the records is Office of Personnel, Federal Energy Administration, 12th and Pennsylvania Avenue, N.W., Washington, D.C. 20461, and the administrative office of each individual Office, e.g., Office of General Counsel, Office of Regulatory Programs. For the Regional Offices: The appropriate Regional Office, at the address listed in Appendix A.

Categories of individuals covered by the system: All current employees and applicants for employment by FEA, and all former employees and applicants for employment by FEA whose records have not yet been closed and disposed of by FEA in accordance with the Federal Records Act.

Categories of records in the system: Official personnel folder, service record, position classification, personnel management data, applicant supply, merit promotion records, civil service certification of eligibles, executive management files, incentive awards, grievances, employee relations, labor relations, ceiling control, working case files and operating field files; SF-256, Self-identification of Medical Disability.

Authority for maintenance of the system: 5 U.S.C. 2102 et seq., Federal Energy Administration Act of 1974; Executive Order 11790; Civil Service Commission Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used by personnel office staff, and the staff of each Office's Administrative Officer, promotion panel members, internal auditors and Civil Service Commission auditors and investigators. Uses include staffing of vacancies, qualification of personnel for assignment, promotion and training, processing of personnel actions, management information reporting, adjudication of awards, grievances, appeals, labor-management negotiations, verification of employment, ceiling control management; and the routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, magnetic cards, computer tapes

Retrievability: Name and social security number.

Safeguards: Physical, technical, and administrative security is maintained, with all storage equipment and rooms locked when not in use. Access is restricted to authorized personnel only. All personnel staff and computer operators and programmers are instructed and cautioned with respect to the confidentiality of the records.

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Retention and disposal: Retained on site as prescribed in Civil Service Commission Regulations, and general records schedules of the General Services Administration.

System manager(s) and address: For records at the National Office:

Deputy Director of Personnel
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). Access is restricted by reason of FEA's claiming of exemptions authorized by 552 U.S.C. 552a(k)(2, 5).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record, supervisors, other Government agencies, former employers, references provided by subject individual.

Systems exempted from certain provisions of the act: Personnel investigative records concerning current and former FEA employees and applicants for employment by FEA are exempted from certain of the Privacy Act's requirements, in accordance with 5 U.S.C. 552a(k)(2, 5).

FEA-2

System name: Payroll System.

Security classification: Unclassified.

System location: For the National Office the location of paper records is:

Office of Payroll Operations Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

At the National Office the machine readable records are located at:

DIPS Coordinator
Department of Interior Building
Room 1114
18th and C Streets, NW.
Washington, D.C. 20420.

For the Regional Offices: The appropriate Regional Office at the address listed in Appendix A.

Categories of individuals covered by the system: FEA employees

Categories of records in the system: Name, social security number, grade, step, and salary; organization (code), location code, retirement or FICA data as applicable; Federal, State, and local tax deductions, as appropriate; IRS tax lien data; savings bond and charity deductions; regular and optional Government life insurance deduction(s), health insurance deduction and plan or code, cash award data; jury duty data; military leave data; pay differentials; union dues deductions; allotments, by type and amount, financial institution code and employee account number; leave status and leave data of all types (including annual, compensatory, jury duty, maternity, military, retirement, disability, sick, transferred, and without pay); time and attendance records, including number and ending date; cost of living allowances; mailing address, co-owner and/or beneficiary of bonds; marital status and number of dependents; and notification of personnel action. The individual records listed herein are included only as pertinent or applicable to the individual employee.

Authority for maintenance of the system: Section 112(a) and 113 of the Budget and Accounting Procedures Act of 1950 (31 U.S.C. 66(a)); Federal Energy Administration Act of 1974, Executive Order 11790; Title 6, GAO Policy and Procedures Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transmittal of data to U.S. Treasury for issuance of paychecks to employees and distribution of pay according to employee direction, for savings bonds, allotments, financial institutions, and other authorized purposes, reporting of tax withholding to Internal Revenue Service and appropriate State and local taxing authorities, FICA deductions to the Social Security Administration; dues deductions to labor unions withholdings for health insurance to the insurance carriers and the Civil Service Commission; charity contribution deductions to agents of charitable institutions; annual W-2 statements to taxing authorities and the individuals; savings deductions to agents of savings institutions; and the routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records and microfilm.

Retrievability: Name, employee numbers and social security number.

Safeguards: Physical, technical and administrative security is maintained, with all storage equipment and rooms locked when not in use. Access is restricted to authorized personnel only. All payroll personnel and computer operators and programmers are instructed and cautioned with respect to the confidentiality of the records.

Retention and disposal: Retained on site until after General Accounting Office audit, then disposed of, or transferred to Federal records storage centers in accordance with the fiscal records program approval by General Accounting Office, as appropriate, or general records schedules of General Services Administration.

System manager(s) and address: For records at the National Office:

Director, Office of Budget and Financial Management
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). In addition to the information specified in 10 CFR 206.3, the requestor should provide his name, social security number, period of employment or employment assignment with FEA.

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record, supervisors, timekeepers, official personnel records, and the IRS.

Systems exempted from certain provisions of the act: None

FEA-3

System name: Accounts Payable Financial System.

Security classification: Unclassified.

System location: For the National Office, the location of paper records is:

Financial Operations Office
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

The machine readable records are located at
Optimum Systems, Inc.
5615 Fishers Lane
Rockville, Maryland 20852.

For the Regional Offices: The appropriate Regional Office, at the address listed in Appendix A.

Categories of individuals covered by the system: Creditors due money from the agency (including employees), former employees and members of the general public.

Categories of records in the system: Name and address, amount owed and service performed; underpayment or other accounting information; and invoice number.

Authority for maintenance of the system: 5 U.S.C. 5701-09; Federal Energy Administration Act of 1974; Executive Order 11790; Federal Property Management Regulations 101-7, Treasury Fiscal Requirements Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Paying creditors and the routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name and purchase order or contract number, as appropriate.

Safeguards: Physical, technical and administrative security is maintained, with all storage equipment and rooms locked when not in use. Access is restricted to authorized personnel.

Retention and disposal: Retained until payment is made and account is audited, then disposed of in accordance with records control schedule.

System manager(s) and address: For records at the National Office:

Chief, Financial Operations
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). In addition to the information specified in 10 CFR 206.3, the requestor should provide his name, social security number, period of employment, and employment assignment within FEA.

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: Subject individual, contracting officer and as appropriate, accounting records.

Systems exempted from certain provisions of the act: None

FEA-4

System name: Accounts Receivable Financial System

Security classification: Unclassified.

System location: For the National Office, the location of paper records is:

Financial Operations Office
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

The machine readable records are located at
Optimum Systems, Inc.
5615 Fishers Lane
Rockville, Maryland 20852.

For the Regional Offices: The appropriate Regional Office, at the address listed in Appendix A.

Categories of individuals covered by the system: Debtors owing money to the agency, including employees, former employees, and other persons.

Categories of records in the system: Name and address, services rendered, amount receivable and invoice number, if any.

Authority for maintenance of the system: 5 U.S.C. 5701-09, Federal Energy Administration Act of 1974; Executive Order 11790; Federal Property Management Regulations 101-7, Treasury Fiscal Requirements Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Billing debtors, reporting to Civil Service Commission, and the routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, magnetic tape, microfilm and microfiche

Retrievability: Name or invoice number.

Safeguards: Access to records is by authorized personnel only

Retention and disposal: Retained until payment is received and account is audited, then disposed of in accordance with records control schedule.

System manager(s) and address: For records at the National Office:

Chief, Financial Operations
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). In addition to the information specified in 10 CFR 206.3, the requestor should provide his name and address, and the invoice number.

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record, contracting officer, accounting records.

Systems exempted from certain provisions of the act: None.

FEA-5

System name: Employee Travel Records (Domestic and Foreign).

Security classification: Unclassified.

System location: For the National Office, the location of the paper records is

Office of Financial Operations
Federal Energy Administration
12th and Pennsylvania Avenue, NW
Washington, D.C. 20461.

The machine readable records are located at:

Optimum Systems, Inc.
5615 Fishers Lane
Rockville, Maryland 20852.

For the Regional Offices: The appropriate Regional Office, at the address listed in Appendix A.

Categories of individuals covered by the system: Employees Advisory Committee members and official guests of the agency

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Categories of records in the system: Name, address, social security number, destination, itinerary, mode and purpose of travel, date of travel, expenses—including amounts advanced (if any), amounts claimed, and amounts reimbursed. Travel orders, travel vouchers, receipts, and passport record card.

Authority for maintenance of the system: Budget & Accounting Act of 1921; Accounting & Auditing Act of 1950; Federal Claims Collection Act of 1966; Federal Energy Administration Act of 1974; Executive Order 11790.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transmittal to U.S. Treasury for payment of claim, to State Department for passports, and the routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name, social security number, or travel order number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises, with access limited to those whose official duties require access.

Retention and disposal: Retained according to GSA Federal Travel Regulations then disposed of according to records control schedule.

System manager(s) and address: For records at the National Office:

Chief, Financial Operations
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). In addition to the information specified in 10 CFR 206.3, the requestor should provide his name, travel order number, if known, and date of travel.

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, to or the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: Subject individuals, supervisors, and finance (or accounting) office standard references.

Systems exempted from certain provisions of the act: None.

FEA-6

System name: Personnel Security Records.

Security classification: Unclassified. Some classified material might be referenced.

System location:

Office of Security
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

Categories of individuals covered by the system:

1. Current and former FEA employees who hold sensitive positions or with respect to whom suitability or security information exists; applicants for FEA positions; FEA contractors and individuals employed by such contractors; and consultants and experts.

2. All current and former FEA employees, contractors, consultants, experts and pre-appointment applicants for critical sensitive positions.

3. All individuals who hold valid, permanent identification passes for FEA Headquarters offices

4. All individuals who hold FEA credentials.

Categories of records in the system:

Category A—Personnel security folders: Name, grade, organization, date and place of birth and social security number. Contains requests for security clearance, CSC standard forms 85, 86, 87 and 171, and OS forms DPS 24 and 24A; results of national agency check and inquiries and a record of authorized individuals who have had access to the folder. May also contain action checklist, termination check out sheet CSC standard forms 50, 52 or 73, as well as notification to Civil Service Commission of agency action on case.

Category B—Personnel security index: Name, position, organization, social security number and date and place of birth. May also contain position sensitivity description, date of appointment, date and type of clearance basis of clearance, briefing and debriefing data, date folder was retired and date folder was destroyed.

Category C—Automatic data processing index: Name and social security number of persons included in records described above in Categories A and B. Contains references to organization, position sensitivity, access clearances issued, security briefing data, date of background investigation, date of security interview and existence of personnel security folder or index card.

Category D—Identification pass index: Name, social security number, location, issue date and expiration date of passes issued to individuals who hold valid, permanent identification passes for FEA Headquarters offices, and a photograph of the individual.

Category E—FEA credential index: Name, organization, location and position of all individuals who hold FEA credentials.

Authority for maintenance of the system: Categories A, B, and C: Executive Orders 10450 and 9830; Federal Personnel Manual, Chapters 731 and 736, and 5 U.S.C. 301. Categories D and E: 5 U.S.C. 301. All categories Federal Energy Administration Act of 1974; Executive Order 11790.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Category A: Adjudication of investigative material regarding agency personnel, contractors, and applicants with regard to loyalty, classified access, and suitability determinations.

Category B: Same as category A.

All categories may be disclosed for the routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records

Retrievability: Categories A through D: Name.

Category E: Name and credential number.

Safeguards:

Category A: Physical, technical, and administrative security is maintained, with all storage equipment and rooms locked when not in use. Access is restricted to authorized personnel only. User personnel are instructed and cautioned with respect to the confidentiality of the records.

Category B: Physical, technical and administrative security is maintained with rooms locked when not in use. Access is restricted to authorized personnel only. Users are instructed and cautioned with respect to the confidentiality of the records.

Category C: Same as Category B above.

Categories D and E: Same as Category A above.

Retention and disposal:

Category A: Retained on site and destroyed one year after termination or transfer.

Category B: Retained until five years after termination or transfer and then destroyed.

Category C: Destroyed one year after entry into data base.

Categories D and E: Destroyed eighteen months after termination or transfer.

System manager(s) and address:

Director, Office of Security
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration,

Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). Access is restricted by reason of FEA's claiming of exemptions authorized by 5 U.S.C. 552a(k)(2, 5).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record, other sources contacted during security investigations and official records.

Systems exempted from certain provisions of the act: Internal memoranda specifically identified as OS forms DPS 24 and 24A are exempted from certain of the Privacy Act's requirements, in accordance with 5 U.S.C. 552a(k)(2, 5).

FEA-7

System name: Investigative Report Records.

Security classification: Unclassified. Some classified material might be referenced.

System location:

Office of the Inspector General
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461

Categories of individuals covered by the system: Current and former employees and applicant for employment by FEA who have been the subject of an FEA investigation.

Categories of records in the system:

1. Case index sheets—contain chronological list of completed cases by their identifying case number and title of investigative report and/or the name of individual investigated.
2. Investigative reports—contain reports of alleged or suspected impropriety, misconduct, or criminal or civil violations by FEA employees, past and present, and other persons acting with them.

Authority for maintenance of the system: 5 U.S.C. 301 and 303; Federal Energy Administration Act of 1974; Executive Orders 10450, as amended, 11652, as amended, and 11790.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses are those listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Case number, title of investigative report and name.

Safeguards: Information is kept in locked General Services Administration approved Class 6 security containers. Access is limited to investigative personnel and those persons or organization identified in Appendix B.

Retention and disposal: Tenure of the employee, and in accordance with Government Services Administration and Department of Justice records retention requirements.

System manager(s) and address:

Inspector General
Office of the Inspector General
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington D.C. 20461, in accordance with FEA's Privacy Act

Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). Access is restricted by reason of FEA's claiming of exemptions authorized by 5 U.S.C. 552a(k)(2, 5).

Contesting record procedures: Request by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record, individual complaints, witnesses, respondents, confidential sources, agency files and records, and official Federal, State, or local records.

Systems exempted from certain provisions of the act: Investigative reports concerning current and former FEA employees and applicants for employment by FEA are exempted from certain of the Privacy Act's requirements, in accordance with 5 U.S.C. 552a(k)(2, 5).

FEA-8

System name: Statements of Financial Interest.

Security classification: Unclassified.

System location: For the National Office, the location of the paper records is

Office of Personnel
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For the Regional Offices: The appropriate Regional Office, at the address listed in Appendix A.

Categories of individuals covered by the system: FEA regular employees and FEA special employees required by 10 CFR, 203.25, 203.26, or 203.26a to file such statements.

Categories of records in the system: Name, employment status with FEA, date of entrance on duty, job title, type of employment; grade, office and division, room number and telephone extension; place of previous employment, kind of previous employment, description of financial interest in benefit plan maintained by a former employer, statement as to compensation received from former employer, statement as to reemployment rights with a former employer, statement as to reimbursement or payment of travel costs by former employer for move to duty station, statement as to former employer's associations with FEA; names of all corporations, companies, firms, or other business enterprises, partnerships, nonprofit organizations, and educational institutions with which employee is connected as employee, officer, owner, director, member, trustee, partner, advisor, or consultant, or in which an employee has a continuing financial interest; creditors; interest in real property; self-assessment of private interests; official responsibilities; and all known financial interests in energy businesses and properties held during the previous calendar year.

Authority for maintenance of the system: Federal Energy Administration Act of 1974; section 522, Energy Policy and Conservation Act (Pub. L. 94-163); 3 CFR 1964-1965 Comp., 306; 5 CFR 735.104; Executive Orders 11222, 11790.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The "Statement of Known Financial Interest" is required by statute to be available to the public upon request. Other routine uses for records in the system are as listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records

Retrievability: Name

Safeguards: Records are maintained in a Class C manipulation-proof, three way combination lock, steel container. Access is by authorized personnel only

Retention and disposal: Records are maintained until the individual severs connection with the agency. No time period for retention after severance or procedure for destruction has been developed as of this date

System manager(s) and address: For records at the National Office

Director, Executive Program
Federal Energy Administration
12th and Pennsylvania Avenue, NW
Washington, D.C. 20461

For records at FEA's Regional Offices. The Regional Administrator at the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the records.

Systems exempted from certain provisions of the act: None

FEA-9

System name: Medical Records.

Security classification: Unclassified.

System location: For the National Office the location of the records is:

Health Unit
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For the Regional Offices: The Health Unit associated with the appropriate Regional Office at the address listed in Appendix A.

Categories of individuals covered by the system: Present and former FEA employees.

Categories of records in the system: Disability retirement records, health unit medical records, qualification examinations, Fitness-for-Duty Examinations, Alcohol/Drug patient information records, injury compensation records, blood donor program records.

Authority for maintenance of the system: 5 U.S.C. 7901; Federal Energy Administration Act of 1974; Executive Order 11790; and OMB Circular A-72.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records may be provided to officials of other Federal agencies and other Federal benefits programs, and to specific private contractors engaged in providing benefits under Federal contracts. Other routine uses are listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name, social security number, date of birth, and claim number.

Safeguards: Physical and administrative security is maintained, with all storage equipment and rooms locked when not in use. Access is restricted to authorized personnel only. All authorized personnel are instructed and cautioned with respect to the confidentiality of the records.

Retention and disposal: Retained onsite as prescribed in Civil Service Commission regulation and general records schedules of General Services Administration.

System manager(s) and address: For records at the National Office:

Deputy Director of Personnel
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For records located at the Health Units associated with FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). However, the access to medical records is subject to the special procedures provided in 10 CFR 206.5(f), 40 FR 45612 (October 2, 1975).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record, private physicians, medical institutions, Office of Workers Compensation Programs, military retired pay systems records, Federal civilian retirement systems, pay and leave records, Civil Service Commission retirement, life insurance and health benefits records system, Civil Service Commission personnel management records system.

Systems exempted from certain provisions of the act: None

FEA-10

System name: Minority Group Data File.

Security classification: Classified.

System location:

Optimum Systems, Inc.
5615 Fishers Lane
Rockville, Maryland 20852.

Categories of individuals covered by the system: All FEA employees.

Categories of records in the system: Name, social security number, minority group code, sex, grade level, occupational code.

Authority for maintenance of the system: Equal Employment Opportunity Act of 1972; Federal Energy Administration Act of 1974 Executive Orders 11478, 11790; Federal Personnel Manual 713 subchapter 3.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Monthly summary reports transmitted to the Civil Service Commission and the routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Computer disks.

Retrievability: Name.

Safeguards: Records are kept on computer disks with access limited to those whose official duties require access.

Retention and disposal: No established guidelines with respect to retention or disposal of records.

System manager(s) and address:

Director
Office of Equal Employment Opportunity
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.
Project Manager
Office of Data Services
Federal Energy Administration
2000 M Street, NW.
Washington, D.C. 20461.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act

Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). Access is restricted by reason of FEA's exercising of the exemption authorized by 5 U.S.C. 552a(k)(4).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: Agency personnel standard form 50 and the personnel officer.

Systems exempted from certain provisions of the act: These statistical records are exempt from certain of the Privacy Act's requirements, in accordance with 5 U.S.C. 552a(k)(4).

FEA-11

System name: Equal Opportunity Complaint Files.

Security classification: Unclassified.

System location: For the National Office, the location of the records is:

Office of Equal Opportunity
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For the Regional Offices: The appropriate Regional Office at the address listed in Appendix A.

Categories of individuals covered by the system: FEA employees or applicants for employment with FEA who have filed complaints in accordance with Federal Personnel Manual No. 713.

Categories of records in the system: Name, address, job title, wage rate, earnings, dates of employment, data on applications for employment, race, sex, work history; the complaint, investigation reports (with affidavits), Equal Opportunity (EO) Officer disposition with respect to complaint, and agency head decision regarding complaint.

Authority for maintenance of the system: Federal Energy Administration Act of 1974; Executive Orders 11478, 11790; Equal Employment Opportunity Act of 1972; Federal Personnel Manual No. 713.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name.

Safeguards: Records are located in a combination safe with access limited to those whose official duties require access.

Retention and disposal: No guidelines have been established with respect to retention or disposal of records.

System manager(s) and address: For records at the National Office:

Director
Office of Equal Employment Opportunity
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator at the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy

Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record, co-workers, other employees.

Systems exempted from certain provisions of the act: None

FEA-12

System name: Employee Assistance Program (Alcohol and Drug Abuse Program).

Security classification: Unclassified.

System location: For the National Office, the location of the records is:

Office of Equal Opportunity
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For the Regional Offices: The appropriate Regional Office at the address listed in Appendix A.

Categories of individuals covered by the system: Employees receiving counseling and referral services to resolve alcohol and/or drug abuse problems.

Categories of records in the system: Name, address, job title, grade level, date of employment, work history, community social service agency referrals, medical reports.

Authority for maintenance of the system: Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970; Federal Energy Administration Act of 1974; Executive Order 11790; Federal Personnel Manual letter No. 792-4

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name.

Safeguards: Records are located in lockable metal file cabinets with access limited to those whose official duties require access.

Retention and disposal: No established guidelines on retention and disposal of records.

System manager(s) and address: For records at the National Office:

Director
Office of Equal Employment Opportunity
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record and the individual's supervisors.

Systems exempted from certain provisions of the act: None

FEA-13

System name: Training Records.

Security classification: Unclassified.

System location: For the National Office, the location of the records is

Office of Training and Development
Federal Energy Administration
12th and Pennsylvania Avenue, NW
Washington, D.C. 20461.

For the Regional Offices: The appropriate Regional Office at the address listed in Appendix A.

Categories of individuals covered by the system: All individuals who have requested and participated in training programs administered by FEA, other agencies or other organizations.

Categories of records in the system: Name, grade, organization, date of birth, social security number; home address and telephone number and special interest area; education completed, course name, justification for attending the course, direct and indirect costs of training, coded information dealing with purpose, type, source; OF form 170, FEA forms 34, 35; course evaluation form, accounting records and central personnel data file quarterly training report.

Authority for maintenance of the system: Government Employees Training Act of 1958; Federal Energy Administration Act of 1974; Executive Order 11790; Federal Personnel Manual Regulation (FPM) Bulletin 290-15; FPM chapter 410 and Appendix A.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information in these records is transmitted to intra- and inter-agency program offices for purposes of determining eligibility for training; to Federal agencies, including the Civil Service Commission, as source documents for training reports; to training institutions that personnel have requested to attend; and to other Federal agencies as the information documents for payment of funds for training. Other routine uses are listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name and social security number.

Safeguards: Secured in file cabinets, with access limited to those whose official duties require access.

Retention and disposal: Training request and authorization retained for three years and destroyed. Other training records are incorporated in the individual's personnel folder.

System manager(s) and address: For records at the National Office

Director
Office of Training and Development
Federal Energy Administration
12th and Pennsylvania Avenue, NW
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record and the individual's supervisors.

Systems exempted from certain provisions of the act: None.

FEA-14

System name: Employee Carpool Parking.

Security classification: Unclassified.

System location: For the National Office the location of records is

Office of Administrative Programs
Federal Energy Administration
12th and Pennsylvania Avenue, NW
Washington, D.C. 20461.

For the Regional Offices: The appropriate Regional Office at the address listed in Appendix A.

Categories of individuals covered by the system: All FEA Employees located in the Federal Triangle (and some non-Federal employees) who apply as members of a carpool for no-cost or reduced-rate parking assignments in the Great Plaza and West Court parking lots.

Categories of records in the system: Name; Federal service computation date, office address and telephone; home address; make, year, state of registration, and tag number of pool vehicles; and number of days per week in the carpool.

Authority for maintenance of the system: Federal Energy Administration Act of 1974; 41 CFR 101-20.117; Executive Order 11790; Federal Management Circular 1-74.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses are those listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name and location of parking assignment.

Safeguards: Records are located in a lockable metal file cabinet within a secured room. Access is limited to FEA personnel responsible for making parking assignments and to those FEA employees seeking to join a carpool which operates from their residence area.

Retention and disposal: Retained for the duration of parking assignments (not longer than six months), then destroyed after new semi-annual parking applications and assignments are made (usually April and October).

System manager(s) and address: For records at the National Office

Chief, Division of General Services
Office of Administrative Programs
Federal Energy Administration
12th and Pennsylvania Avenue, NW
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record.

Systems exempted from certain provisions of the act: None.

FEA-15

System name: Employee Applications for Motor Vehicle Operators Card.

Security classification: Unclassified.

System location: For the National Office, the location of the records is

Office of Administrative Programs

Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For the Regional Offices: The appropriate Regional Office, at the address listed in Appendix A

Categories of individuals covered by the system: Each FEA employee whose job duties requires frequent or occasional use of Government-owned or leased vehicles and who apply for motor vehicle operator cards (standard Form 46).

Categories of records in the system: Name, job title, office, physical description, birthplace, social security number, type and serial number of state driver's license, record of traffic arrests and/or accidents over the past five years, and signature. A second form (SF-47) contains the employee's full name, date of birth, job title, home address, and general health history.

Authority for maintenance of the system: Federal Energy Administration Act of 1974, Executive Order 11790; Federal Property Management Regulations concerning use of Government-owned and leased vehicles.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses listed in Appendix B

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper copy

Retrievability: Name and operator license number.

Safeguards: Records are located in a lockable metal file cabinet within a secured room. Access is limited to FEA personnel responsible for preparing and issuing motor vehicle operator cards.

Retention and disposal: Retained for the duration of motor vehicle operator's card (not longer than three years), then destroyed after operator's card expires, is cancelled because employee leaves the agency, or is renewed by re-application.

System manager(s) and address: For the records at the National Office

Deputy Director
Office of Administrative Programs
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record

Systems exempted from certain provisions of the act: None.

FEA-16

System name: Intergovernmental Personnel Act (IPA) contracts.

Security classification: Unclassified

System location: For the National Office the location of records is

Office of Congressional and Intergovernmental Affairs
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461

For the Regional Offices: The appropriate Regional Office at the address listed in Appendix A.

Categories of individuals covered by the system: Individuals who are now or have been under IPA Contract to FEA.

Categories of records in the system: Names, addresses, social security numbers, telephone numbers, salaries and related correspondence

Authority for maintenance of the system: Federal Energy Administration Act of 1974; Executive Order 11790; Federal Personnel Manual, Chapter 334.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transmittal of data to State and local governments or institutions of higher education to implement IPA contracts, and the routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name.

Safeguards: Records are located in lockable metal file cabinet with access limited to those whose official duties require access.

Retention and disposal: Retained for five years and then destroyed.

System manager(s) and address: For records at the National Office:

Administrative Officer
Office of Congressional and Intergovernmental Affairs
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record, State or local governments, institutions of higher education.

Systems exempted from certain provisions of the act: None.

FEA-17

System name: Advisory Committees.

Security classification: Unclassified.

System location:

Office of the Administrator
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

Categories of individuals covered by the system: All individuals who are members of an FEA Advisory Committee.

Categories of records in the system: Biographical Information, home address and telephone number, work address and telephone number, type of business or organizational affiliation, present position with business or other organization, number of years in present position, other related experience, congressional district and photographs

Authority for maintenance of the system: Federal Advisory Committee Act, Federal Energy Administration Act of 1974; Executive Order 11790, and OMB Circular A-63.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The name and mailing address of an Advisory Committee member is provided to anyone requesting it. Other routine uses are listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name.

Safeguards: Room secured by lock, with access limited to those whose official duties require access.

Retention and disposal: Retained in binder while individual is a member of a committee. Upon termination, resumes are destroyed or returned to individual.

System manager(s) and address:

Director Advisory Committee Management Office
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record, the individual's supervisor, members of Congress and public interest groups.

Systems exempted from certain provisions of the act: None.

FEA-18

System name: Mailing Lists for Requestors of Energy Related Information.

Security classification: Unclassified.

System location: For the National Office, the location of the paper records is:

Office of Communications and Public Affairs
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For machine readable records, the location is:

Data Technology Industries
6611 Kenilworth Avenue
Riverdale, Maryland 20840

Except that certain records used as mailing lists for press releases and related materials are located at:

Division of Printing Management
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461

For the Regional Offices: The appropriate Regional Office, at the address listed in Appendix A.

Categories of individuals covered by the system: Persons requesting energy related information.

Categories of records in the system: Each of FEA's mailing lists contains the name and address of the subject individual. The mailing list for the "Energy Reporter" also contains the individual's employer or organizational affiliation and the individual's title or position.

Authority for maintenance of the system: Federal Energy Administration Act of 1974; Executive Order 11790.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records are released to contractors handling bulk and single copy mailings for FEA. Names and addresses of such contractors may be requested from the system manager. Other routine uses are as listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Both manual and computer cards.

Retrievability: Name or identifying number once the regional location of the individual is determined.

Safeguards: Locked files.

Retention and disposal: Recipients are acquired annually and the list is purged and updated.

System manager(s) and address:

Chief Division of Printing Management
Office of Administrative Programs
Federal Energy Administration
Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record, generally as the result of a request for information by such individual.

Systems exempted from certain provisions of the act: None.

FEA-19

System name: Congressional Constituent Inquiries.

Security classification: Unclassified.

System location: For the National Office the location of the records is:

Executive Communications
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461

National Office records are also located in the FEA office originating the response.

For the Regional Offices: The appropriate Regional Office at the address listed in Appendix A.

Categories of individuals covered by the system: Individuals on whose behalf there have been Congressional inquiries and members of Congress making requests on behalf of their constituents.

Categories of records in the system: Name, address of constituent and date of letter by a Senator or member of Congress on behalf of the constituent; materials forwarded by a member of Congress; and FEA response.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101; Federal Energy Administration, Act of 1974; Executive Order 11790.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records are used to record Congressional inquiries on behalf of constituents, to ensure proper document control of the response; and to reference FEA responses to such inquiries. Other routine uses include those listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name of constituent and name of member of Congress.

Safeguards: Records are located in lockable metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: The records are retained in accordance with the office's record control schedule.

System manager(s) and address: The National Office records are managed by:

Special Assistant
Executive Communications
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 30 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: Subject individual, member of Congress, and drafter of FEA response.

Systems exempted from certain provisions of the act: None.

FEA-20

System name: Freedom of Information and Privacy Act Requests for Records.

Security classification: Unclassified.

System location: For the National Office, the location of the records is:

Freedom of Information Office
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

For the Regional Offices: The appropriate Regional Office at the address listed in Appendix A.

Categories of individuals covered by the system: Individuals requesting copies of records from the Federal Energy Administration, including all primary operating units, under the provisions of the Freedom of Information Act; and under the Privacy Act of 1974.

Categories of records in the system: Name, address, and telephone number; description or identification of records requested, furnished, and/or denied; dates of request and response; amount of fees paid, if any; payment delinquencies, if any; final determinations of appeals or denials; and the names and titles of denying officials and determining officials.

Authority for maintenance of the system: Freedom of Information Act; Privacy Act of 1974. Federal Energy Administration Act of 1974; Executive Order 11790.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Annual report to the Congress under section (d) of the Freedom of Information Act, as amended; and the routine uses listed in Appendix B. Available for public inspection at all times.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name of requestor.

Safeguards: Records are located in lockable metal file cabinets with access limited to those whose official duties require access, but records are available for public inspection.

Retention and disposal: Records are retained in accordance with the Freedom of Information Office record disposal schedule

System manager(s) and address:

Director
Freedom of Information Office
Federal Energy Administration
12th and Pennsylvania Avenue, NW.

Washington, D.C. 20461.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). In addition to the information specified in 10 CFR 206.3, the requestor should provide name, address, and date, or approximate month and year, on which the request was made.

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The individual who is the subject of the record.

Systems exempted from certain provisions of the act: None.

FEA-21

System name: Electric rate demonstration data base.

Security classification: Unclassified.

System location: As broken out by project, the records will be located at the following participating utilities:

Arizona—Solar Research Commission.
Arizona Public Service Co.

Arkansas—Public Service Commission.
Arkansas Power & Light Co.

California—Energy Resources Conservation and Development Commission and Public Utilities Commission.
Pacific Gas & Electric Co.; San Diego Gas & Electric Co.; Southern California Edison Co.; Sacramento Municipal Utility District.

Connecticut—Public Utilities Commission.
Connecticut Light & Power Co.

New Jersey—State Energy Office.
Jersey Central Power & Light Co.

New York—Public Service Commission.

Consolidated Edison.

North Carolina—Utilities Commission.
Carolina Power & Light Co.; Blue Ridge Electric Membership Corp.

Ohio—Public Utilities Commission.
Dayton Power & Light Co.; Toledo Edison Co.; Buckeye Power Co.

Rhode Island—Public Utilities Commission.
Blackstone Valley Electric Co.

Vermont—Public Service Board.
Green Mountain Power Co.

Washington—State Energy Office.
Seattle City Light (Department of Lighting, city of Seattle); Clark County Public Utilities District; Puget Sound Power & Light Co.

Wisconsin—Public Service Commission.
Wisconsin Public Service Corp.

Puerto Rico—Commonwealth of Puerto Rico.
Puerto Rico Water Resources Authority.

Edmond Okla.—city of Edmond.
Edmond Municipal Electric Co.
Los Angeles—city of Los Angeles.
Los Angeles Department of Water & Power.

For the FEA National Office, the location of the records is Optimum Systems, Inc., 5615 Fishers Lane, Rockville, Maryland 20852. There are no records at any of the FEA regional offices.

Categories of individuals covered by the system: All consumers of electricity participating in FEA-sponsored rate demonstration projects.

Categories of records in the system: Consumer identification number, rate code, historical data on past year's energy consumption, hourly current electrical consumption, household information (including age distribution and income), dwelling characteristics, fuel use information, water heating characteristics, and appliance inventory. The records maintained by the FEA and the EPRI will not contain name or other identifying particulars.

Authority for maintenance of the system: Section 13 of the Federal Energy Administration Act of 1974; Executive Order 11790; section 204 of the Energy Conservation and Production Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The participating utilities will use the records maintained for the following purposes: Measurement of price elasticity under various non-traditional rate forms, correlation of demographic characteristics with demand and usage patterns, analysis of shifts in usage patterns under various rate forms and at different times of day and seasons of the year, and determination of changes in load and capacity factors attributable to experimental rates and/or load management techniques. The records maintained by the participating utilities will also be made available to the participating utilities' parent companies, the sponsoring state and local agencies, the FEA, and the Electric Power Research Institute, so that these parties can do analyses of the data similar to those contemplated by the utilities. As previously noted, the records made available to the participating utilities' parent companies, the FEA and to EPRI will not contain name or other identifying particulars. The sponsoring state and local agencies will also use the records to deal with any complaints brought by participating consumers of electricity.

Storage: Machine readable only.

Retrievability: Machine readable records are retrievable by any data element (except by name or EPRI and National Office FEA records).

Safeguards: The contracts with the utilities stipulate that the utility will exercise all diligence in controlling access to their computer facility and that only authorized members of the project team and other routine users will be allowed to use the data. At the FEA National Office, physical, technical and administrative security is maintained with all storage areas locked when not in use. Admittance when open, is restricted to authorized personnel only. All personnel that handle or process the data are instructed and cautioned as to the confidentiality of the data and its proper disposition. Remote terminal users need special access code.

Retention and disposal: At the participating utilities and the EPRI: three years after the completion of the test on the utility's system. At the FEA National Office: records will be destroyed within two years of completion of the last project.

Retrievability: For Records at the Participating Utilities

System manager(s) and address:

For Records at the Participating Utilities

Arizona Public Service Co.,
411 North Central Ave.,
Phoenix, Ariz. 85004.

Arkansas Power & Light Co.,
Box 551,
Little Rock, Ark. 72203.

Blackstone Valley Electric Co.,
Washington Highway, Box 1111,
Lincoln, R.I. 02865

Blue Ridge Electric Membership Corp.,
1216 Blowing Rock Blvd. NE,
Lenoir, N.C. 28645.

Buckeye Power Co.,
4302 Indianola Ave.,
Columbus, Ohio 43214

Carolina Power & Light,
Box 551,
Raleigh, N.C. 27602.

Clark County Public Utilities District,
1200 Fort Vancouver Way, Box 1626
Vancouver, Wash. 98663.

Connecticut Light & Power Co.,
P.O. Box 270,
Hartford, Conn. 06101.

Consolidated Edison,
4 Irving Place,
New York, N.Y. 10003.

Dayton Power and Light Co.,
25 North Main St.,
Dayton, Ohio 45401.

Edmond Municipal Electric Co.,
Edmond, Okla. 73034.

Green Mountain Power Co.,
1 Main St.,
Burlington, Vt. 05401.

Jersey Central Power & Light Co.,
Madison Ave. and Punch Bowl Rd.,
Morristown, N.J. 07960

Los Angeles Department of Water and Power,
Box 111,
Los Angeles, Calif. 90051.

Pacific Gas & Electric Co.,
77 Beale St.,
San Francisco, Calif. 94106.

Puerto Rico Water Resources Authority, Planning and
Engineering,
San Juan, P.R.

Puget South Power & Light Co.,
600 116th Street, NE.,
Bellvue, Wash. 98009.

Sacramento Municipal Utility District,
6201 South St., P.O. Box 15830,
Sacramento, Calif. 95813.

San Diego Gas & Electric Co.,
P.O. Box 800,
San Diego, Calif. 92112.

Seattle City Light (department of lighting, city of Seattle),
1015 Third Ave.,
Seattle, Wash. 98104.

Southern California Edison Co.,
P.O. Box 1831
Rosemead, Calif. 91770.

Toledo Edison Co.,
300 Madison Ave.,
Toledo, Ohio 43652.
Wisconsin Public Service Corp.,
700 North Adams Ave.,
Green Bay, Wis. 54301.

For the records at the FEA National Office: Electricity Utility Demonstration Program Manager, Regulatory Institutions Programs, National Programs, Energy Conservation and Environment, Federal Energy Administration, 1200 Pennsylvania Avenue, NW., Washington, D.C. 20461.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be

directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 in accordance with FEA's Privacy Act Regulations (10 CFR 206.2, 40 FR 45610 (October 10, 1975)). The requests will in turn be forwarded to the appropriate participating utility maintaining the complete record pertaining to the individual.

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)). Requests will in turn be forwarded to the appropriate participating utility maintaining the complete record pertaining to the individual.

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461 in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)). Requests will in turn be forwarded to the appropriate participating utility maintaining the complete record pertaining to the individual.

Record source categories: Utilities participating in the electric rate demonstration project and individuals providing information.

Systems exempted from certain provisions of the act: None.

FEA—22

System name: Correspondence Files.

Security Classification: Unclassified.

System location: For the National Office the location is:

Executive Communications
Office of the Administrator
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461

Records for the National Office may also be located in the organizational unit with FEA which originates the response to the correspondence or has jurisdiction over its subject matter.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Categories of individuals covered by the system: Individuals communicating by letter with FEA.

Categories of records in the system: Name, address of correspondent, and copies of the agency response.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101; Federal Energy Administration Act of 1974, Executive Order 11790.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records are used by FEA personnel to record written communications with FEA from correspondents outside of FEA, to ensure proper document control of the FEA response, as a reference for such response, and for the routine uses listed in Appendix B.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name of correspondent.

Safeguards: Records are located in lockable metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained in accordance with the office's record control schedule.

System manager(s) and address: For records at the National Office:

Special Assistant
Executive Communications
Office of the Administrator
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461

The Administrative Officers of the appropriate National Office organizational sub-units are also system managers.

For records at FEA's Regional Offices: The Regional Administrator of the appropriate Regional Office.

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the ap-

propriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the appropriate Regional Office, at the address listed in Appendix A, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: Subject individuals and drafter of FEA response.

Systems exempted from certain provisions of the Act: None.

FEA—23

System name: Telephone Numbers of FEA Officials.

Security classification: Unclassified.

System location:

Office of the Administrator
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461.

Categories of individuals covered by the system: FEA senior staff officials.

Categories of records in the system: Name and home telephone number.

Authority for maintenance of the system: 5 U.S.C. 301; Federal Energy Administration Act of 1974; Executive Order 11790.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records are available only to FEA staff within the Office of the Administrator and the energy policy staff within the Executive Office of the President. Telephone numbers will be given out on an individual basis from the list to those FEA officials with a demonstrated need for the information in the course of their official duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Name of FEA official.

Safeguards: Records are located in lockable drawers in secured rooms with access limited to those whose official duties require access.

Retention and disposal: Records are revised when appropriate, at which point the older records are destroyed.

System manager(s) and address:

Staff Assistant
Office of the Administrator
Federal Energy Administration
12th and Pennsylvania Avenue, NW.
Washington, D.C. 20461

Notification procedure: Requests by an individual to determine if a system of records contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.3, 40 FR 45610 (October 2, 1975)).

Record access procedures: Requests by an individual for access to a system of records that contains information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 C.F.R. 206.3, 40 FR 45610 (October 2, 1975)).

Contesting record procedures: Requests by an individual to correct or amend the content of a record containing information about him should be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, in accordance with FEA's Privacy Act Regulations (10 CFR 206.7, 40 FR 45613 (October 2, 1975)).

Record source categories: The subject individuals.

System exempted from certain provisions of the Act: None.

PRIVACY ACT ISSUANCES

APPENDIX A

Region 1

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
 Regional Office
 Federal Energy Administration
 150 Causeway Street, Room 700
 Boston, Massachusetts 02114
 (617) 223-3701

Region 2

New Jersey, New York, Puerto Rico, Virgin Islands
 Regional Office
 Federal Energy Administration
 26 Federal Plaza, Room 3206
 New York, New York 10007
 (212) 264-1021

Region 3

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
 Regional Office
 Federal Energy Administration
 Federal Office Building
 1421 Cherry Street, Room 1001
 Philadelphia, Pennsylvania 19102
 (215) 597-3890

Region 4

Alabama, Canal Zone, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
 Regional Office
 Federal Energy Administration
 1655 Peachtree Street, N.E.
 8th Floor
 Atlanta, Georgia 30309
 (404) 526-2837

Region 5

Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
 Regional Office
 Federal Energy Administration
 175 West Jackson Street, Third Floor
 Chicago, Illinois 60604
 (312) 353-8420

Region 6

Arkansas, Louisiana, New Mexico, Oklahoma, Texas
 Regional Office
 Federal Energy Administration
 P.O. Box 35228
 2626 West Mockingbird Lane
 Dallas, Texas 75235
 (214) 749-7345

Region 7

Iowa, Kansas, Missouri, Nebraska
 Regional Office
 Federal Energy Administration
 Federal Office Building
 P.O. Box 2208
 112 East 12th Street
 Kansas City, Missouri 64142
 (816) 374-2061

Region 8

Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
 Regional Office
 Federal Energy Administration
 P.O. Box 26247—Belmar Branch
 1075 South Yukon Street

Lakewood, Colorado 80226
 (303) 234-2420

Region 9

American Samoa, Arizona, California, Guam, Hawaii, Nevada, Trust Territory of the Pacific Islands
 Regional Office
 Federal Energy Administration
 111 Pine Street, Third Floor
 San Francisco, California 94111
 (415) 556-7216

Region 10

Alaska, Idaho, Oregon, Washington
 Regional Office
 Federal Energy Administration
 Federal Building
 915 Second Avenue
 Room 1992
 Seattle, Washington 98174
 (206) 442-7280

APPENDIX B

Routine Uses

1. In the event that a system of records maintained by the FEA to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. A record from this system of records may be disclosed, as a routine use, to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an FEA decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

3. A record from this system of records may be disclosed, as a routine use, to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation to an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

4. A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.

5. A record in this system of records may be disclosed, as a routine use, to a member of Congress submitting a request involving the individual when the individual is a constituent of the member and has requested assistance from the member with respect to the subject matter of the record.

6. A record in this system of records which contains medical and/or psychological information may be disclosed, as a routine use, to the physician or mental health professional of any individual submitting a request for access to the record under the Privacy Act of 1974 and FEA's Privacy Act Regulations if, in its sole judgment and good faith, FEA believes that disclosure of the medical and/or psychological information directly to the individual who is the subject of the record could have an adverse effect upon that individual, in accordance with the provisions of 5 U.S.C. 552a(f)(3) and 10 CFR 206.5(f).

NATIONAL TRANSPORTATION POLICY STUDY COMMISSION

PRIVACY ACT OF 1974

Systems of Records; Annual Publication

On December 10, 1976, there was published in the Federal Register 41 FR 45158 a notice of Systems of Records pursuant to the provisions of the Privacy Act of 1974, Public Law 93-579 (5 USC 552). The public was given the opportunity to submit not later than January 17, 1977, written comments concerning the proposed system of records. Comments were received by the Office of Management and Budget and were incorporated in the final system.

The proposed system notices are hereby adopted as amended.

Effective date: September 19, 1977.

Signed at Washington, D.C., on September 15, 1977.

JOHN WILD,
Executive Director.

NTPSC-1

System name: Payroll Records—National Transportation Policy Study Commission.

System location: General Services Administration, Region 3 Office, copies held by the Commission. (GSA holds records for the National Transportation Policy Study Commission under contract.)

Categories of individuals covered by the system: Employees of the NTPSC and Commission members.

Categories of records in the system: Varied payroll records, including, among other documents, time and attendance cards; payment vouchers; comprehensive listing of employees; health benefits records, requests for deductions; tax forms, W-2 forms, overtime requests; leave data; retirement records. Records are used by Commission and GSA employees to maintain adequate payroll information for Commission employees, and otherwise by Commission and GSA employees who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., generally. Also, Section 154 of the Federal-Aid Highway Act of 1976 (P.L. 94-280).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Appendix. Records also are disclosed to GAO for audits; to the Internal Revenue Service for investigation; and to private attorneys, pursuant to a power of attorney.

A copy of an employee's Department of the Treasury Form W-2, Wage and Tax Statement, also is disclosed to the State, city or other local jurisdiction which is authorized to tax the employee's compensation. The record will be provided in accordance with a withholding agreement between the State, city or other local jurisdiction and the Department of the Treasury pursuant to 5 U.S.C. 5516, 5517, or 5520, or, in the absence thereof, in response to a written request from an appropriate official of the taxing jurisdiction to Honorable Bud Shuster, Chairman, National Transportation Policy Study Commission, 1750 K St. NW, Rm 800, Washington, D.C. 20006. The request must include a copy of the applicable statute or ordinance authorizing the taxation of compensation and should indicate whether the authority of the jurisdiction to tax the employee is based on place of residence, place of employment, or both.

Pursuant to a withholding agreement between a city and the Department of the Treasury (5 U.S.C. 5520), copies of executed city tax withholding certificates shall be furnished the city in response to written request from an appropriate city official to the Chairman, the Honorable Bud Shuster.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper and microfilm.

Retrievability: Social Security Number.

Safeguards: Stored in guarded building; released only to authorized personnel including among others, GSA liaison staff and payroll clerks and Commission administrative staff.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Chairman, National Transportation Policy Study Commission, 1750 K Street NW, Suite 800, Washington, D.C. 20006

Notification procedure: Contact General Counsel or refer to Commission access regulations contained in 1 CFR Part 445.

Record access procedures: Contact General Counsel or refer to Commission access regulations contained in 1 CFR Part 445.

Contesting record procedures: Contact General Counsel or refer to Commission access regulations contained in 1 CFR Part 445.

Record source categories: The subject individual; the Commission.

NTPSC-2

System name: General Financial Records—National Transportation Policy Study Commission.

System location: General Services Administration, Central Office; copies held by the Commission. (GSA holds records for the Commission under contract.)

Categories of individuals covered by the system: Employees of the Commission and members of the Commission.

Categories of records in the system: SF-1038, Application and account for advance of funds; Vendor register and vendor payment tape. Information is used by accounting technicians to maintain adequate financial information and by other officers and employees of GSA and the Commission who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., generally; also, Section 154 of the Federal-Aid Highway Act of 1976 (P.L. 94-280).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See appendix. Records also are released to GAO for audits; to the IRS for investigation; and to private attorneys, pursuant to power of attorney.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and tape.

Retrievability: Manual and automated by name.

Safeguards: Stored in guarded building; released only to authorized personnel including among others, GSA liaison staff and finance personnel; and Commission administrative staff.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition.

System manager(s) and address: Chairman, National Transportation Policy Study Commission, 1750 K St. NW, Rm 800, Washington, D.C. 20006.

Notification procedure: Contact General Counsel or refer to Commission access regulations contained in 1 CFR Part 445.

Record access procedures: Contact General Counsel or refer to Commission access regulations contained in 1 CFR Part 445.

Contesting record procedures: Contact General Counsel or refer to Commission access regulations contained in 1 CFR Part 445.

Record source categories: The subject individual; the Commission.

NTPSC-3

System name: General Informal Personnel Files—National Transportation Policy Study Commission.

System location: National Transportation Policy Study Commission, 1750 K St. NW, Rm 800, Washington, D.C. 20006.

Categories of individuals covered by the system: The members of the commission, staff and consultants, past and present.

Categories of records in the system: Personnel qualifications statements, personnel action requests and notifications, delegations of authority, correspondence with the Commission members, oaths of office.

Authority for maintenance of the system: Title 5, U.S.C. generally. Also, Section 154 of the Federal-Aid Highway Act of 1976 (P.L. 94-280).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Appendix.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: Manual.

Safeguards: Stored in lockable file cabinets, released only to authorized personnel including among others, GSA liaison staff and Commission administrative staff.

Retention and disposal: Retained until no longer needed, then discarded.

System manager(s) and address: Chairman, National Transportation Policy Study Commission, 1750 K St. NW, Rm 800, Washington, D.C. 20006.

Notification procedure: Contact General Counsel or refer to Commission access regulations contained in 1 CFR Part 445.

Record access procedures: Contact General Counsel or refer to Commission access regulations contained in 1 CFR Part 445.

Contesting record procedures: Contact General Counsel or refer to Commission access regulations contained in 1 CFR Part 445.

Record source categories: The subject individual; the Commission.

APPENDIX—National Transportation Policy Study Commission

In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit.

A record from this system of records may be disclosed to a

federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with the agency's responsibility for evaluation and oversight of federal personnel management.

A record from this system of records may be disclosed to officers and employees of a federal agency for purposes of audit.

The information contained in this system of records will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

A record from this system of records may be disclosed as a routine use to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the request of the individual about whom the record is maintained.

A record from this system of records may be disclosed to officers and employees of the General Services Administration in connection with administrative services provided to this agency under agreement with GSA.

POSTAL SERVICE PRIVACY ACT OF 1974

Systems of Records; Annual Publication.

Agency: U.S. Postal Service.

Action: Annual report, Advance Notice of major records system description changes, and final notice of minor records system description changes.

Summary: The primary purpose of this document is to publish the annual notice under 5 USC 552a(e)(4) of the systems of records, as defined in the Privacy Act of 1974, Pub. L. No. 93-579, which are maintained by the Postal Service. In the interests of providing complete, current information to the public in an easily accessible format, this document also provides final notice of several records system description changes and advanced notice of several other changes.

Dates: Effective date of Parts (1) and (7): October 11, 1977. Comments on Parts (2), (3), (4), (5), (6) must be received on or before: October 11, 1977.

Addresses: Records Officer, U.S. Postal Service, Washington, D.C. 20260.

For Further Information Contact: Mr. John E. Finlay, (202) 245-4142.

Supplementary Information: The last complete list of Postal Service Systems of Records was published in the FEDERAL REGISTER on October 4, 1976 (41 FR 45132). Recent changes to this complete list appeared in the FEDERAL REGISTER on February 24, 1977 (42 FR 10954), April 21, 1977 (42 FR 20806), and June 13, 1977 (42 FR 30259).

In accordance with a provision of the Privacy Act Implementation guidelines issued by the Office of Management and Budget (40 FR 28961:1), the Postal Service has instituted a regular program of review of its record keeping practices. As a result of the second comprehensive review (the results of the first review were reported in the FEDERAL REGISTER at 42 FR 10954 on February 24, 1977), the Postal Service has (1) ascertained that four systems of records are no longer necessary; (2) discovered two previously unannounced systems of records; and (3) determined that the implementation of national Express Mail Service will require the creation of a new system of records. Also, the Postal Service has decided it is necessary (4) to combine into a single consolidated system two records systems previously described separately; and (5) to rewrite the descriptions of two other records systems to make them more accurate. The Postal Service has also determined it is necessary (6) to provide notice of the existence of heretofore unpublished routine uses for several systems of records; and (7) to make minor editorial corrections and revisions in the descriptions of numerous systems of records. Public comment is requested on proposed actions (2), (3), (4), (5), and (6) which are discussed more completely below. Actions (1) and (7) are effective immediately.

Postal Service regulations concerning the privacy of information appear in 39 CFR Part 266. Those Postal Service systems of records which are exempt from certain provisions of the Privacy Act are listed in 39 CFR 266.9(b).

Part 1—Deletions of Four Systems of Records

The Postal Service has determined, after a reassessment of USPS 090.010—Non-Mail Services—Food Coupon Program Records, and USPS 140.010—Postage—Postage Refund Records, that the records contained in those systems are used exclusively for financial accounting and are not maintained or used for the purpose of referring to information about an individual by name or other personal identifier. Therefore, those systems do not fall within the definition of a systems of records as that definition applies to the requirements of the Privacy Act. The Postal Service has also determined that the continued maintenance of USPS 020.020—Communications (Public Relations)—Children's Art Contest, and USPS 100.040—Office Administration—Response to General Services Administration (GSA) Basic Order Agreement (BOA) Solicitations, is no longer necessary and relevant to the accomplishment of a useful purpose of the Postal Service.

Under 5 USC 552a(e) (1) and (4), effective immediately, the four systems of records identified above have been deleted from the list of systems which appeared in 41 FR 45132. Consequently, those systems do not appear in the new list which follows. This document constitutes the final notice of these deletions and changes.

Part 2—Notice of Two Existing Systems

As required by 5 USC 552a(e)(4), this document presents initial statements of the existence and character of two additional systems of records not previously mentioned in a published notice. USPS 120.098 is now being included as the result of a reevaluation of records maintenance practices while USPS 200.010 was originally omitted due to administrative oversight. These systems are designated:

(a) USPS 120.098—Personnel Records—Office of Workers' Compensation Program (OWCP) Record Copies.

(b) USPS 200.010—Non-Mail Monetary Claims—Relocation Assistance Claims.

Part 3—Proposed Creation of Additional System

In addition, the Postal Service proposes to implement Express Mail Service on a national basis. The implementation of this service, which has been tested for several years, requires the establishment of a new system of records designated:

USPS 160.030—Special Mail Services—Express Mail Service Insurance Claims for Loss, Delay and Damage.

These records are required so that a customer's claim for loss, delay or damage can be pursued and resolved. As required by 5 USC 552(e)(4), this document also presents an initial description of this system of records.

The Postal Service invites public comment on proposed actions (2) and (3). The descriptions of the new system appear as proposed in the following list of systems.

Part 4—Consolidation of Two Systems

The Postal Service, primarily for ease of reference, has determined it is necessary to consolidate the descriptions of two record systems previously reported separately. The description of USPS 130.030—Philately—Philatelic Automatic Distribution Service (PADS), should be combined with the notice of USPS 130.040—Philately—Philatelic Product Sales and Distribution. The Postal Service also determined that the description should be expanded in order to provide a more complete picture of the scope of information maintained.

Part 5—General Notification of Two System Descriptions

The Postal Service has rewritten the description of two other previously reported record systems solely for the purpose of more closely aligning the descriptions to current organizational structure and functions. The records systems affected are USPS 160.010—Special Mail Services—Registered Mail Inquiry for Delivery and/or Application for Indemnity, and USPS 160.020—Special Mail Services—Request for Payment of Postal Insurance (Claim) Records.

Public comment is invited on the modified descriptions of systems 130.040, 160.010, and 160.020 which appear in the following list.

Part 6—Routine Uses

The Postal Service has determined that a few cases exist in which notice of several long-standing routine uses has not previously been published for public comment. The notice of these routine uses and the systems to which they apply follow:

Transfer of Information to the Civil Service Commission: The Civil Service Commission (CSC) requires the Postal Service to provide information about its employees for the CSC Central Personnel Data File (CPDF).

The CPDF is used primarily for the generation of statistics pertaining to the Federal work force. Details pertaining to the further purposes and uses of the CPDF may be acquired from the Civil Service Commission. Although the following routine use is presently a part of another related Postal Service system of records, it has been determined to also include the use in USPS 050.020, Finance Records—Payroll System, at this time:

"24. To provide data for the automated Central Personnel Data File (CPDF) maintained by the U.S. Civil Service Commission."

Transfer of Inactive Personnel Folders to the General Services Administration: If an employee separates from the Postal Service and does not immediately become employed by the Federal Government, his Official Personnel Folder is transferred to inactive storage. The General Services Administration provides a central storage facility for these inactive personnel folders. This continuing practice is reflected in the following routine use for USPS 120.070, Personnel Records—General Personnel Folders (Official Personnel Folders and Records Related Thereto):

"15. Inactive folders are transferred to the GSA National Personnel Records Center for permanent storage."

Disclosure of Employee Medical Information: Two routine uses are being proposed for inclusion in USPS 120.090, Personnel Records—Medical Records.

a. The following routine use reflects the practice of obtaining professional medical assistance from private physicians when a Postal Service medical officer is either unavailable or the employee requests this action. These physicians provide medical services in connection with matters involving employment related health and physical condition. The routine use reads as follows:

"8. Records in this system may be disclosed to a private physician or other medical personnel retained by the Postal Service to provide medical services in connection with an employee's health or physical condition which is related to his or her employment."

b. The Postal Inspection Service provides for physical examinations to inspectors through a contract with an outside medical service organization. This organization performs the examinations and submits the results to the Postal Service for the purpose of determining the individual's fitness for duty. The routine use reads as follows:

"9. May be disclosed to an outside medical service when that organization performs the physical examinations and submits the evaluations to the Postal Service pursuant to a contract with the USPS as part of an established Postal Service health program; for the purpose of determining a postal employee's fitness for duty."

Disclosure of Employee Records: Two routine uses are being proposed for inclusion in USPS 120.190, Personnel Records—Supervisor's Personnel Records.

a. It has been determined that records from this system may properly be released to a labor organization when needed to administer its duties as the representative of postal employees. The proposed routine reads as follows:

"3. Disclosure of records of discipline may be further made to a labor organization pursuant to the National Labor Relations Act upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit."

b. When the Postal Service completes an adverse action against an employee, a record of that fact is included in the Official Personnel Folder (OPF). Since part of the information included in the OPF is derived from USPS 120.190, it is necessary that this system reflects the possible uses which might occur from such a transfer. The proposed use reads:

"4. Records of discipline may become part of USPS 120.070 and would therefore be subject to disclosure under the routine uses of that system of records."

Transfer of Records to Inactive Storage: In addition to the above routine uses, the following use must be included in the description of several systems because the Postal Service has traditionally sent inactive records to Federal Records Centers for storage before their destruction. The Postal Service published a broad statement of this use in the introductory section of its previous annual systems notices.

010.040

010.080

030.010

030.020

050.020

050.040

060.010

060.020

070.010

080.010

080.020

120.035

120.090

120.130

120.150

150.025

160.010

160.020

180.010

The applicable routine use follows: "Inactive records may be transferred to a GSA Federal Records Center for storage prior to destruction."

As required by 5 USC 552(e)(11), interested persons are invited to submit written data, views or arguments on any of the above described proposed routine uses.

Part 7—Editorial Corrections and Revisions

The Postal Service has determined that it is necessary to make certain editorial corrections and revisions to various systems of records descriptions. These corrections and revisions do not reflect changes in the systems themselves, but are provided only as changes to the descriptions. These changes do not affect the general character or purpose of any system as described nor do they expand the population of individuals to which the systems apply. The modifications merely provide a more accurate description of the affected systems of records. The following constitutes final notice of the necessary changes:

USPS 010.010—Collection and Delivery Records—Address Change and Mail Forwarding Records.

Retention and disposal: Change to read, "a. Source document retained for one year from effective date and then destroyed by shredd-

ding or burning. b. Information on magnetic tapes is retained for one year from effective date. At the end of that period, the tapes are erased."

USPS 030.010—Equal Employment Opportunity—EEO Discrimination Complaint Investigations.

Purpose: Change to read, "Used by EEO officers and the Civil Service Commission to adjudicate complaints of alleged discrimination and to evaluate the effectiveness of the EEO program."

Storage: Change to read, "Records are maintained in paper case files. Status information required by the Civil Service Commission is maintained on ADP records."

Safeguards: Change to read, "Case files are maintained in file cabinets within locked rooms. ADP records are protected with password security."

Retention and disposal: Change to read, "a. Precomplaint Records—Counselor's notes are destroyed three months after a formal report is submitted to the EEO officer or three months following the final adjustment when made at that level. b. Formal complaint records—All closed cases are removed from the system quarterly. Each closed case is retained as follows: Official file, 4 years; any copies, 1 year; background documents not in case file, 3 years. c. ADP records—Closed case information is removed quarterly and stripped of personal identifiers. It is then moved to an inactive file (not a system of records) for future comparative analyses."

USPS 050.005—Finance Records—Accounts Receivable File Maintenance.

Categories of individuals covered by the system: Change to read, "Present and former employees, contractors, vendors and other individuals indebted to the Postal Service."

Retrievability: Change to read, "Records are normally retrieved by invoice number but may be retrieved, when necessary, by name of employee, contractor, vendor, or other indebted individual."

USPS 120.010—Personnel Records—Architect/Engineers Selection Records

Categories of records in the system: Change to read, "Information profile on individual's past experience and present qualifications in the field of providing architect-engineer service."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Change to read, "Purpose—To facilitate the review and assessment of the qualifications of architect-engineer firms which have potential for selection and award of a contract to perform architect-engineer services under a designated facility project."

USPS 120.035—Personnel Records—Employee Accident Records
Record source categories: Change to read, "USPS Accident Reports and OWCP Claim Forms."

USPS 120.036—Personnel Records—Employee Discipline, Grievance and Appeals Records.

System name: Change to read, "Personnel Records—Grievance and Appeals Records for Non-Bargaining Unit Employees, 120.036."

USPS 120.070—Personnel Records—General Personnel Folders (Official Personnel Folder and Records Related thereto)

Categories of records in the system: Change to read, "Applications, résumés, promotion/salary changes and other personnel actions, letters of commendations, records of disciplinary action, health benefit and life insurance elections and other documents pertinent to preemployment, prior Federal employment and current service as prescribed by the Federal Personnel Manual and related USPS guidelines."

Authority for maintenance of the system: Change to read, "39 USC 1001 and 39 USC 1005."

Retention and disposal: Change to read, "Paper records considered to be permanent are maintained until employee is separated, then they are sent to the National Personnel Records Center, St. Louis, for storage, or to another Federal agency to which the individual transfers employment. Records considered to be temporary are destroyed two years after creation."

Record source categories: Change to read, "Individual employee, personal references, former employers and USPS 050.020 (Finance Records—Payroll System)."

120.090—Personnel Records—Medical Records

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Change the first routine use to read, "1. Information in these records may be provided to the Civil Service Commission in making determinations related to: a. Veterans Preference, b. Disability Retirement, c. Benefit Entitlement."

USPS 120.110—Personnel Records—Personnel Investigation Records

System name: Change to read, "Preemployment Investigation Records, 120.110."

Categories of records in the system: Change to read, "Replies from character references, former employers and local police records; drug history records and other investigative reports used to determine suitability for employment. Other records filed with these are:

Civil Service Commission records (privacy system—CSC/GOVT-4) compiled through a National Agency Check and Inquiry (NACI) and forwarded to the USPS for assistance in making a hiring decision."

Retention and disposal: Change to read,

"a. If an applicant is found unsuitable for employment, or if an employee is found unsuitable after he has begun work, all local investigative records which support the decision of unsuitability will be retained for a period of two years from the date action was taken to deny or terminate employment.

b. If an employee is initially found suitable for employment as a result of a local investigation, and is ultimately retained upon receipt of the NACI report from the Civil Service Commission, the local investigative reports will be retained for a period of two years from the date the employee is initially found suitable for employment.

c. CSC NACI reports are retained in the same fashion as local investigative records."

Records access procedures: Change to read,

"a. Local Investigative Records—apply to the head of the postal facility where employed. Headquarters employees should submit requests to the System manager.

b. CSC NACI Reports—apply to the Civil Service Commission as instructed by privacy system CSC/GOVT-4."

Contesting record procedures: Change to read, "(See Record access procedures above.)"

Record source categories: Change to read, "Information is obtained primarily from local police records, former employers, and character references."

USPS 120.150—Personnel-Recruiting, Examining, Training and Placement Records.

Routine uses of records maintained in the system including categories of users and the purposes of such uses: Delete Routine use number one (1).

Retention and disposal: Change to read, "Records are retained for period of usefulness which varies by type of record and ranges from one day to 10 years. Retention periods for individual record types may be found in official USPS records retention schedules. At the end of period of usefulness, records are destroyed with the exception of lists of eligibles and examination cards which are transferred to the National Personnel Records Center, St. Louis, MO."

USPS 120.190—Personnel Records—Supervisor's Discretionary Records

System name: Change to read, "Personnel Records—Supervisor's Personnel Records, 120.190."

Categories of records in the system: Change to read, "Records consist of summaries or excerpts from the following other USPS personnel systems: 120.036, 120.070, 120.150, 120.180, 120.210, as well as records of discipline. In addition, copies of other Postal Service records and records originated by the supervisor may be included at the supervisor's discretion."

Retention and disposal: Change to read,

"1 Except for those records of discipline described in subparagraphs 2, 3, and 4 below, supervisor's personnel records may be retained for the duration of the supervisor-employee working relationship. Upon separation of an employee from the Postal Service, the entire file pertaining to that employee is destroyed by burning or shredding within 30 days.

2. Counseling Records shall be destroyed after one year if there has been no disciplinary action initiated against the employee during that period.

3. Letters of Warning shall be destroyed after two years if there has been no disciplinary action initiated against the employee during that period.

4. A record of counseling, a letter of warning, or other disciplinary record, which has been relied upon in a subsequent suspension or discharge, will be retained in this system in accord with subparagraphs 1 through 3 above. Such records also will be permanently filed in USPS 120.070, if the subsequent suspension or discharge ultimately is sustained or modified in a manner requiring the preparation of a Form 50."

Record source categories: Change to read, "Other personnel records systems, supervisor notes, employees, postal customers."

USPS 130.010—Philately—Ben Franklin Stamp Club Sponsors Records

System name: Change to read, "Philately—Ben Franklin Stamp Club Direct Mail Responders List, 130.010."

USPS 130.020—Philately—Elementary School Teacher Records File

System name: Change to read, "Philately—Educators Stamp Fun Mailing List, 130.020."

Roger P. Craig,
Deputy General Counsel.

Annual Notice of Systems of Records

The following points are relevant to the annual notice of Postal Service systems of records provided in this document:

a. All systems containing contract records, as well as other legal records relating to those contracts, are considered business records by the Postal Service, rather than systems of personal records, as that term is defined in the Privacy Act. Accordingly, these systems are not listed.

b. All Postal Service records described in this list are subject to:

1. The subpoena of a court of competent jurisdiction;
2. Review by Congress or its representatives upon request.

c. The "routine use" portion of each system notice contains, as the first item, the system "purpose." The "purpose" is included to provide clarity and promote understanding of the system by the layman. It may be defined as that activity performed by those officers and employees of the Postal Service who have a need for component records of the system in the performance of their duties. Disclosure accounting is not maintained by the Postal Service for any activity listed as a "purpose."

USPS 010.010

System name: Collection and Delivery Records—Address Change and Mail Forwarding Records, 010.010

System location: Post Offices.

Categories of individuals covered by the system: Postal customers requesting mail forwarding services from their local postal facilities.

Categories of records in the system: Records contain customer name, old address, new mailing address, mail forwarding instructions, effective date, information as to whether the move is permanent or temporary and the customer's signature.

Authority for maintenance of the system: 39 USC 403, 404.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide mail forwarding and address correction services to postal customers who have changed address. Use—

1. Records about any named individual are made available to any member of public upon request.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The source document is stored in filing cabinets at the delivery unit. They are filed alphabetically by name within month or quarter. Records generated from the source document are stored on cards or list forms or recorded on magnetic tape where central markup is computerized. These records are filed alphabetically by name and route number or zone.

Retrievability: This system of records is indexed by name and address. Information may be retrieved by route number or ZIP Code where a computerized system is in use.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access.

Retention and disposal:

a. Source document retained for one year from effective date and then destroyed by shredding or burning.

b. Information on magnetic tape is retained for one year from effective date. At the end of that period, the tapes are erased.

System manager(s) and address: APMG, Delivery Service Department, Headquarters.

Notification procedure: Customers wishing to know whether information about them is maintained in this system of records should address inquiries to their local postmaster. Inquiries should contain full name and address, effective date of change order, route number (if known) and ZIP Code.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: The individual to whom the record pertains.

USPS 010.020

System name: Collection and Delivery Records—Boxholder Records, 010.020

System location: Post Offices

Categories of individuals covered by the system: Postal customers who have applied for lockbox or caller service, whether for private or public purposes.

Categories of records in the system: Records are in card form and contain names, addresses, a record of payments, and the names of persons or agents whether family members or business associates or employees.

Authority for maintenance of the system: 39 USC 403, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide post office box services to postal patrons.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Disclosed to Federal, State and local government agencies for use in connection with official business.

3. Disclosed to persons authorized by law to serve judicial process when necessary to serve process.

4. Disclosed to public when box is being used for purpose of doing or soliciting business with the public.

5. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

6. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

7. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is stored on card form filed in metal file cabinets. In locations where the records have been automated, information may be found on magnetic tape, magnetic cards or mylar strips.

Retrievability: Information is filed according to local needs, and the volume of records. Billing forms are filed numerically by box number within month in which rent is due. Applications are filed alphabetically by name of individual or firm.

Safeguards: Access limited to employees working in the boxholder section.

Retention and disposal: a. Billing forms are destroyed by shredding two years after closeout of the last entry.

b. Boxholder applications are retained for two years after termination of the rental.

System manager(s) and address:

APMG, Customer Services Department, Headquarters

APMG, Finance Department, Headquarters

APMG, Rates & Classification Department, Headquarters

Notification procedure: Inquiries should be addressed to the local postmaster; requestors in person should identify themselves with drivers license, military, government or other form of identification.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: The individual to whom the record pertains.

USPS 010.030

System name: Collection and Delivery Records—Carrier Drive-Out Agreements, 010.030

System location: District Offices, Sectional Centers, Post Offices, Postal Data Centers.

Categories of individuals covered by the system: Letter carriers who use privately owned vehicles to transport the mails pursuant to a valid agreement with the local postmaster.

Categories of records in the system: Information in these records contain Route Number, name and address of carrier, social security number and effective dates of the agreement.

Authority for maintenance of the system: 39 USC 1206.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide reimbursement to carriers driving their own vehicles.

Use—

1. Provide necessary tax information to Internal Revenue Service.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, state or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

3. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is contained on preprinted forms, magnetic tape and computer printout reports.

Retrievability: The system is indexed by employees' social security number, pay location number and pay period.

Safeguards: Normal precautions of filing equipment and limited access and the physical security measures of the computer facility.

Retention and disposal: Magnetic tape records are retained for two calendar years (January-December) and then deleted. Source forms are retained until a new or changed agreement and then destroyed by shredding or burning after one year.

System manager(s) and address: APMG, Delivery Services Department, Headquarters.

Notification procedure: A carrier wishing to know if there is information in this system of records concerning him should notify the post office worked of the pay periods the agreement was in force, the route worked, give his name and social security number.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: The individual to whom the record pertains.

USPS 010.040

System name: Collection and Delivery Records—City Carrier Route Records, 010.040

System location: Delivery Services Department, Headquarters, Regional Headquarters, Sectional Centers, Automatic Data Processing Centers, District Offices, Post Offices, and Postal Data Centers.

Categories of individuals covered by the system: Letter carriers, substitute carriers and flexible employees.

Categories of records in the system: Employee name, route number, age, length of service, leave time and whether or not a

transportation agreement exists. It also includes information pertaining to workload, work schedule, performance analysis and individuals work habits. Inspection reports of employees, workload, and workload adjustments. Employee and examiners comments on route adjustments and inspection.

Authority for maintenance of the system: 39 USC 403, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To assist management in evaluating mail delivery and collection operations and administering these functions efficiently.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court of administrative body.

5. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

7. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is contained on printed forms, computer tape, or computer printouts.

Retrievability: The system is indexed by route number, employee name, or postal facility name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access.

Retention and disposal: a. Route inspection records are retained for two years where inspections are made annually or more frequently, and for five years where inspections are made less than annually. Disposal of records is by shredding or burning. b. Other records in system are retained for a period of up to one year depending upon the criticality of the information and then destroyed by shredding or burning.

System manager(s) and address: APMG, Delivery Services Department, Headquarters.

Notification procedure: Inquiries should contain employees name and social security number, specify the type of information being requested, and forwarded to post office where employed.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: From employees, carrier supervisors, and route inspectors.

USPS 010.050

System name: Collection and Delivery Records—Delivery of Mail Through Agents, 010.050

System location: Sectional Centers, Post Offices

Categories of individuals covered by the system: Postal customer requesting delivery of mail through an agent and the agent to whom the mail is to be delivered.

Categories of records in the system: Records contain the name and address of customer, name and address of agent and the signatures of both parties.

Authority for maintenance of the system: 39 USC, 403, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—It serves as the written authority for the delivery of mail other than as addressed.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature,

to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file cabinets on pre-printed forms.

Retrievability: Forms are filed by customer name.

Safeguards: Access is limited to postal employees in the delivery section.

Retention and disposal: Records are maintained until contract is terminated then destroyed by shredding.

System manager(s) and address: APMG, Customer Services Department, Headquarters

Notification procedure: Submit to local postmaster proof of personal identity and name.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Co-signers of the request for delivery of mail through an agent.

USPS 010.070

System name: Collection and Delivery Records—Mailbox Irregularities, 010.070

System location: District Offices, Sectional Centers, Post Offices

Categories of individuals covered by the system: Postal Service customers whose mailbox does not comply with USPS standards and regulations.

Categories of records in the system: Information consists of the reports of irregularities as submitted by the carrier or route inspector, the name and address of customer and the date and signature of the postmaster.

Authority for maintenance of the system: 39 USC, 403,404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide for the efficient delivery of the mail.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is recorded on pre-printed forms.

Retrievability: Information is organized around route number.

Safeguards: File in cabinets and access is limited to those USPS personnel having a working requirement.

Retention and disposal: Retained for one year after completed action and destroyed by shredding or burning.

System manager(s) and address: APMG, Delivery Services Department, Headquarters

Notification procedure: Information may be obtained from the local postmaster, by presenting identification as to name and address and zip code.

Record access procedures: Make request of the local postmaster.

Contesting record procedures: Make request of the local postmaster.

Record source categories: Carrier or route inspector.

USPS 010.080

System name: Collection and Delivery Records—Rural Carrier Routes, 010.080

System location: Post Offices having rural carrier operations; Delivery Services Department, Sectional Centers; Regions; Districts; Postal Data Centers.

Categories of individuals covered by the system: Postal customers receiving rural mail delivery services, and rural carriers, substitute carriers and flexible employees.

Categories of records in the system: Records contained in this system are: Employee workload, work schedule and performance analysis. Inspection reports of employees, workload and workload adjustments, route travel description, employee and examiners' comments on adjustments and inspection. Employee name, route number, age, length of service, physical condition, quality of service and vehicle adequacy. Customer addresses and names of persons at address location (some rural routes only)

Authority for maintenance of the system: 39 USC 403, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To assist management in evaluating rural mail delivery and collection operations and administering these functions efficiently and provide basis for payment of salary and vehicle maintenance allowance carriers.

Use—

1. Provide Bureau of the Census, Department of Commerce address information as requested to assist them in their statutory requirement of census taking.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

3. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

8. Inactive records may be transferred to a GSA Federal Records Center for storage prior to destruction.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Preprinted forms or lists in ordinary file equipment or on computer tape and printouts.

Retrievability: Records are maintained by name and address of customer, and by route number, employee name or postal facility name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access.

Retention and disposal: a. Records in card or list form are maintained as long as the customer resides on the route; they are destroyed by shredding one year after the customer moves. b. Route travel description records, and establishment and discontinuance orders are retained until route is discontinued and then transferred to the Federal Records Center within two years after

discontinuance date. c. Trip reports are retained for three years and then disposed of by shredding or burning. d. Route inspection reports and mail count records (mail counts made annually or more frequently) are retained for two years. Where mail counts are made less than annually records are retained until the next mail counts. Disposal of records is by shredding or burning. e. Other carrier records in system are retained for a period of up to one year depending upon the criticality of the information and then destroyed by shredding or burning.

System manager(s) and address: APMG, Delivery Services Department, Headquarters.

Notification procedure: Customers wishing to know whether information about them is maintained in this system of records should address inquiries to their local postmaster. Inquiries should contain full name and address. Employee inquiries should state employee name and social security number, route number, specify the type of information being requested, and forward to post office where employed.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: The customer to whom the record pertains and from employees, carrier supervisors and route inspectors.

USPS 020.010

System name: Communications (Public Relations)—Biographical Summaries of Management Personnel for Press Release, 020.010

System location: Office of Public and Media Relations, Headquarters

Office of Communications and Public Affairs, Regional Headquarters

Categories of individuals covered by the system: USPS executives, directors and managers to include regional staff officers, division directors, district managers, sectional center managers and other key management officials who may have frequent contact with news media or public speaking engagements.

Categories of records in the system: Biographical summaries on sheets of paper plus photographs. Summaries include information as to present title and responsibility, length of service, age, place of birth, marital status and participation in local community activities.

Authority for maintenance of the system: 39 USC, 401, 1001

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose and Routine

Use—

1. To provide the public with background information on postal management personnel in connection with public relations matters such as speaking engagements, media appearances, appearances before civic, fraternal and employee organizations.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained on regular bond paper in file cabinets.

Retrievability: Information is filed by name and title.

Safeguards: File cabinets are located in communications offices where information is available only to individuals having a need for access.

Retention and disposal: a. Biographical sketches maintained at regions are retained while the individual is assigned within the region. If individual is promoted to or assigned to a position within the USPS outside the Region, biographical information is forwarded to the appropriate Public Affairs office; if employment with the USPS is terminated, the sketch is destroyed by shredding.

b. Biographical sketches maintained at USPS, Washington, DC, are retained indefinitely.

System manager(s) and address: APMG, Employee and Public Communications, Headquarters

Notification procedure: Inquiries should contain name and position held and presented to the Manager of Communications and Public Affairs where currently, or previously, employed.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: The individual to whom the record pertains.

USPS 020.030

System name: Communications (Public Relations)—School Mailing Lists

System location: Customer Services Department, Headquarters

Categories of individuals covered by the system: School principals and teachers of the participating schools in the various USPS educational material mailing programs.

Categories of records in the system: Principal's name or teacher's name, school and address.

Authority for maintenance of the system: 39 U.S.C. 403, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To mail educational material.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape and typed or handwritten forms.

Retrievability: Zip Code, Principal or teacher name, school name.

Safeguards: Normal USPS physical security

Retention and disposal: During length of program—3 years then destroyed by shredding or burning.

System manager(s) and address: APMG, Customer Services Department, Headquarters.

Notification procedure: Inquiries should be addressed to the SYSTEM MANAGER shown above providing the name and Zip Code.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information mail-out to principals and teachers.

USPS 030.010

System name: Equal Employment Opportunity—EEO Discrimination Complaint Investigations, 030.010

System location: Office of Equal Employment Compliance, Employee Relations Headquarters; EEO Office at Regions, Post Offices, Sectional Centers, Bulk Mail Centers, Automatic Data Processing Centers and Postal Data Centers.

Category of individuals covered by the system: Current and former postal employees, applicants for positions within the USPS and third party complainants.

Categories of records in the system: Records contain names, work locations, dates, social security numbers, and other information as included on affidavits, interviews and investigative forms.

Authority for maintenance of the system: Public Law 92-261, Equal Employment Act of 1972; Executive Order 11478.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—Used by EEO officers and the Civil Service Commission to adjudicate complaints of alleged discrimination and to evaluate the effectiveness of the EEO Program.

Use—

1. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

2. Disclosed to courts and counsel in the event of litigation.

3. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

4. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the

collective bargaining representative of postal employees in an appropriate bargaining unit.

5. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

6. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

7. Inactive records may be transferred to a GSA Federal Records Center for storage prior to destruction.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in paper case files. Status information required by the Civil Service Commission is maintained on ADP records.

Retrievability: Files are accessed by case number, the custodian must also be furnished with the name of the complainant and the place where the complaint was filed. Case number consists of the last two digits of the year with case in chronological sequence.

Safeguards: Case files are maintained in file cabinets within locked rooms. ADP records are protected with password security.

Retention and disposal: a. Precomplaint records—Counselor's notes are destroyed three months after a formal report is submitted to the EEO officer or three months following the final adjustment when made at that level. b. Formal complaint records—All closed cases are removed from the system quarterly. Each closed case is retained as follows: Official file, 4 years; any copies, 1 year; background documents not in case file, 3 years. c. ADP records—Closed case information is removed quarterly and stripped of personal identifiers. It is then moved to an inactive file (Not a system of records) for future comparative analyses.

System manager(s) and addresses: APMG, Employee Relations Department, Headquarters.

Notification procedure: Individuals interested in finding out if there is information in this records system pertaining to them should contact EEO officers at the Region or Headquarters level, giving complainant name, postal location, region, file number and year.

Records access procedures: See Notification procedure above.

Contesting records procedures: See Notification procedure above.

Record source categories: Information is received from the complainant, respondent and from investigations and interviews.

Systems exempted from certain provisions of the act: Reference 39 CFR 266.9 for details.

USPS 030.020

System name: Equal Employment Opportunity—Equal Employment Opportunity Staff Selection Records, 030.020

System location: Employee Relations Department, Headquarters, Regional Headquarters, Federal Records Centers

Categories of individuals covered by the system: Candidates considered by Promotion Boards for EEO staff position.

Categories of records in the system: Name of candidate, level, address, service computation date, date of birth, Social Security Number, postal background, personal information required to assess employee qualifications for position, estimate of potential and record of members of Board.

Authority for maintenance of the system: 39 USC 1001, Executive Orders 11478 and 11590

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide Headquarters with information needed to complete selection process.

Use—

1. USPS Promotion Board reviews these records to determine applicant's eligibility for appointment.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Forms, paper files.

Retrievability: Name of applicant and pay location.

Safeguards: Maintained in locked file cabinets within secured facility.

Retention and disposal: Records are transferred to the Federal Records Center and maintained indefinitely.

System manager(s) and address: APMG, Employee Relations Department, Headquarters

Notification procedure: Inquiries should be addressed to the head of the facility where application was made. Inquiries should contain full name, position applied for, the date the Promotion Board met and Social Security Number.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Employee, and employee personnel data.

USPS 030.030

System name: Equal Employment Opportunity—EEO Administrative Litigation Case Files, 030.030

System location: Law Department, Regional and National Headquarters.

Categories of individuals covered by the system: Employees and applicants for employment involved in EEO Litigation.

Categories of records in the system: (a) Formal pleadings and memoranda of law; (b) Other relevant documents; (c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and other personnel; (d) Correspondence and telephone records.

Authority for maintenance of the system: 39 USC 401, 409(d)

Routine uses of records maintained in the system, including categories of users and the purposes of such users: Purpose—This information is used to provide legal advice and representation to the Postal Service. Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper form, original or copies, preprinted or handwritten forms.

Retrievability: By name of litigant(s).

Safeguards: Records are maintained in ordinary filing equipment under general scrutiny of USPS legal counsels and staff.

Retention and disposal: These case files are maintained for three (3) years following close of matter.

System manager(s) and address: General Counsel, Law Department, Headquarters.

Notification procedure: Persons interested in reviewing records within specific case files should submit their name; and case number, if known; to the General Counsel, Law Department, National Headquarters.

Record access procedures: See "System Manager" above.

Contesting record procedures: See "System Manager" above.

Record source categories: (a) Individuals involved in EEO Litigation; (b) Counsel(s) and other representative(s) for parties in action other than Postal Service; (c) Other individuals involved in the development of EEO litigation. Source documents include administrative complaint/action file, and other records relevant to the case.

USPS 040.010

System name: Customer Programs—Memo to Mailers Address File, 040.010

System location: USPS Headquarters, Customer Services Department

Categories of individuals covered by the system: Subscribers to Memo to Mailers monthly newsletter.

Categories of records in the system: Subscribers' mailing addresses and status of membership in Postal Customers Councils.

Authority for maintenance of the system: 39 USC 403, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To prepare mailing labels for the monthly mailing of Memo to Mailers.

Use—

Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape and computer printout.

Retrievability: Records are maintained by subscriber's name, city, state and ZIP Code.

Safeguards: The list contractor is forbidden by contract to use the list for any other means than to produce mailing labels for the U.S. Postal Service.

Retention and disposal: The master file is maintained indefinitely, and is updated each month.

System manager(s) and address: APMG, Customer Services Department, Headquarters

Notification procedure: Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the SYSTEM MANAGER and supply their name and address.

Record access procedures: See "SYSTEM MANAGER" above.

Contesting record procedures: See "SYSTEM MANAGER" above.

Record source categories: Subscribers, Postmasters, USPS Customer Service Representatives.

USPS 040.020

System name: Customer Programs—Sexually Oriented Advertisements, 040.020

System location: Rates and Classification Department, Headquarters; Postal Data Center, Headquarters; Postal Data Center, New York; Postal Inspector-In-Charge NYC and Los Angeles, CA.

Categories of individuals covered by the system: Any adult who elects to have his name and address and that of his children under 19 years of age, placed on the list of persons who do not wish to receive sexually oriented advertisements through the mail.

Categories of records in the system: Records contain the name and address of head of household or other adult, the names and birth dates of children under 19 years of age.

Authority for maintenance of the system: 39 USC, Section 3010

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To maintain a list, available to mailers of sexually oriented advertisements, of persons desiring not to receive such matter through the mails.

Use—

1. Upon payment of prescribed fee, provide mailers of sexually oriented advertisements a list of individuals who do not wish to receive SOA.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is stored on magnetic tape, computer printouts microfiche cards and preprinted forms.

Retrievability: Information is stored in ZIP Code sequence and in application number sequence.

Safeguards: Printouts and microfiche are retained by the Office of Mail Classification and Postal Inspection Service; hard copy is maintained in file cabinets at Headquarters with limited access.

Retention and disposal: a. Names are retained on the computerized list for a maximum of five years as prescribed by law.

b. Forms, printouts and microfiche are retained indefinitely.

c. Any records that are to be destroyed are shredded.

System manager(s) and address: APMG, Rates and Classification Department, Headquarters

Notification procedure: Customers will furnish the system manager their name, address, application number and the date of filing.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Customers filing to have their names placed on lists so as not to receive SOA.

USPS 050.005

System name: Finance Records—Accounts Receivable File Maintenance, 050.005

System location: Postal Data Centers

Categories of individuals covered by the system: Present and former employees, contractors, vendors and other individuals indebted to the Postal Service.

Categories of records in the system: Invoice number, location name, Social Security Number, employee name, designation code.

Authority for maintenance of the system: 39 USC 401

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To monitor and record collections made by the USPS.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are normally retrieved by invoice number but may be retrieved, when necessary, by name of employee, contractor, vendor, or other indebted individual.

Retrievability: Records are indexed by name of employee and his Social Security Number.

Safeguards: Authorization is limited to personnel of the General Accounting section. Computerized records are subject to the security of the computer room.

Retention and disposal: All information is retained for four years after claim is payed and then destroyed by burning or scratched.

System manager(s) and address: APMG, Finance Department, Headquarters

Notification procedure: Individuals requesting information from this system of records will apply to the pertinent postal facility and present the debtor's name and Social Security Number.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Information is passed to this system from the Payroll Section, General Accounting Section, Claims Section, and Postmasters and Regional Offices.

USPS 050.010

System name: Finance Records—Employee Travel Records (Accounts Payable), 050.010

System location: Postal Data Centers, Postal Service Personnel Offices.

Categories of individuals covered by the system: USPS Employees on official travel.

Categories of records in the system: Travel vouchers and travel advances containing employee name, social security number, Finance Number, basic travel information, and relocation data.

Authority for maintenance of the system: 39 USC 1001, 2008

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—Reimburse Employees for official travel.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is stored on pre-printed forms and magnetic tape.

Retrievability: Information is indexed by social security number.

Safeguards: Access is subject to computer center access control.

Retention and disposal: Retained four years after payment and destroyed by burning or magnetic tape by scratching and reuse.

System manager(s) and address: APMG, Finance Department, Headquarters.

Notification procedure: Requests for information should be presented to Employee's Personnel Officer, furnishing name and social security number.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information is received from the employee filing a voucher.

USPS 050.020

System name: Finance Records—Payroll System, 050.020

System location: Payroll system records are located and maintained in all Departments, facilities and certain contractor sites of the Postal Service. However, Postal Data Centers are the main locations for payroll information.

Categories of individuals covered by the system: USPS Employees.

Categories of records in the system: Records contain general payroll information including retirement deductions, family compensations, benefit deductions, accounts receivable, union dues, leave data, tax withholding, allowances, FICA taxes, salary, name, social security number, payments to financial organizations, dates of appointment or status changes, designation codes, position titles, occupation code, addresses, records of attendance, and other relevant payroll information. Also includes automated Form 50 records.

Authority for maintenance of the system: 39 USC 401, 1003, 5 USC 8339

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—

1. Information within the system is for handling all necessary payroll functions and for use by employee supervisors for the performance of their managerial duties.

2. To provide information to USPS Management and executive personnel for use in selection decisions and evaluation of training effectiveness. These records are examined by the Selection Committee and Regional Postmasters General.

3. To compile various lists and mailing lists, i.e., Postal Leader, Women's Programs Newsletter, etc.

4. To support USPS Personnel Programs such as Executive Leadership, Nonbargaining Position Evaluations, Evaluations of Probationary Employees, Merit Evaluations, Membership and Identification Listings, Emergency Locator Listings, Mailing Lists, Women's Programs and analysis of employees in various salary ranges.

Use—

1. Retirement Deduction—To transmit to the Civil Service Commission a roster of all USPS employees under Title 5 USC, Section 8334, along with a check.

2. Tax withholdings—To disclose to Federal, state and local government agencies having taxing authority, pertinent records, relating to individual employees, including name, home address, social security number, wages and taxes withheld for other jurisdictions.

3. Unemployment Compensation Data—To reply to State Unemployment Offices at the request of separated USPS employees.

4. Employee Address File—For W-2 tax mailings and Postal mailing such as Postal Life, Postal Leaders, etc.

5. Salary payments and allotments to financial organizations—To provide pertinent information to organizations receiving salary payments or allotments as elected by the employee.

6. FI (SS Tax) Deduction—To SS Administration as record of earnings under the SS Act for all casual employees not under retirement.

7. Information from these records may be stored at emergency record centers.

8. Determine eligibility for coverage and payment of benefits under the Civil Service Retirement System, the Federal Employees' Group Life Insurance Program and the Federal Employees Health Benefits Program and transfer related records as appropriate.

9. Determine the amount of benefit due under the Civil Service Retirement System, the Federal Employees' Group Life Insurance Program and the Federal Employees Health Benefits Program and authorizing payment of that amount and transfer related records as appropriate.

10. Transfer to Office of Workers' Compensation Program, Veterans Administration Pension Benefits Program, Social Security Old Age, Survivor and Disability Insurance and Medicare Programs, military retired pay programs, and Federal Civilian employee retirement systems other than the Civil Service Retirement System, when requested by that program or system or by the individual covered by this system of records, for use in determining an individual's claim for benefits under such system.

11. Transfer earnings information under the Civil Service Retirement System to the Internal Revenue Service as requested by the Internal Revenue Code of 1954, as amended.

12. Transfer information necessary to support a claim for life insurance benefits under the Federal Employees' Group Life Insurance, 4 East 24th Street, New York, NY 10010.

13. Transfer information necessary to support a claim for health insurance benefits under the Federal Employees Health Benefits Program to a health insurance carrier or plan participating in the program.

14. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature to the appropriate agency whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

15. To request information from a Federal, state or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

16. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies; may also be utilized to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or to locate specific individuals for personnel research or other personnel management functions.

17. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

18. Certain information pertaining to Postal Supervisors may be transferred to the National Association of Postal Supervisors.

19. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

20. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

21. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

23. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

24. To provide data for the automated Central Personnel Data File (CPDF) maintained by the U.S. Civil Service Commission.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination

filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Preprinted forms, magnetic tape, microforms, punched cards, computer reports and card forms.

Retrievability: These records are organized by location, name and social security number.

Safeguards: Records are contained in locked filing cabinets; are also protected by computer passwords and tape library physical security.

Retention and disposal: Records are retained and updated throughout employment with the Postal Service. Upon separation records become historical data, this data is retained at the local site for two years then forwarded to the Federal Records Center nearest the pay location.

System manager(s) and address: APMG, Finance Department, Headquarters. APMG, Employee Relations Department.

Notification procedure: Request for information on this system of records should be made to the head of the facility where employed, giving full name and social security number. Headquarters employees should submit requests to the System Manager.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information is furnished by employees, supervisors and the Postal Source Data System.

USPS 050.040

System name: Finance Records—Uniform Allowance Program, 050 040

System location: Postal facilities employing personnel entitled to uniform allowances and the Postal Data Center, St. Louis, MO 63180

Categories of individuals covered by the system: USPS Employees entitled to uniform allowances.

Categories of records in the system: Information maintained includes name, social security number, designation code, account balance and pay location.

Authority for maintenance of the system: 39 USC 1206

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To fund the procurement of uniforms.

Use—

1. Certain information may be furnished to a duly licensed uniform vendor from whom individual employees have made purchases for the purpose of accounting for payments.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

7. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained on preprinted forms, microfilm and magnetic tape.

Retrievability: System of records is indexed by Social Security Number.

Safeguards: Forms are kept in file cabinets and magnetic tape and microfilm is subject to Computer Center access control.

Retention and disposal: a. The Uniform Allowance Payment Record Card is destroyed by shredding 90 days after payment.

b. Pay listing information is retained for 12 years and then destroyed by shredding or burning.

System manager(s) and address: APMG, Finance Department, Headquarters.

Notification procedure: Correspond with the head of the facility where employed, furnishing name and Social Security Number.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Payroll system and Postmasters have input to this system of records.

USPS 060.010

System name: Fraud and False Representation Records—Consumer Protection Case Records, 060.010

System location: Consumer Protection Office, Law Department, USPS Headquarters.

Categories of individuals covered by the system: Respondents in proceedings initiated pursuant to 39 USC subsection 3005; names of attorneys representing parties; assigned Postal Inspectors; and promoter of scheme.

Categories of records in the system: Describes and provides history of the above and identifies interested parties.

Authority for maintenance of the system: 39 USC subsection 3005.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—Ready reference source for determining status of pending case and identification of postal employees most familiar therewith.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on printed forms.

Retrievability: Records are maintained by an alphabetic indexing by name of respondent.

Safeguards: Records are maintained in closed filing cabinets under general scrutiny by personnel of the Law Department.

Retention and disposal: Records in this system are maintained indefinitely.

System manager(s) and address: Assistant General Counsel, Consumer Protection Office, Law Department, USPS Headquarters.

Notification procedure: Customers wishing to know whether information about them is maintained in this system of records should address inquiries to the above SYSTEM MANAGER. Inquiries should contain full name, name by which respondent in proceeding may have been designated; approximate time period in which proceedings may have been initiated.

Record access procedures: See SYSTEM MANAGER above.

Contesting record procedures: See SYSTEM MANAGER above.

Record source categories: Complaints, correspondence between parties involved and Postal Inspection Service investigative reports.

USPS 060.020

System name: Fraud and False Representation Records—Prohibitory Order, 060.020

System location: Consumer Protection, Law Department, Headquarters, Postal Service Centers, Regional Headquarters, Sectional Management Centers

Categories of individuals covered by the system: Persons requesting prohibitory orders, the mailers against whom such orders are issued.

Categories of records in the system: Applications for prohibitory orders, the mailing upon which request is predicated, the issued order and the registered mail receipt signed by mailer against whom order was issued.

Authority for maintenance of the system: 39 USC 3008

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To process request of an order to prohibit pandering advertisement and to determine whether violations of orders have occurred. Used by Consumer Protection Office and Regional Counsel to investigate violations of postal statutes.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained in letter form, handwritten and typed.

Retrievability: Data may be found by prohibitory order number or by name of person requesting order.

Safeguards: Records are maintained in closed filing cabinets.

Retention and disposal: Information is retained indefinitely.

System manager(s) and address: Assistant General Counsel, Consumer Protection Office, Law Department, Headquarters

Notification procedure: Name and address of person requesting prohibitory order should be furnished the SYSTEM MANAGER.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Persons requesting prohibitory orders.

USPS 070.010

System name: Inquiries and Complaints—Correspondence Files of the Postmaster General, 070.010

System location: Office of the Postmaster General, USPS Headquarters.

Categories of individuals covered by the system: USPS employees and Postal Service customers who have corresponded with the Office of the Postmaster General.

Categories of records in the system: General postal information.

Authority for maintenance of the system: 39 USC 401.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To maintain reference to letters from persons communicating with the Postmaster General.

Use—

1. Periodically transferred to custody of National Archives and Records Service (NARS) for keeping as historical documentation.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its

request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In original typed, printed, or handwritten form.

Retrievability: Records are filed by individual's name, chronologically by date and by subject.

Safeguards: Records are maintained in locked filing cabinets under scrutiny of PMG's secretary and in secured locked storage room with limited access.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Postmaster General, Headquarters.

Notification procedure: Inquiries should be addressed to the SYSTEM MANAGER above and should contain full name, date of letter, and subject.

Record access procedures: See SYSTEM MANAGER above.

Contesting record procedures: See SYSTEM MANAGER above.

Record source categories: Persons communicating with the Postmaster General.

USPS 070.020

System name: Inquiries and Complaints—Government Officials' Inquiry System, 070.020

System location: Government Relations Dept., USPS Headquarters.

Categories of individuals covered by the system: Miscellaneous grouping of employees, former employees, applicants for employment, contractors, lessors, and customers who have written to non-postal Government officials.

Categories of records in the system: Miscellaneous information relating to all facts of operation which stems from correspondence described above.

Authority for maintenance of the system: 39 USC 401.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide USPS officials with the means of responding to inquiries from and/or for other government officials.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In original, typed, printed, or handwritten form.

Retrievability: Subject category as derived from correspondence and the inquiring official's name.

Safeguards: Records are maintained in closed file cabinets under general scrutiny of personnel of Government Relations Dept.

Retention and disposal: These records are maintained for four years and then destroyed by shredding.

System manager(s) and address: APMG, Government Relations Department, USPS Headquarters.

Notification procedure: Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the above SYSTEM MANAGER. Inquiries should contain full name, the name of the Government official to

whom he wrote, the nature of his inquiry, and the approximate date.

Record access procedures: See SYSTEM MANAGER above.

Contesting record procedures: See SYSTEM MANAGER above.

Record source categories: Non-postal Government officials.

USPS 070.040

System name: Inquiries and Complaints—Customer Complaint Records, 070.040

System location: Consumer Advocate, USPS, Regional and National Headquarters, District Offices, Post Offices

Categories of individuals covered by the system: USPS customers who have initiated complaints against the USPS.

Categories of records in the system: The complainant's name, address, and nature of the specific complaint, and resolution of same.

Authority for maintenance of the system: 39 USC 403, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To process USPS customer complaints regarding mail services.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored in file cabinets.

Retrievability: Complaints are filed chronologically and by name of complainant.

Safeguards: Records are maintained in closed filing cabinets.

Retention and disposal: These records are retained for a period of one year after the complaint has been satisfied.

System manager(s) and address: APMG, Customer Services Department, Headquarters

Notification procedure: Customers wishing to know whether information about them is maintained in this system of records should address inquiries to the same facility to which they submitted their complaint.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: USPS customers.

USPS 080.010

System location: Chief Postal Inspector, Headquarters; Inspection Service Regional Headquarters; Division Headquarters.

System location: Chief Postal Inspector, Headquarters, Inspection Service Regional Headquarters, Division Headquarters.

Categories of individuals covered by the system: Persons related to investigations, including subjects of investigations, complainants, informants, witnesses, etc.

Categories of records in the system: Reports of investigations conducted in criminal, civil, and personnel suitability background matters, and information in various forms received from individuals, other law enforcement agencies and from the public, including information compiled for the purpose of identifying criminal offenders and reports identifiable to individuals. Personal information in this system may include fingerprints, handwriting samples, reports of confidential informants, physical identifying data, voiceprints, polygraph tests, photographs, and individual personnel and payroll information.

Authority for maintenance of the system: 39 USC 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide information related to investigation of criminal matters; employee and contractor background investigations or other Inspection Service activities. Use—A record maintained in this system of records may be disseminated as a routine use of such records as follows:

1. In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate Federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law;

2. In the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a Federal, state, local or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant.

3. A record relating to a case or matter may be disseminated to a Federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

4. A record relating to a case or matter may be disseminated in an appropriate Federal, state, local or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice;

5. A record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

6. A record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter;

7. A record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction of after extradition proceeding; may be disseminated to a Federal, state, local or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation or release of such a person;

8. A record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement;

9. A record may be disseminated to a Federal, state, local foreign or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency;

10. A record may be disseminated to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter;

11. A record from this system may be disclosed to the public, news media, trade associations, or organized groups to provide information of interest to the public concerning the activities and the accomplishment of the Postal Service or its employees;

12. A record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return.

13. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

14. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

15. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its

duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

17. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is collected on handwritten documents and located by computerized indexes.

Retrievability: Information is located by the name of the individual.

Safeguards: Investigative records are maintained in locked file cabinets, safes, or secured areas under the scrutiny of Inspection Service personnel who have been subjected to security clearance procedures. Access is further restricted by computer passwords.

Retention and disposal: Postal Service case records are maintained for 30 years. Noncriminal records are maintained for 5 to 30 years, depending on type. Exceptions may be granted in specific instances for indefinite retention. All records are destroyed by burning, pulping or shredding.

System manager(s) and address: Chief Postal Inspector, Headquarters.

Notification procedure: Persons wishing to know whether information about them is contained in this system of records or if they were the subject of an investigation should furnish the SYSTEM MANAGER sufficient identifying information to distinguish them from other individuals of like name; identifying data will include name, address, type investigation, dates, places and the individuals involvement.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Personal interviews, written inquiries, and other records concerning persons involved with an investigation, whether subjects, applicants, witnesses, references, or custodians of record information.

Systems exempted from certain provisions of the act: Reference 39 CFR 266.9 for details.

USPS 080.020

System name: Inspection Requirements—Mail Cover Program, 080.020

System location: USPS Inspection Service National and Regional Headquarters; Divisional Headquarters

Categories of individuals covered by the system: Individuals on whom a mail cover has been duly authorized to obtain information in the interest of (1) protecting the national security (2) locating a fugitive and (3) obtaining evidence of the commission or attempted commission of a crime which is punishable by imprisonment for a term exceeding one year.

Categories of records in the system: Names and addresses of individuals, inter-office memorandums, and correspondence with other agencies.

Authority for maintenance of the system: 39 USC 401, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To investigate the commission or attempted commission of acts constituting a crime that is punishable by law.

Use—

1. Information from this system of records may be disclosed to an appropriate law enforcement agency, whether federal, state or local, charged by law with the responsibility for investigating, prosecuting or otherwise acting with respect to protecting the national security, locating a fugitive, or obtaining evidence of commission or attempted commission of a crime.

2. A record relating to a case or matter may be disseminated in an appropriate Federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice.

3. A record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Original typed documents and/or duplicate copies.

Retrievability: Subject's name filed alphabetically by Fiscal year.

Safeguards: Mail cover data is stored in locked cabinets or in a safe. Classified mail cover material and any mail cover data which involves national security is stored in a safe or in metal file cabinets equipped with either steel lockbar hasp and staple, or locking device and an approved three or more combination dial-type padlock from which the manufacturer's identification numbers have been obliterated.

Retention and disposal: Files and records pertaining to mail covers are retained for eight years, and older data is destroyed by shredding or burning.

System manager(s) and address: Chief Inspector, USPS Headquarters.

Notification procedure: Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the above SYSTEM MANAGER. Inquiries should contain full name and current address, together with previous addresses for past eight years when applicable.

Record access procedures: See SYSTEM MANAGER above.

Contesting record procedures: See SYSTEM MANAGER above.

Record source categories: Correspondence from requesting authority and record of action taken upon that request.

Systems exempted from certain provisions of the act: Reference 39 C.F.R. 266.9 for details.

USPS 080.030

System name: Inspection Requirements—Vehicular Violations Record System, 080.030

System location: USPS National Headquarters (Procurement and Supply Department, Washington, DC 20260; Planning and New Development Department, Rockville, MD 20852). Inspection Service, Special Investigations Division, Washington, DC 20260 and Rockville, MD 20852, Division Headquarters at Washington, DC 20260, Denver, CO 80201; Seattle, WA 98111; Atlanta, GA 30302.

Categories of individuals covered by the system: Persons who have been issued courtesy violation notices or violation notices by Security Police Officers.

Categories of records in the system: Individual violator's name, state operator permit, state operator permit number, violation cited, date of citation, citation number issued, state automobile license tag number, dates of court appearances.

Authority for maintenance of the system: 40 USC 318, annually made applicable to the Postal Service by general provisions of the Treasury, Postal Service, and General Government Appropriations Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide USPS management with information necessary for appropriate administrative remedial action. Use—

1. To provide information to local, state, and Federal enforcement, prosecutive and judicial officials.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In original, typed, printed or handwritten form.

Retrievability: Records filed by name or violator in alphabetical order and by automobile license tag number.

Safeguards: Records maintained in limited access Security Force Control Centers manned 24 hours and in National Headquarters, in locked filing cabinets in Procurement and Supply Department and Planning and New Development Department under general scrutinizing of authorized personnel.

Retention and disposal: Records are maintained for two years and then destroyed. Some records may be retained longer when required for law enforcement investigations or court proceeding.

System manager(s) and address: Chief Postal Inspector, USPS Headquarters.

Notification procedure: Individuals wishing to know whether information about them is maintained in this system of records should furnish name and residence address as follows:

a. For National Headquarters: Inspector in Charge, Special Investigations Division, 475 L'Enfant Plaza West, SW, Washington, DC 20260.

b. For the Field: Inspector in Charge, USPS with appropriate field division title and address as listed above under "System Location."

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Individual violators, Security Police Officers, personnel observation, state motor vehicle registration bureaus, USPS Personnel Department, supervisory personnel of tenant firms, USPS Parking Control Officer, prosecutive and judicial officials; motor vehicle operators' permits, violator's personal identification cards, personnel locator listing and parking applications.

USPS 090.020

System name: Non-Mail Services—Passport Application Records, 090.020

System location: Eight-hundred (880) Post Offices in all states except New Jersey.

Categories of individuals covered by the system: Persons applying for passports.

Categories of records in the system: Name, telephone number, and services received.

Authority for maintenance of the system: 39 USC 401, 411, 22 USC 214

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To process the application of passports.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. Records may be transferred to the State Department.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on printed forms in hard copy.

Retrievability: By name of applicant.

Safeguards: Information in this system of records is maintained in file cabinets in the Accounting Unit.

Retention and disposal: Information is retained at post offices for three months following the close of the quarter in which application is made.

System manager(s) and address: APMG, Customer Services Department, Headquarters

Notification procedure: A customer wishing to know whether information about him is maintained in this system of records should address inquiries to the postmaster of the post office where a passport application was made. Inquiries should contain full name and date of application.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Information in this system of records is obtained from the applicant.

USPS 090.030

System name: Non-Mail Service—U.S. Savings Bonds Application Record, 090.030

System location: Selected Post Offices throughout the United States where the Postal Service is the issuing agent.

Categories of individuals covered by the system: Persons applying for U.S. Savings Bonds to be issued in the names of natural persons in their own right only.

Categories of records in the system: Name and address, number of bonds applied for and total amount of purchase.

Authority for maintenance of the system: 39 USC 401, 411.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To process applications for U.S. Savings Bonds.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

3. To refer, where there is an indication of a violation or potential violator of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, local or foreign charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

4. Records may be transferred to the Treasury Department.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on printed forms in hard copy.

Retrievability: By name of applicant.

Safeguards: Information in this system of records is maintained on secure premises in file cabinets.

Retention and disposal: Information in this system is maintained for two years and then destroyed.

System manager(s) and address: APMG, Finance Department.

Notification procedure: Customers wishing to know whether information about them is maintained in this system of records should address inquiries to the postmaster in whose facility the application was filed, inquiries should contain full name and address of customer.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information in this system of record is obtained from the applicant.

USPS 100.010

System name: Office Administration—Carpool Coordination/Parking Records System, 100.010

System location: Employee Relations Department, Headquarters; PST&DI Centers, Procurement & Supply Department, Headquarters

Categories of individuals covered by the system: U.S. Postal Service employees at headquarters and PST&DI Centers

Categories of records in the system: Records in this system contain name, address, Social Security Number and Finance number of employees.

Authority for maintenance of the system: 39 USC 401

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide parking and carpooling services to employees.

Use—

1. To provide each employee of Headquarters, USPS, who

desires to join or establish a carpool with the listing of employees who live in his/her ZIP Code area.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on punched cards and printed forms.

Retrievability: Alphabetical listing by each ZIP Code number in the surrounding area.

Safeguards: Retained in file boxes under minimum security.

Retention and disposal: Indefinite period and are destroyed by placing them in the trash.

System manager(s) and address: APMG, Procurement & Supply Department, Headquarters

Executive Manager, PST&DI Centers

Notification procedure: Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the system manager where employed.

Record access procedures: See "NOTIFICATION" above

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: From employee desiring participation in a carpool.

USPS 100.020

System name: Office Administration—Marketing Memo, 100.020

System location: Regional Headquarters

Categories of individuals covered by the system: USPS Central Region Customer Service Representatives, District Managers, District Directors of Customer Services, Sectional Center Director of Customer Services, Regional Sales Division, BMC General Managers and Customer Engineers.

Categories of records in the system: Name and address of employees receiving newsletter

Authority for maintenance of the system: 39 USC 401, 1001

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To distribute on a sales and marketing newsletter to Postal Service Marketing employees.

Use—

May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Addressograph plates.

Retrievability: Employee name.

Safeguards: Information in this system of records is maintained in closed file cabinets in secured facility.

Retention and disposal: Information in this system is maintained only for as long as it is current and then is disposed of by usual means.

System manager(s) and address: Regional Postmaster General, Central Region Headquarters

Notification procedure: Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where they are employed.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Information in this system is obtained from in-house listings of employees in marketing positions.

Notification procedure: 00.030

USPS 110.010

System name: Personal Property—Management—Accountable Property Records, 110.010.

System location: All USPS Components.

Categories of individuals covered by the system: Employees assigned accountable property.

Categories of records in the system: Records controlling the issuance of accountable Postal Service property, such as equipment, credentials, and controlled documents.

Authority for maintenance of the system: 39 USC 401

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide a record of accountable property on hand and to whom it has been assigned.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate law enforcement agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its requests when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on printed forms.

Retrievability: Name of recipient of accountable property and types of equipment.

Safeguards: Physical security.

Retention and disposal: As long as individual is charged with equipment, records are returned to individual when he is no longer accountable.

System manager(s) and address: (1) Chief Postal Inspector, Headquarters; (2) APMG, Procurement and Supply Department, Headquarters.

Notification procedure: Employees wishing to know whether in-

formation about them is maintained in this system should address inquiries to the Custodian in the facility where assignment was made. Headquarters employees should submit request to the SYSTEM MANAGER.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information is obtained by the individual to whom the record pertains.

USPS 120.010

System name: Personnel Records—Architect Engineers Selection Records, 120.010

System location: Real Estate and Buildings Department, USPS Headquarters and Postal Regions.

Categories of individuals covered by the system: Professional Architect Engineers.

Categories of records in the system: Information profile on individual's past experience and present qualifications in the field of providing architect engineering services.

Authority for maintenance of the system: 39 USC 401

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To facilitate the review and assessment of the qualifications of architect-engineer firms which have potential for selection and award of a contract to perform architect-engineer services under a designated facility project.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on printed forms.

Retrievability: Records are indexed by state, city and name of individual or firm.

Safeguards: Records access is limited to authorized personnel in the Department of Real Estate and Buildings. Records are retained in filing receptacles in locked quarters and in a secured building facility.

Retention and disposal: Records are retained for one year and then are destroyed.

System manager(s) and address: APMG, Real Estate and Building Department, USPS Headquarters.

Notification procedure: Persons desiring information about this system of records should address their inquiries to the designated SYSTEM MANAGER and provide his name and project title.

Record access procedures: See SYSTEM MANAGER above.

Contesting record procedures: See SYSTEM MANAGER above.

Record source categories: Persons and firms interested in being considered for the negotiation and award of architect-engineering service contracts under the Major Facilities Program.

USPS 120.020

System name: Personnel Records—Blood Donor Record System, 120.020

System location: Health Units at USPS Facilities; District Chapters of the American Red Cross.

Categories of individuals covered by the system: USPS employees who volunteer to join the USPS Blood Donor Program.

Categories of records in the system: Name, address, pay location number, and information as to month they wish to donate blood.

Authority for maintenance of the system: 39 USC 401

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide the USPS Blood Donation Program with Blood Bank information so that donors can be spread throughout the year in their donation.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on magnetic tape, punched cards, preprinted forms and computer printed reports.

Retrievability: Employee's name and social security number.

Safeguards: Maintained in closed file cabinets in secured facilities.

Retention and disposal: These records are retained for a period of two years and then destroyed by shredding and automatic deletion in the case of computer information.

System manager(s) and address: APMG, Employee Relations Department, Headquarters

Notification procedure: Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the SYSTEM MANAGER. Inquiries should contain full name and social security number.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information is obtained from the individual.

USPS 120.030

System name: Personnel Records—Contract Employee Assignment Records, 120.030

System location: Logistics Department, Headquarters; Regional Offices, Sectional Centers; Bulk Mail Centers, Post Offices.

Categories of individuals covered by the system: Persons under contract with the USPS.

Categories of records in the system: Name and social security number.

Authority for maintenance of the system: 39 USC 401

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To ascertain employees having an assignment requiring access to mail or postal premises under contract with the USPS.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Original typed, printed or handwritten form.

Retrievability: Name of contract employee.

Safeguards: Retained in locked file cabinets by Administrative Official.

Retention and disposal: Contract records are maintained for the life of the contract. Upon expiration of the contract, the records are held one year and then destroyed by shredding.

System manager(s) and address: APMG, Logistics Department, Headquarters

Notification procedure: Contractors wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the Regional Office where employed. Inquiries should contain full name and region where employed. Headquarters contractors should submit requests to the SYSTEM MANAGER.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information is obtained from the contractor.

USPS 120.033

System name: Personnel Records—Contractor Employee Fingerprint Records, 120.033

System location: Logistics Department, Headquarters; Regional Headquarters; Sectional Centers; Bulk Mail Centers, Post Offices.

Categories of individuals covered by the system: Persons under contract with the USPS.

Categories of records in the system: Name and social security number, fingerprints.

Authority for maintenance of the system: 39 USC 401

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide information to the Contracting Officer with regard to the USPS screening procedures if a contractor employee has had a previous arrest record.

Use—

1. All USPS fingerprint charts are sent to the Federal Bureau of Investigations.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In original typed, printed or handwritten form.

Retrievability: Contractor employee name.

Safeguards: Maintained in locked file cabinets by Administrative Officials.

Retention and disposal: Records are kept until employee leaves employment of USPS and then destroyed one year later by shredding.

System manager(s) and address: APMG, Logistics Department, Headquarters

Notification procedure: Inquiries should be addressed to the Regional Postmaster General within the region where employed. Inquiries should contain full name and social security number.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Contractor employed by the USPS.

USPS 120.035

System name: Personnel Records—Employee Accident Records, 120.035

System location: Safety offices in any USPS facility.

Categories of individuals covered by the system: All postal employees that have an accident that involves 100 dollars or more damage and/or an occupational injury or illness.

Categories of records in the system: Name, address, age, sex and type of accident.

Authority for maintenance of the system: Public Laws 91-596 and 94-82, Executive Orders 11807

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide data for analytical studies.

Use—

1.

2. To furnish the US Department of Labor with serious accident reports, information to reconcile claims filed with the Office of Worker's Compensation, and quarterly and annual summaries of occupational injuries and illnesses; and to make information available to the Secretary of Labor upon his request.

3. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

4. To a court, party, or counsel for a party, to litigation involving accident or to which it is relevant or to persons insurance companies or counsel for the foregoing settlement or attempting to settle claims involving the accident.

5. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

6. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

7. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

8. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

9. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on index cards, magnetic tape, preprinted forms and computer print-outs.

Retrievability: Employee name and social security number

Safeguards: Maintained in closed file cabinets within secured facilities.

Retention and disposal: Records are maintained locally for two years. Copies are maintained at National Headquarters for five years following the end of the calendar year to which they relate as required by OSHA.

System manager(s) and address: APMG, Employee Relations Department, Headquarters.

Notification procedure: Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the SYSTEM MANAGER. Inquiries should contain full name, address, finance number and social security number.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: USPS Accident Reports and OWCP claim forms.

USPS 120.036

System name: Personnel Records—Employee Discipline, Grievance and Appeals Records, 120.036

System location: All postal facilities

Categories of individuals covered by the system: Records are maintained on non-bargaining employees in the Postal Service (PS), Postal Management Salary (PMS), Post Technical, Administrative, and Clerical (PTAC), Postal Executive Salary (PES) (except officers) and Non-City Delivery (NCD) who have completed six months of continuous service in the U.S. Postal Service or a minimum of twelve months of combined service, without break of a work day, in positions in the same line of work in the Civil Service and the Postal Service, unless any part of such service was pursuant to a temporary appointment in the competitive service with a definite time limitation.

Categories of records in the system: Notice to employee of proposed action, reply to notice, summary of oral reply, employee notice of grievance, employee notice of appeal, records of hearing proceedings, appeal decisions from installation head, region or Headquarters, notice of action, investigative reports and related records.

Authority for maintenance of the system: 39 USC 1001

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—Provides a grievance and appeal procedure for an employee, not subject to the provisions of a collective bargaining agreement, who alleges that his rights regarding compensation, benefits, or other terms and conditions of employment have been adversely affected. Use—

1. To respond to a request from a member of Congress regarding the status of an appeal, complaint or grievance.
2. To respond to a court subpoena and/or refer to a court in connection with a civil suit.
3. To adjudicate an appeal, complaint, or grievance.
4. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to Postal Inspection Service, or to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.
5. To request information from a Federal, state or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.
6. To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.
7. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.
8. Records from the employee file will be disclosed to the Federal Employees Appeals Authority Office of the Civil Service Commission for action on Veterans Preference Appeals.
9. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.
10. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.
11. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on paper in the form of letters, forms, notices. In some instances, records of hearing proceedings are on magnetic tape.

Retrievability: Employee name

Safeguards: Records are kept in locked filing cabinets or secured record storage rooms and are available only to authorized officials.

Retention and disposal: Appeal records are kept for two years after close of file. All others are kept one year after close of file. Records are destroyed by shredding.

System manager(s) and address: APMG, Employee Relations Department, Headquarters

Notification procedure: Field employees must submit a written request to the head of the field installation where the action was initiated. Headquarters employees must submit a written request to the System Manager. He may also request permission to listen to or record tape recordings of hearings. This must be done in the presence of a postal official. He must identify himself to the satisfaction of official authorized to approve request.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Employee initiating actions; employee's supervisors, management, complaining customer, law enforcement agencies, and others.

USPS 120.038

System name: Personnel Records—Employee Bicentennial Awards List, 120.038

System location: Customer Services Department, Headquarters

Categories of individuals covered by the system: U. S. Postal Service employees nominated for Bicentennial award.

Categories of records in the system: Employee's name, work location, supervisor and involvement in the Bicentennial.

Authority for maintenance of the system: 39 USC 403, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To verify bicentennial involvement and to notify supervisor.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.
 2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.
 3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.
- Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Original letters in files.

Retrievability: Employee name.

Safeguards: Normal physical security with access limited to those members of the Bicentennial Branch.

Retention and disposal: Three years, then destroyed by shredding or burning.

System manager(s) and address: APMG, Customer Services Department, Headquarters

Notification procedure: Inquiries should be addressed to the SYSTEM MANAGER as shown above, providing the employee's name and state.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Bicentennial groups and Postal Service employees.

USPS 120.040

System name: Personnel Records—Employee Job Bidding Records, 120.040

System location: Most departments, facilities and certain contractor sites of the Postal Service.

Categories of individuals covered by the system: Employees who have made a "Bid for Preferred Assignment" with the USPS.

Categories of records in the system: Knowledge of schemes, vacant position characteristics, seniority of the employee, level of the candidate, and craft.

Authority for maintenance of the system: 39 USC 1001, 1206

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide the Office of Personnel with fair and impartial information to match vacant position to the most qualified candidate.

Use—

1. To provide information for official bulletin boards and release to various employee organizations.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored on magnetic tape, punched cards, pre-printed forms and computer printed reports.

Retrievability: This system is indexed by employee name and Social Security Number.

Safeguards: Computer center access control and limitation within offices to those employees maintaining the system.

Retention and disposal: Computer records are saved two years, then automatically deleted. Paper records are kept six months after a vacancy is filled, then destroyed. Some records are retained until employee separation.

System manager(s) and address: APMG, Labor Relations Department, Headquarters

Notification procedure: The employee should state the position of bid and identify himself with name, Social Security Number, closing date of the bid notice, and forward this information to the head of the facility where employed. Headquarters employees should submit requests to the System Manager.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Employee personnel data, scheme knowledge, qualifications of the job and of the candidate, successful bidders notices from vacant duty assignment postings.

USPS 120.050

System name: Personnel Records—Employee Suggestion Control, 120.050

System location: USPS Headquarters, Regional Headquarters, Post Offices, Bulk Mail Centers, Postal Data Centers

Categories of individuals covered by the system: USPS employees

Categories of records in the system: Name of employee, employee number, employment location, suggestion number, subject, and

decision. If adopted, estimate of benefits and recognition granted.

Authority for maintenance of the system: Chapter 45 of Title 5, USC

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide a source of data on individual performance which is often one factor in identifying nominees for other individual recognitions including cash awards. This information also provides data on the effectiveness of the program which is summarized in an Annual Report.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information in this system is maintained on printed forms and on magnetic tape.

Retrievability: Employee name, region where employed, pay location, and district.

Safeguards: This information is maintained in file cabinets in secured facilities.

Retention and disposal: Information in this system is retained for two years and then destroyed by shredding and automatic deletions for computer tapes.

System manager(s) and address: APMG, Employee Relations Department, Headquarters

Notification procedure: Employees wishing to know whether information about them is maintained in this system of records should contact the head of the facility where employed. Also, employees who have appealed decisions or whose suggestions have been adopted nationwide should submit requests to the System Manager. Headquarters employees should submit all requests to the System Manager.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Information is obtained from the individual making the suggestion.

USPS 120.060

System name: Personnel Records—Employment and Financial Interest Records, 120.060

System location: Law Department, Headquarters, Offices of Associate Ethical Conduct Officers at Headquarters, Regional Headquarters, and Postal Data Centers

Categories of individuals covered by the system: USPS employees in levels 22 and above and Special Employees as determined by criteria established in Executive Order 11222 as implemented by Postal Service regulations, vix., 39 C.F.R. 447.41(a).

Categories of records in the system: Employee name, title, salary, date of appointment to present position; list of organizations in which employee has a financial interest, types of indebtedness, interest in real property.

Authority for maintenance of the system: Executive Orders 11222 and 11590

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To review a

statement by designated Postal Service officials for possible conflicts of interest.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Original preprinted forms.

Retrievability: Records are filed by name of employee, but organized according to organizational components.

Safeguards: Records are kept in locked safe and access is limited to designated Postal Service officials on need-to-know basis.

Retention and disposal: Records are maintained for as long as employee is subject to reporting requirements and for two years thereafter. They are destroyed by shredding.

System manager(s) and address: General Counsel, Law Department, Headquarters.

Notification procedure: Employees wishing to gain access to information pertaining to them should direct inquiries to the head of the facility where employed. Headquarters employees should submit requests to the SYSTEM MANAGER. Inquiries should contain full name and place of employment.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information submitted by individual employee on PS Form 2417 and 2418.

USPS 120.070

System name: Personnel Records—General Personnel Folders (Official Personnel Folder and records related thereto), 120.070.

System location: Personnel Offices of all USPS facilities; St. Louis Personnel Records Center.

Categories of individuals covered by the system: USPS employees.

Categories of records in the system: Applications, resumes, promotion/salary changes and other Personnel Actions, letters of commendation, records of disciplinary action, health benefit and life insurance elections and other documents pertinent to preemployment, prior Federal employment and current service as prescribed by the Federal Personnel Manual and related USPS guidelines.

Authority for maintenance of the system: 39 USC 1001, 1005.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—Used by administrators in Personnel Offices and by individual employee supervisors to perform routine personnel functions.

Use—

1. To provide information to a prospective employer of a USPS employee or former USPS employee.

2. To provide data for the automated Central Personnel Data File, CPDF, maintained by U.S. Civil Service Commission.

3. To provide statistical reports to Congress, agencies, and the public on characteristics of the USPS work force.

4. To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit to the extent that the information is relevant and necessary.

5. To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, relevant to a decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

6. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged

with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

7. To provide data for the compilation of a local seniority list that is used by management to make decisions pertaining to appointment and assignments among craft personnel. The list is posted in local facilities where it may be reviewed by USPS employees.

8. Transfer to the CSC upon retirement of an employee for processing retirement benefits.

9. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

10. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

11. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

12. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

13. Disclosure of relevant and necessary information pertaining to an employee's participation in health, life insurance and retirement programs may be made to the Civil Service Commission and private carriers for the provision of related benefits to the participant (also see USPS 050.020).

14. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

15. Inactive folders are transferred to the GSA National Personnel Records Center for storage.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files, preprinted forms, Official Personnel Folders.

Retrievability: Employee name and location of employment.

Safeguards: Folders are maintained in locked cabinets to which only authorized personnel have access.

Retention and disposal: Paper records considered to be permanent are maintained until employee is separated, then they are sent to the National Personnel Records Center, St. Louis, for storage, or to another Federal agency to which the individual transfers employment. Records considered to be temporary are destroyed two years after creation.

System manager(s) and address: APMG, Employee Relations Department, Headquarters.

Notification procedure: Employees wishing to gain access to their Official Personnel folders should inquire to the facility head where employed. Headquarters employees should submit requests to the System manager. Former employees should submit requests to any Postal Service personnel officer, giving name, date of birth and social security number.

Record access procedures: See Notification procedure above.

Contesting record procedures: See Notification procedure above.

Record source categories: Individual employee, personal references, former employers and USPS 050.020 (Finance Records—Payroll System).

USPS 120.080

System name: Personnel Records—Master Minority File Records, 120.080

System location: Employee Relations Department, Headquarters and Postal Data Centers.

Categories of individuals covered by the system: All USPS employees.

Categories of records in the system: Consists of the Minority Designation Code and social security number of USPS employees.

Authority for maintenance of the system: 42 USC 2000e-16, Executive Orders 11478 and 11590

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide the USPS Office of Equal Employment Opportunity with minority statistics as required.

Use—

1. Disclosure may be made to the Civil Service Commission for the oversight and enforcement of Federal EEO regulations.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tapes

Retrievability: Employee's social security number.

Safeguards: Computer Password security, physical security, specialized access instructions.

Retention and disposal: Computer records are retained for two years.

System manager(s) and address: APMG, Employee Relations Department

Notification procedure: Employees wishing to know whether a minority is maintained for them, should address inquiries to the SYSTEM MANAGER. Inquiries should contain full name and social security number.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information is obtained from the employee.

USPS 120.090

System name: Personnel Records—Medical Records, 120.090.

System location: Postal Service medical facilities, control points and designee offices.

Categories of individuals covered by the system: USPS employees present and former.

Categories of records in the system: Name, address, and pertinent medical information, i.e., history, findings, diagnosis, and treatment.

Authority for maintenance of the system: 39 U.S.C. 401, 1001.

Routine uses of records maintained in the system: Purpose—To provide employees with necessary health care and to determine fitness for duty.

Use—

1. Information in these records may be provided to the Civil Service Commission in making the following determinations related to:

- a. Veterans Preference
- b. Disability Retirement
- c. Benefit Entitlement

2. Information in these records may be provided to officials of other Federal agencies responsible for other Federal benefit programs administered by:

- a. Office of Workers' Compensation Programs
- b. Retired Military Pay Centers
- c. Veterans Administration
- d. Social Security Administration

e. Specific private contractors engaged in providing benefits under Federal contracts.

3. Information in these records is used or a record may also be used: a. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

b. To request information from a Federal, state, or local agency, maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of

an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

c. To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

d. Used as a record in line of duty injury cases and referral to Public Health Services, HEW.

4. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

5. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

6. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of that individual.

7. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

8. Records in this system may be disclosed to a private physician or other medical personnel retained by the Postal Service to provide medical services in connection with an employee's health or physical condition which is related to his or her employment.

9. May be disclosed to an outside medical service when that organization performs the physical examinations and submits the evaluations to the Postal Service pursuant to a contract with the USPS as part of an established Postal Service health program; for the purpose of determining a postal employee's fitness for duty.

10. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

11. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Preprinted forms and paper files.

Retrievability: Records are retrieved by employee name.

Safeguards: Maintained in locked files.

Retention and disposal: Records are destroyed by the 6th year after employee leaves the USPS. All records are shredded after six years.

System manager(s) and address: APMG, Employee Relations Department, Headquarters.

Notification procedure: An employee wishing to know whether information about him is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the System manager. Inquiries should contain full name.

Record access procedures: See Notification procedure above.

Contesting record procedures: See Notification procedure above.

Record source categories: USPS employees and medical staff.

USPS 120.098

System name: Personnel Records—Office of Workers' Compensation Program (OWCP) Record Copies, (Proposed), 120.098.

System location: All postal facilities.

Categories of individuals covered by the system: Postal employees who have voluntarily filed a claim for injury compensation.

Categories of records in the system: Copies of Department of Labor forms consisting of claims and supporting information; Postal Service forms and correspondence related to the claim.

Authority for maintenance of the system: 39 U.S.C. 1005.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used to provide injury compensation to qualifying employees and to maintain a record of the events as a basis for managerial decisions.

Use—

1. To provide information to the Department of Labor for the purpose of determining whether a claimant qualifies for compensation and to what extent qualification applies.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that circular.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

6. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether international, Federal, state or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Printed forms and correspondence.

Retrievability: Records are retrieved alphabetically by name.

Safeguards: Maintained in locked filing cabinets within the exclusive custody of the injury compensation control point.

Retention and disposal: Records are destroyed two years after the employee has left the Postal Service.

System manager(s) and address: APMG, Employee Relations Department, Headquarters.

Notification procedure: Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the System manager.

Record access procedures: See Notification procedure above. (Note: The original case file is maintained by OWCP and must be requested from that organization as provided for under Department of Labor Privacy Act System DOL/ESA-14.)

Contesting record procedures: The contents of OWCP records may be contested only by contacting OWCP as provided for under the Department of Labor Privacy Act System DOL/ESA-14.

Record source categories: Information is obtained from the claimant, the supervisor, witnesses, physicians, and Department of Labor.

USPS 120.100

System name: Personnel Records—Performance Awards System Records, 120.100

System location: Headquarters Personnel Division and Inspection Service, and Inspection Service Regional and Divisional Offices; District Offices; Post Offices; Bulk Mail Centers; Postal Data Centers.

Categories of individuals covered by the system: USPS employees.

Categories of records in the system: Name of employee, employee number, pay location, basis for award and award granted.

Authority for maintenance of the system: Chapter 45 of Title 39, USC

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To control and measure the effectiveness of the Cash Awards Program.

Use—

1. Information is summarized and furnished to the U.S. Civil Service Commission annually, to be included in the CSC report on incentive awards to the president.

2. May be disclosed to the Office of Management and Budget in

connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape and printed forms.

Retrievability: Employee name, region where employed, pay location and district.

Safeguards: Physical security.

Retention and disposal: Records are maintained for three years and then destroyed by shredding.

System manager(s) and address: APMG, Employee Relations Department, Headquarters

Notification procedure: Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the SYSTEM MANAGER. Inquiries should contain full name, and pay location.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information is obtained in summary printouts supplied to each region by Postal Data Centers.

USPS 120.110

System name: Personnel Records—Preemployment Investigation Records, 120.110.

System location: Post Offices/Facilities; Regional and National Headquarters.

Categories of individuals covered by the system: Postal Employees and applicants for employment.

Categories of records in the system: Replies from character references, former employers and local police records; drug history records and other investigative reports used to determine suitability for employment. Other records filed with these are: Civil Service Commission records (privacy system—CSC/GOVT-4) compiled through a National Agency Check and Inquiry (NACI) and forwarded to the USPS for assistance in making a hiring decision.

Authority for maintenance of the system: 39 USC 410(b), 1001.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To determine suitability for employment.

Use—

1. To any agency from which information is requested in the course of an investigation, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.

2. In the event of an indication of any violation or potential violation of the law, whether civil, criminal, or regulatory in nature, and whether arising by statute, or by regulation, rule or order issued pursuant thereto the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charge with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; such referral shall also include, and be deemed to authorize (1) any and all appropriate and necessary uses of such records in a court of law and before an administrative board or hearing, including referrals related to probation and parole matters, and (2) such other interagency referrals

as may be necessary to carry out the receiving agency's assigned law enforcement duties.

3. To a Federal agency, in response to its request, in connection with the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on matters.

4. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

5. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

6. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

7. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

8. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, said disposing of records in the system:

Storage: Information is maintained on preprinted forms and correspondence.

Retrievability: Information is indexed alphabetically by name.

Safeguards: Information is stored in locked file cabinets accessible to those with an appropriate security clearance.

Retention and disposal: a. If an applicant is found unsuitable for employment, or if an employee is found unsuitable after he has begun work, all local investigative records which support the decision of unsuitability will be retained for a period of two years from the date action was taken to deny or terminate employment. b. If an employee is initially found suitable for employment as a result of a local investigation, and is ultimately retained upon receipt of the NACI report from the Civil Service Commission, the local investigative reports will be retained for a period of two years from the date the employee is initially found suitable for employment. c. CSC NACI reports are retained in the same fashion as local investigative records.

System manager(s) and address: APMG, Employee Relations Department, Headquarters.

Notification procedure: Apply to the head of the postal facility where employed giving name. Headquarters employees should submit requests to the System manager.

Record access procedures: a. Local Investigative records—Apply to the head of the postal facility where employed. Headquarters employees should submit requests to the System manager. b. CSC NACI reports—Apply to the Civil Service Commission as instructed by privacy system CSC/GOVT-4.

Contesting record procedures: See Record access procedures above.

Record source categories: Information is obtained primarily from local police records, former employers, and character reference.

Systems exempted from certain provisions of the act: Reference 39 CFR 266.9 for details.

USPS 120.120

System name: Personnel—Personnel Research and Test Validation Records, 120.120

System location: USPS National Test Administration Center, Los Angeles, CA; USPS National and Regional Headquarters; Bulk Mail Centers; District Offices; and the Oklahoma City Computer Center.

Categories of individuals covered by the system: Applicants for postal employment and USPS employee applicants for reassignment and/or promotion.

Categories of records in the system: Computer scannable answer sheets which contain the applicants' identification information and the applicants' answers to the test questions.

Authority for maintenance of the system: 39 USC 401, 1001

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide verification of the applicants' test score.

Use—

1. Data are collected on a project by project basis and are used for the construction, analysis, and validation of written tests; for research on personnel measurement and selection methods and techniques and research on personnel management practices such as performance evaluation or productivity. Routine use includes the exchange of personnel records between the Civil Service Commission and the Postal Service for personnel research purposes and the use of personal identifier such as employee name to identify employees included in research studies that extend over a period of time (longitudinal studies). No personnel decisions are made in the use of these research records. Many data are collected under conditions assuring their confidentiality. This confidentiality will be protected. Personal information in this system of records is used by the personnel research staff in the Civil Service Commission or the U.S. Postal Service.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, or order issued pursuant thereto.

3. To request information from a Federal, State or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

4. To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

5. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

6. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

7. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

8. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Answer sheets in handwritten form.

Retrievability: This system of records is indexed by employee name, batch number or employee's date of examination and examination center administering the examination.

Safeguards: These records are maintained in closed file cabinets in a secured facility.

Retention and disposal: These records are maintained for six months and then destroyed by shredding.

System manager(s) and address: APMG, Employee Relations Department, Headquarters

Notification procedure: Persons wishing to know whether this system of records contains information on them should address inquiries to the head of the Test Administration Center where they were examined. Headquarters employees should submit requests to the System Manager. Inquiries should contain full name, Social Security Number, date of examination, examination number, and place of participation in the examination.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Applicants' test answers.

Systems exempted from certain provisions of the act: Reference 39 CFR 266.9 for details.

USPS 120.130

System name: Personnel Records—Postmaster Selection Program Records, 120.130

System location: USPS Headquarters; Regional Headquarters.

Categories of individuals covered by the system: USPS employees desiring to be considered for promotion to Postmaster position.

Categories of records in the system: Name, address, date of birth, social security number, education summary, postal background, other employment experience, Postal Inspector's Investigative Memorandum, and other pertinent personal information.

Authority for maintenance of the system: 39 USC 401, 1001.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide Regional Management Selection Board and the National Management Selection Board with fair and impartial information to match requirements for Postmaster position to the best qualified candidate.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issued involved in the complaint.

5. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, said disposing of records in the system:

Storage: Printed, typed or handwritten forms.

Retrievability: Applicant's name and post office for which application was made.

Safeguards: Locked file cabinets in a secured facility.

Retention and disposal: Records for positions 24 and above are maintained at National Headquarters for two years. All records are maintained at Regional Headquarters for five years. Records are destroyed by shredding or burning.

System manager(s) and address: SAPMG, Employee and Labor Relations Group, Headquarters.

Notification procedure: Employees wishing to know whether this system of records contains information on them should address inquiries

to the Regional Postmaster General of the region in which the application was made. Inquiries should contain full name, the postal facility to which application was made, title and place of employment.

Record access procedures: See Notification procedure above.

Contesting record procedures: See Notification procedure above.

Record source categories: Information is obtained from the employee, Postal background personnel data, and from forms completed by the employee.

Systems exempted from certain provisions of the act: Reference 39 CFR 266.9 for details.

USPS 120.140

System name: Personnel Records—Program for Alcoholic Recovery (PAR), 120.140

System location: PAR offices.

Categories of individuals covered by the system: USPS employees who volunteer for the Program.

Categories of records in the system: Number of counseling contacts and leave usage while participating in the Program, name and personal information necessary to assist employees in a Program of recovery.

Authority for maintenance of the system: 39 USC 401

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide Counselors with information to maintain caseload and follow-up counseling of individuals under the Program. Used as a management data source for statistical reporting on the Program.

Use—None

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Printed forms and paper files.

Retrievability: Employee name and case number.

Safeguards: These confidential files are maintained in locked file cabinets with limited access to PAR personnel and in secured facilities.

Retention and disposal: 1. Case card is destroyed six years following close of case. 2. Correspondence and reports are destroyed after three years (field) or ten years (headquarters). 3. Historical case records card is destroyed six years after close of case file. 4. Case files are destroyed three years after recovery or one year after participant terminates enrollment. All records are destroyed by shredding.

System manager(s) and address: APMG, Employee Relations Dept., Headquarters

Notification procedure: Employees participating in the Program should address inquiries to the head of the facility where participating in the Program. Inquiries should contain employees name and location of employment. Headquarters employees should submit requests to the SYSTEM MANAGER.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: The participating employee, PAR counselor and the referring source.

USPS 120.150

System name: Personnel Records—Recruiting, Examining, Training and Placement Records, 120.150.

System location: U.S. Postal Service personnel offices and/or other offices within Postal Service facilities authorized to make appointments to positions.

Categories of individuals covered by the system: Job applicants.

Categories of records in the system: Personal and professional résumés, personal applications, test scores, academic transcripts, letters of recommendation, notes and comments from interviews, investigations and related correspondence, promotion, merit forms and records, including those for the Initial Level Supervisor Selection, Management Associates, Management Trainee, and Executive Leadership Programs as well as those of applicants for PAR Counseling and MAS Instructorships.

Authority for maintenance of the system: 39 USC 401, 1001.

Routine use of records maintained in the system, including categories of users and the purposes of such uses: Purpose— To provide managers

and supervisors information in recruiting and recommending appointment of qualified persons to any grade level.

Use—

1. To exchange or furnish information to other employees or employment reference services.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

3. To request information from a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, relevant to a decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

4. To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter.

5. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

6. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

7. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

8. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

9. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

10. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files, Xerox copies, index cards, magnetic tape, punched cards, pre-printed forms, and computer printed reports.

Retrievability: Employee name and social security number.

Safeguards: Records are maintained in closed filing cabinets under scrutiny of designated managers within secured facilities.

Retention and disposal: Records are retained for period of usefulness which varies by type of record and ranges from one day to 10 years. Retention periods for individual record types may be found in official USPS records retention schedules. At the end of period of usefulness, records are destroyed with the exception of lists of eligibles and examination cards which are transferred to the National Personnel Records Center, St. Louis, MO.

System manager(s) and address: APMG, Employee Relations Department, Headquarters.

Notification procedure: Persons wishing to know whether information is contained on them in this system of records should address inquiries to the head of the facility to which application was made. Headquarters employees should submit requests to the System manager. Inquiries should contain full name, social security number, and if applicable approximate date of application submitted and residence.

Record access procedures: See Notification procedure above.

Contesting record procedures: See Notification procedure above.

Record source categories: Individual, school officials, former employers, supervisors, named references, training coordinators.

Systems exempted from certain provisions of the act: Reference 39 CFR 266.9 for details.

USPS 120.170

System name: Personnel Records—Safe Driver Award Records, 120.170

System location: Motor Vehicle Offices of Postal Facilities

Categories of individuals covered by the system: USPS employees who are full-time drivers of postal vehicles.

Categories of records in the system: Contains employees' name, yearly Safe Driver Awards and record of any accidents in which employee is involved.

Authority for maintenance of the system: 39 USC 401

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide information for awarding Safe Driver Awards.

Use—

1. To furnish information to the National Safety Council for award purposes.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on index cards.

Retrievability: Filed alphabetically by name of employee.

Safeguards: Kept in closed file cabinet with limited access.

Retention and disposal: Maintained on each full-time driver until he retires, or otherwise separates from full-time driving, and then destroyed by shredding.

System manager(s) and address: APMG, Employee Relations Department, Headquarters

Notification procedure: Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit the request to the SYSTEM MANAGER. Inquiries should contain full name.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information is obtained from the driver and from USPS accident reports.

USPS 120.180

System name: Personnel Records—Skills Bank (Human Resources Records), 120.180

System location: Maintained by various postal facilities as determined by local management.

Categories of individuals covered by the system: USPS employees.

Categories of records in the system: Employee name, Social Security Number, address, job position, educational background, special qualifications, skills, performance code, potential for advancement code, career goals, sex, salary, and other personal information. (The various systems in existence may contain more or less information than specified herein.)

Authority for maintenance of the system: Public Law 92-261, 39 USC 401, 1001

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—Used by USPS management to place employees in new positions, and to assist in career planning and training in general; also used by management to provide statistics for management of personnel.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Printed forms, punched cards, magnetic tape, computer reports.

Retrievability: Name and Social Security Number.

Safeguards: Locked file cabinets, controlled access, computer password authentication, magnetic tape library, physical security.

Retention and disposal: Maintained for the period employed and updated as employee status changes. Destroyed by shredding or computer erasure.

System manager(s) and address: APMG, Employee Relations Department, Headquarters

Notification procedure: Employees wishing to know whether such a system exists at their place of employment or whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the System Manager. Inquiries should contain full name, Social Security Number, and place of employment.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Information is obtained directly from employee, and USPS personnel forms.

USPS 120.190

System name: Personnel Records—Supervisor's Personnel Records, 120.190.

System location: Any Postal facility.

Categories of individuals covered by the system: USPS Employees.

Categories of records in the system: Records consist of summaries or excerpts from the following other USPS personnel systems: 120.036, 120.070, 120.150, 120.180, 120.210; as well as records of discipline. In addition, copies of other Postal Service records and records originated by the supervisor may be included at the supervisor's discretion.

Authority for maintenance of the system: 39 USC 401, 1001.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To enable supervisors to efficiently manage assigned personnel.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a

party before a court or administrative body.

3. Disclosure of records of discipline may be further made to a labor organization pursuant to the National Labor Relations Act upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Records of discipline may become part of USPS 120.070 and would therefore be subject to disclosure under the routine uses of that system of records.

5. Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files.

Retrievability: Indexed by employee name.

Safeguards: Locked in supervisor's desk or filing cabinets.

Retention and disposal: 1. Except for those records of discipline described in subparagraphs 2, 3, and 4 below, supervisor's personnel records may be retained for the duration of the supervisor-employee working relationship. Upon separation of an employee from the Postal Service, the entire file pertaining to that employee is destroyed by burning or shredding within 30 days.

2. Counseling Records shall be destroyed after one year if there has been no disciplinary action initiated against the employee during that period.

3. Letters of Warning shall be destroyed after two years if there has been no disciplinary action initiated against the employee during that period.

4. A record of counseling, a letter of warning, or other disciplinary record, which has been relied upon in a subsequent suspension or discharge, will be retained in this system in accord with subparagraphs 1 through 3 above. Such records also will be permanently filed in USPS 120.070, if the subsequent suspension or discharge ultimately is sustained or modified in a manner requiring the preparation of a Form 50.

System manager(s) and address: APMG, Employee Relations Department, Headquarters.

Notification procedure: Employees wishing to know whether this system of records contains information on them should address inquiries to the head of the facility where employed. Headquarters employees should submit requests to the System manager.

Record access procedures: See Notification procedure above.

Contesting record procedures: See Notification procedure above.

Record source categories: Other personnel records systems, supervisor notes, employees, postal customers.

USPS 120.210

System name: Personnel Records—Vehicle Maintenance and Operators Records, 120.210

System location: Vehicle Service Operations at Post Offices, Sectional Centers, District Offices, Regional Offices, Headquarters, Bulk Mail Centers, Postal Data Centers and Automatic Data Processing Centers.

Categories of individuals covered by the system: USPS employees

Categories of records in the system: Employee workload, work schedule, performance analysis and work habits. Employee name, age, length of service, physical condition, vehicle accidents, driving citations, safety awards records, driver license revocation and suspension, driving habits, vehicle training, results of driving tests, qualifications to drive vehicles.

Authority for maintenance of the system: 39 USC 401

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To provide

local post office managers, supervisors and Director of Fleet Management Operations with information to adjust workload, change schedules, change type equipment operated, lists of equipment assigned to employee, and used as a basis for corrective action or safe driving awards.

Use—

1. To provide GSA and USPS driver credentials.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to Postal Inspection Service, or to the appropriate agency, whether Federal, State or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

3. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any state of the legislative coordination and clearance process as set forth in that Circular.

4. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

5. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

6. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Printed forms, and computer tapes.

Retrievability: Employee name, vehicle number, route number, work order number and facility name.

Safeguards: Records are maintained in closed file cabinets in secured facilities.

Retention and disposal: a. Records pertaining to postal-owned vehicle driver's individual testing and driver's records are retained for three years after separation of the employee and destroyed by shredding.

b. Accident reports are retained for three years and destroyed by shredding.

c. Inspection reports are retained for two years after the date of the report and destroyed by shredding.

d. Other records are retained as long as the individual is employed as a vehicle operator, held for one year from the date of reassignment and destroyed by shredding.

System manager(s) and address: APMG, Delivery Services Department, Headquarters

Notification procedure: Employees wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where employed. Inquiries should contain employee's full name, Social Security Number, route number, work station and facility where employed.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: The employee, medical doctors, driver examiner/instructor state vehicle departments and supervisors.

USPS 120.220

System name: Personnel Records—Arbitration Case Files, 120.220

System location: Law Department, Regional and National Headquarters.

Categories of individuals covered by the system: Employees involved in labor arbitration.

Categories of records in the system: (a) Formal pleadings and memoranda of law; (b) Other relevant documents; (c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and personnel;

(d) Correspondence and telephone records.

Authority for maintenance of the system: 39 USC 401, 409(d)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper form, original or copies, preprinted or handwritten forms.

Retrievability: By name of litigant(s).

Safeguards: Records are maintained in ordinary filing equipment under general scrutiny of USPS legal counsels and staff.

Retention and disposal: These case files are maintained for three (3) years following close of matter.

System manager(s) and address: General Counsel, Law Department, Headquarters.

Notification procedure: Persons interested in reviewing records within specific case files should submit their name; and case number, if known, to the General Counsel, Law Department, National Headquarters.

Record access procedures: See "System Manager" above.

Contesting record procedures: See "System Manager" above.

Record source categories: (a) Employees involved in labor arbitration cases; (b) Counsel(s) or other representative(s) for parties involved in the arbitration case other than Postal Service; (c) Arbitrators; (d) Other individuals involved in labor arbitration cases. Source documents include the formal case file, and other records relevant to the case.

USPS 120.230

System name: Personnel Records—Adverse Action Appeals (Administrative Litigation Case Files) 120.230.

System location: Law Department, Regional and National Headquarters.

Categories of individuals covered by the system: Employees involved in Veterans' Appeal and other adverse action appeals.

Categories of records in the system: (a) Formal pleadings and memoranda of law; (b) Other relevant documents; (c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and other personnel; (d) Correspondence and telephone records.

Authority for maintenance of the system: 39 USC 401, 409(d).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper form, original or copies, preprinted or handwritten forms.

Retrievability: By name of litigant(s).

Safeguards: Records are maintained in ordinary filing equipment under general scrutiny of USPS legal counsels and staff.

Retention and disposal: These case files are maintained for three (3) years following close of matter.

System manager(s) and address: General Counsel, Law Department, Headquarters.

Notification procedure: Persons interested in reviewing records with-in specific case files should submit their name; and case number, if known, to the General Counsel, Law Department, National Headquarters.

Record access procedures: See "System Manager" above.

Contesting record procedures: See "System Manager" above.

Record source categories: (a) Employees involved in Veterans Appeals and other adverse actions appeals; (b) Counsel(s) or other representative(s) for parties in administrative litigation other than Postal Service; (c) Other individuals involved in appeals. Source documents include the formal case file, and other records relevant to the case.

USPS 120.240

System name: Personnel Records—Garnishment Case Files, 120.240.

System location: Law Department, Headquarters; Regional Counsel Offices, Regional Headquarters.

Categories of individuals covered by the system: Employees involved in garnishment cases.

Categories of records in the system: (a) Formal pleadings and memoranda of law; (b) Other relevant documents; (c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and other personnel; (d) Correspondence and telephone records.

Authority for maintenance of the system: 39 USC 401, 409(d).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper form, original or copies, preprinted or handwritten forms.

Retrievability: By name of litigant(s) or case and state of court action.

Safeguards: Records are maintained in ordinary filing equipment under general scrutiny of USPS legal counsels and staff.

Retention and disposal: These case files are maintained for three (3) years following close of matter.

System manager(s) and address: General Counsel, Law Department, Headquarters.

Notification procedure: Persons interested in reviewing records with-in specific case files should submit their name; and case number, if known, to the General Counsel, Law Department, National Headquarters.

Record access procedures: See "System Manager" above.

Contesting record procedures: See "System Manager" above.

Record source categories: (a) Employees involved in garnishment cases; (b) Counsel(s) or other representatives for parties other than Postal Service; (c) Other individuals involved in garnishment cases. Source documents include internal memoranda and court related documents.

USPS 130.010

System name: Philately—Ben Franklin Stamp Club Direct Mail Responders List, 130.010.

System location: Office of Stamps, USPS Headquarters

Categories of individuals covered by the system: Adult sponsors of stamp clubs for youth groups as well as club presidents of adult groups.

Categories of records in the system: Name and address of club sponsors or president.

Authority for maintenance of the system: 39 USC 401, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—As an adjunct to a philatelic program, lists of club sponsors or presidents of stamp clubs are used by Sectional Center personnel and District personnel as well as individual postmasters as follows:

1. To assist sponsors in forming stamp clubs.
2. Making contact with clubs to assist in program presentation and USPS cooperation at stamp shows and philatelic exhibits.
3. Responsiveness to philatelic sales requests.
4. Determining USPS needs of films, graphics, and publications related to philately.

Use—

5. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

6. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files.

Retrievability: Indexed by name of individual within the club or stamp group to which he is associated.

Safeguards: Records are maintained in closed file cabinets in secured facility.

Retention and disposal: Records are maintained for one year and then destroyed by shredding.

System manager(s) and address: APMG, Customer Services Department, Headquarters.

Notification procedure: Customers wishing to know whether information about them is maintained in this system of records should address inquiries to the SYSTEM MANAGER above. Inquiries should contain full name, address, and the club or stamp group he is associated with.

Record access procedures: See "SYSTEM MANAGER" above.

Contesting record procedures: See "SYSTEM MANAGER" above.

Record source categories: Information is obtained from the individual.

USPS 130.020

System name: Philately—Educators Stamp Fun Mailing List, 130.020

System location: Customer Services Department, Headquarters

Categories of individuals covered by the system: Elementary school teachers in schools around the country.

Categories of records in the system: Teachers' name, address of school, number of students in the school, number of known stamp collectors in the school, existence of a stamp club.

Authority for maintenance of the system: 39 USC 401, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose - These Records are used by the Philatelic Education Division of the Office of Stamps to mail periodically issues of "Stamp Fun".

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Punched cards

Retrievability: Index by coding number or school teacher name.

Safeguards: Stored in locked room.

Retention and disposal: Indefinitely with annual updates.

System manager(s) and address: APMG, Customer Services Department, Headquarters.

Notification procedure: Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the above SYSTEM MANAGER. Inquiries should include full name and name and address of school.

Record access procedures: See "SYSTEM MANAGER" above.

Contesting record procedures: See "SYSTEM MANAGER" above.

Record source categories: Return responses from national mailing of "Stamp Fun".

USPS 130.040

System name: Philately—Philatelic Product Sales and Distribution, 130.040.

System location: Customer Services Department, Headquarters, and Contracted ADP Sites.

Categories of individuals covered by the system: Customers who have initiated correspondence expressing an interest in philately by (1) responding to various philatelic product sales promotion programs by submitting order forms, business reply cards, or cut outs from posters and promotional literature, (2) providing postal clerks with name and address information to receive future philatelic product announcements, (3) opening subscription accounts for philatelic products, or (4) requesting products in unsolicited correspondence, such as letters.

Categories of records in the system: Customer/subscriber name and account number, address, funds on deposit, remittance type and amount, order/product specifications, order history; also, special lists identifying individuals who have submitted bad checks, special services customers/subscribers, and individuals who have registered multiple service complaints.

Authority for maintenance of the system: 39 USC 401, 404.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—(1) to operate a subscription service for customers who remit money for a particular philatelic product or products; (2) to maintain a file to send philatelic product announcements and sales literature to customers or subscribers; (3) to serve as a source for statistical data for research and market analysis, billing and inventory data, and mailing basis for product shipment and (4) to identify discrete groups of customers/subscribers for better order control and service.

Use—

1. Disclosure may be made where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in original typed or handwritten form, or microform, and on magnetic tape or disk and computer printouts.

Retrievability: Records are indexed by customer/subscriber name and by account number, if assigned.

Safeguards: Paper and microform records are maintained in closed filing cabinets under general scrutiny of personnel of the Philatelic Sales Division and the Building Security Guard Force, and when maintained on magnetic tape and disk, the information is protected by ADP physical, technical software and administrative security of the Headquarters Data Center or by contractors providing similar protection which is subject to the audit and inspection of the USPS Inspection Service.

Retention and disposal: ADP and microform records are maintained for three years after the individual has failed to make a purchase or has indicated no other interest. ADP records are obliterated after their period of usefulness; microform records are incinerated. Correspondence and other paper documents are retained for 3 years and then destroyed by shredding.

System manager(s) and address: APMG, Customer Services Department, Headquarters.

Notification procedure: Individuals wishing to know whether information about them is maintained in this system of records should address inquiries to the System Manager above. Inquiries should contain full name and address.

Records access procedures: See Notification procedure above.

Contesting record procedures: See Notification procedure above.

Record source categories: Information is obtained directly from the individual as is described in "Category of Individuals Covered by the System" above.

USPS 140.010

System name: Postage—Postage Refund Records, 140.010

System location: Post Offices

Categories of individuals covered by the system: Any postal customer who applies for a refund of funds previously given to the USPS for services, box rentals, postage meter setting, advance deposits, etc.

Categories of records in the system: Name and address of customer and reason for request for refund.

Authority for maintenance of the system: 39 USC 401, 403, 404.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—Used as official documentation that a legal disbursement of postal funds has been made to customers for services not rendered after customer has paid for service or has advanced funds in anticipation of the service.

Use—

1. Provides management information for periodic financial audits of the system.

2. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to Postal Inspection Service, or to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Completed forms.

Retrievability: Indexed by post office, name and accounting period.

Safeguards: Maintained in closed file cabinet in secured facilities.

Retention and disposal: Records are maintained for three years and then destroyed by shredding.

System manager(s) and address: APMG, Finance Group, Headquarters.

Notification procedure: Inquiries should be addressed to the postmaster within the facility where monies were deposited. Inquiries should contain full name.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.
Record source categories: Postal customer completing the form.

USPS 140.020

System name: Postage—Postal Meter Records, 140.020

System location: Post Offices

Categories of individuals covered by the system: Meter users

Categories of records in the system: Customer Name and address, meter update activity, schedule for meter upgradings for on-site meter settings, license application, and transaction documents.

Authority for maintenance of the system: 39 USC 401, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To enable responsible administration of postal meter activities.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

2. To disclose identity and address of meter user and identity of agent of user to any member of public upon request.

3. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

4. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

5. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Printed forms.

Retrievability: Records are indexed by customer name and by numeric file of postage meters.

Safeguards: Records are maintained in closed file cabinets in secured facilities.

Retention and disposal: Records are maintained for one year after final entry or the duration of the license and then destroyed by shredding.

System manager(s) and address: APMG, Customer Services Department, Headquarters

Notification procedure: Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the local postmaster from which license was obtained supplying name and meter number.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Information is obtained from the individual and officials making entries to reflect activities.

USPS 150.010

System name: Records and Information Management Records—Information Disclosure Accounting Records (Freedom of Information Act), 150.010

System location: Records Officer, USPS Headquarters, and records Custodians at all USPS facilities.

Categories of individuals covered by the system: USPS employees and citizens requesting information under the Freedom of Information Act.

Categories of records in the system: Name of requestor and the type of information requested.

Authority for maintenance of the system: 39 USC 401, 412; 5 USC 552; Public Law 93-502

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—These records are kept in order to determine the status of information requested and to facilitate the processing of requests.

Use—

1. Disclosure may be made to a congressional office from the

record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files

Retrievability: Individuals name and date of request.

Safeguards: Locked file drawers and access control.

Retention and disposal: Records are maintained by Custodians and the Records Officer for a period of two years. The Headquarters Library and General Counsel keep permanently copies of legal proceedings and appeals related to these records.

System manager(s) and address: Postal Service Records Officer, Headquarters

Notification procedure: Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the Custodian at the facility where request was sent. Inquiries should contain full name and date of request.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Information is obtained from the individual making the request.

USPS 150.015

System name: Records and Information Management Records—Freedom of Information Appeals System, 150.015.

System location: USPS National Headquarters, Law Department

Categories of individuals covered by the system: The system encompasses all individuals who submit appeals under the Freedom of Information Act from denials of access to or copies of records maintained by the Postal Service.

Categories of records in the system: The system consists of copies of all correspondence relating to appeals from the denials of requests for access to or copies of records pursuant to the Freedom of Information Act, of pleadings on civil actions arising under the Act, and of other documents incidental thereto.

Authority for maintenance of the system: 5 USC 552

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To enable the General Counsel to carry out his duties as appellate authority and to comply with reporting requirements. Use—

1. These records are used to provide information and records to the Department of Justice in its coordination of responses to requests for information and its representation of the Postal Service in civil actions, and to prepare reports required by 5 USC 552(d).

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored in paper folders.

Retrievability: Alphabetically, by name of the requester except in those instances where a requester has an appeal filed on his behalf by an attorney. In those cases, the attorney's name might appear as the requester appellant.

Safeguards: These records are stored in locked file cabinets.

Retention and disposal: These records are kept indefinitely.

System manager(s) and address: General Counsel, Law Department, National Headquarters.

Notification procedure: Inquiries should be addressed to the System Manager above and should contain the name of the requester and the name of that person's attorney.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: The individual to whom the record pertains, and that person's attorney.

USPS 150.020

System name: Records and Information Management

Records—Information Disclosure Accounting Records (Privacy Act), 150.020

System location: Records Officer, USPS Headquarters and records Custodians at all USPS facilities.

Categories of individuals covered by the system: Any USPS employee or citizen who makes an inquiry under the Privacy Act.

Categories of records in the system: Name of inquirer and the type of information requested and USPS response thereto.

Authority for maintenance of the system: 39 USC 401; Public Law 93-579, 88 Statute 1896

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—These records are to provide information related to requestors of personal information under the Privacy Act.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files.

Retrievability: Requesters' name and date of inquiry.

Safeguards: Locked file drawers and access control.

Retention and disposal: Request letters and related correspondence are retained for two years. Accountings of disclosures are retained for five years or the life of the disclosed record, whichever is longer. All records are destroyed by burning or shredding.

System manager(s) and address: Postal Service Records Officer, Headquarters.

Notification procedure: Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the Custodian at the facility where request was sent. Inquiries should contain full name, and date of the request.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: Information is obtained from the individual making the request.

USPS 150.025

System name: Records and Information Management Records—Privacy Appeals System, 150.025.

System location: Postal Service, National Headquarters.

Categories of individuals covered by the system: The system encompasses all individuals who submit appeals under the provisions of the Privacy Act of 1974.

Categories of records in the system: The system consists of copies of all correspondence relating to appeals from Postal Service denials of amendment of records pursuant to the Privacy Act, of pleadings in civil actions arising under the Act, and of other documents incidental thereto.

Authority for maintenance of the system: 5 USC 552a

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To enable the USPS Privacy Appeals Officer to carry out his duties as appellate authority and to comply with reporting requirements. Use—

1. These records are used to provide information and records to the Department of Justice in its coordination of responses to requests for information and its representation of the Postal Service in civil actions and to prepare reports required by 5 USC 552a(p).

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are stored as paper files.

Retrievability: Alphabetically, by name of the requester except in those instances where a requester has an appeal filed on his behalf

by an attorney. In those cases, the attorney's name might appear as the requester appellant.

Safeguards: These records are stored in locked cabinets.

Retention and disposal: These records are kept indefinitely.

System manager(s) and address: Postal Service Privacy Appeals Officer, Headquarters.

Notification procedure: Inquiries should be addressed to the System Manager above and should contain the name of the requester and name of attorney if applicable.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: The individual to whom the record pertains, and that person's attorney

USPS 160.010

System name: Special Mail Services—Insured and Registered Domestic Mail Inquiry and Application for Indemnity Records, 160.010.

System location: Rates and Classification Department, Headquarters, Postal Data Center, St. Louis, MO; and Post Offices.

Categories of individuals covered by the system: Insured and registered domestic mail claimants/inquiries including mail senders and addresses.

Categories of records in the system: Name and address of mail sender and addressee; declaration of claimant/inquirer; claim/inquiry status information.

Authority for maintenance of the system: 39 USC 401, 404.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used in responding to inquiries on the status of domestic insured and registered mail, and in the adjudication of claims related to such mail.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether Federal, State or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

2. To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Pursuant to the National Labor Relations Act, to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

5. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Handwritten and typed forms, magnetic tape, punched cards, computer printouts.

Retrievability: Claimant/inquirer name, case number, registered article number.

Safeguards: Handwritten and typed forms are maintained in steel file cabinets with use limited to claims personnel. Computer readable media are stored in protected areas, and access to the media is confined to authorized data processing personnel.

Retention and disposal: Domestic inquiries are maintained for two years. Claim records are maintained for one year at St. Louis Postal Data Center and then transferred to the Federal Records Center and maintained for another three years. All records are destroyed by shredding.

System manager(s) and address: APMG, Rates and Classification Department, Headquarters.

Notification procedure: Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where the insured or registered domestic claim was filed. If claim has been filed, inquiry should include claim number, date of claim, insured or registered number of article mailed.

Record access procedures: NOTIFICATION PROCEDURE above.

Contesting record procedures: See NOTIFICATION PROCEDURE above.

Record source categories: Information from the individual completing the claim/inquiry form.

USPS 160.020

System name: Special Mail Services—Insured and Registered International Mail Inquiry and Application for Indemnity Records, 160.020

System location: Rates and Classification Department, USPS Headquarters, Postal Data Center, St. Louis, MO; and International Adjusting Offices in Chicago, New York, New Orleans and San Francisco.

Categories of individuals covered by the system: Insured and registered international mail claimants/inquirers, including mail sender and addressees, declaration of claimants/inquirers, claim/inquiry status information.

Authority for maintenance of the system: 39 USC 401, 404.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used in responding to inquiries regarding international mail, and in the adjudication of insured and registered international mail claims.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether international, Federal, state or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

2. To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Pursuant to the National Labor Relations Act, to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

5. To refer an international mail inquiry or claim to the appropriate foreign postal authority when required for claim resolution.

6. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Handwritten and typed forms, magnetic tape, punched cards, computer printouts.

Retrievability: Claimant/inquirer name, case number, registered article number.

Safeguards: Handwritten and typed forms are maintained in steel file cabinets with use limited to claims personnel. Computer readable media are stored in protected areas, and access to the media is confined to authorized data processing personnel.

Retention and disposal: International inquiries are maintained for three years. Claim records are maintained for one year at St. Louis Postal Data Center and then transferred to the Federal Records Center and maintained for another three years. All records are destroyed by shredding.

System manager(s) and address: APMG, Rate and Classification Department, Headquarters.

Notification procedure: Persons wishing to know whether information about them is maintained in this system of records should address inquiries to the head of the facility where the insured or registered foreign mail claim was filed. If claim has been filed, inquiry should include claim number, date of claim, insured or registered number of article mailed.

Record access procedures: See NOTIFICATION PROCEDURE above.

Contesting record procedures: See NOTIFICATION PROCEDURE above.

Record source categories: Information from the individual completing the claim/inquiry form.

USPS 160.030

System name: Special Mail Services—Express Mail Service Insurance Claims for Loss, Delay and Damage (Proposed), 160.030

System location: Customer Services Department, USPS Headquarters.

Categories of individuals covered by the system: Express Mail claimants and representatives.

Categories of records in the system: Postal Service forms and correspondence related to the claims.

Authority for maintenance of the system: 39 USC 401, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used in the adjudication of express mail service claims for loss, delay and damage.

Use—

1. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to the appropriate agency, whether international, Federal, state or local, charged with the responsibility of investigating or prosecuting such

violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

2. Pursuant to the National Labor Relations Act, to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

3. To a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

5. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored in file cabinets in original, typed, handwritten, copied or printed form.

Retrievability: Claims are ordered by date of mailing but are retrieved by name of claimant through visual scanning.

Safeguards: Maintained in steel file cabinets within the exclusive custody of Express Mail Marketing personnel in the Customer Services Department and Claims Personnel in the Rates and Classification Department.

Retention and disposal: Records are retained for one year then destroyed by shredding.

System manager(s) and address: APMG, Customer Services Department, Headquarters.

Notification procedure: Claimants wishing to know whether information about them is maintained in this system of records should address inquiries to the SYSTEM MANAGER.

Record access procedures: See NOTIFICATION PROCEDURE above.

Contesting record procedures: See NOTIFICATION PROCEDURE above.

Record source categories: Information is obtained from the claimant or designated representative.

USPS 170.010

System name: Workload Reporting Records, 170.010

System location: Workload Reporting Records are located and/or maintained in various Departments and Facilities of the USPS.

Categories of individuals covered by the system: USPS employees and contract employees assigned to work on specific projects.

Categories of records in the system: May include employee initials and surname, organizational unit and division, work hours on daily, weekly, or pay period basis by course number designated, social security number, systems code, weekly totals and pay period totals, project number, project name, name of customer contact, estimated completion date, estimated resources, actual contact, and general remarks about the development of the project.

Authority for maintenance of the system: 39 USC 401, 404

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—The system is used to determine project costs for billing customers for services and by management to schedule work loads and staffing.

Use—

1. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

2. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

4. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

Information contained in this system of records may be disclosed to an authorized investigator appointed by the United States Civil Service Commission, upon his request, when that investigator is properly engaged in the investigation of a formal complaint of discrimination filed against the U.S. Postal Service under 5 CFR 713, and the contents of the requested record are needed by the investigator in the performance of his duty to investigate a discrimination issue involved in the complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Printed forms, magnetic tape and disks.

Retrievability: Employee initials and name, project number, system code, social security number, pay period or project name.

Safeguards: Maintained in secured area within secured facility.

Retention and disposal: In some cases, records are retained for one year and then automatically deleted from computer disks and paper files are destroyed by shredding. Some records are maintained on computer tape beyond one year for historical and trend analyses.

System manager(s) and address: The department or facility head where such records are required.

Notification procedure: Employees wishing to gain access to this information should address inquiries to the department or facility head where employed at the time of work load reporting. Inquiries should contain full name and project name and number.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Prepared by employee or supervisor as activities occur.

USPS 180.010

System name: Tort Claims—Tort Claims Records, 180.010

System location: Law Department at Headquarters and Regions, Postal Inspection Service, Division Headquarters, Post Offices and Postal Data Centers.

Categories of individuals covered by the system: Persons involved in accident as a result of postal operations or alleging money damages under the provisions of the Federal Tort Claims Act.

Categories of records in the system: Accident reports, tort claims filed, documentary evidence in support of tort claims, and litigation arising out of tort claims.

Authority for maintenance of the system: 28 USC 2671-80; 39 USC 409(c)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—Used by attorneys and other employees of the Postal Service to consider, settle and defend against tort claims made against the USPS under the Federal Tort Claims Act. To refer to accident prevention and safety officers, manufacturers of equipment and supplies and their insurers.

Use—

1. Transferred to Department of Justice, other government agencies, and other persons involved in a claim against the Postal Service, for use in adjudication, civil litigation and criminal prosecution.

2. In the case of accidents, provide statistical information to members of the American Insurance Association Index System.

3. Provide information to USPS accident prevention and safety officers.

4. Furnish information to insurance companies that have named the United States as an additional insured or co-insured in liability insurance policies.

5. Provide information to equipment manufacturers and their insurers for claims considerations and possible improvement of equipment.

6. To respond to a subpoena duces tecum and other appropriate court order and summons.

7. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

8. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

9. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body.

10. Inactive records may be transferred to a GSA Federal Records Center prior to destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper form, original or copies, preprinted or handwritten forms.

Retrievability: Information may be retrieved by person's name or Postal Inspection Service case number.

Safeguards: Records are maintained in ordinary filing equipment under general scrutiny of postal personnel.

Retention and disposal: Paid claims records at Headquarters are retained for seven years after payment; Postal Inspection Service files are retained for 25 years after closing; all other files are retained for five years after closing. All records are destroyed by shredding or burning.

System manager(s) and address: General Counsel, Law Department, Headquarters

Notification procedure: Furnish person's name, data and place of occurrence giving rise to a claim under the Federal Tort Claims Act, to the head of the facility where the claim was filed.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Claimants making demands for money damages, reports of postal employees involved in accidents, local police reports, Inspection Service investigative reports and American Insurance Association Index reports.

USPS 190.010

System name: Labor Law Civil Action—Civil Action Case Files, 190.010

System location: Law Department, Regional and National Headquarters.

Categories of individuals covered by the system: Individuals involved in litigation pertaining to employee and labor relations.

Categories of records in the system: (a) Formal pleadings and memoranda of law; (b) Other relevant documents (c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and other personnel; (d) Correspondence and telephone records.

Authority for maintenance of the system: 39 USC 401, 409(d)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper form, original or copies, preprinted or handwritten forms.

Retrievability: By name of litigant(s).

Safeguards: Records are maintained in ordinary filing equipment under general scrutiny of USPS legal counsels and staff.

Retention and disposal: These case files are maintained for three (3) years following close of matter.

System manager(s) and address: General Counsel, Law Department, Headquarters.

Notification procedure: Persons interested in reviewing records with specific case files should submit their name; case number and court of record, if known, to the General Counsel, Law Department, National Headquarters.

Record access procedures: See "System Manager" above.

Contesting record procedures: See "System Manager" above.

Record source categories: (a) Individuals involved in litigation pertaining to employee and labor relations; (b) Counsel(s) and other representatives for parties in litigation other than Postal Service; (c) Other individuals involved in litigation pertaining to employee and

labor relations Source documents include administrative complaint/action file, grievance file, and/or other records relevant to the case.

USPS 200.010

System location: Non-Mail Monetary Claim—Relocation Assistance Claims (Proposed), 200 010

System location: USPS National Headquarters (Real Estate and Buildings Department), Washington, DC 20260, and all Regional Real Estate and Buildings Departments.

Categories of individuals covered by the system: Owners and tenants of real property purchased or leased by the U.S. Postal Service.

Categories of records in the system: Completed claim forms and other documents related to indemnifying occupants of property acquired by the U.S. Postal Service.

Authority for maintenance of the system: Uniform Relocation and Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and 39 USC 401.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used to adjudicate claims for reimbursement of relocation expenses incurred by owners and tenants of real property acquired by the U.S. Postal Service.

Use—

1. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

2. May be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of legislative coordination and clearance process as set forth in that Circular.

3. Disclosure may be made from the record of an individual, where pertinent, in any legal proceeding to which the Postal Service is a party before a court or administrative body, or in connection with the settlement of any claim or the resolution of any dispute.

4. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

5. Inactive records may be transferred to a GSA Federal Records Center for storage prior to destruction.

6. May be disclosed to a Federal compliance investigator for case or program review.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored in file cabinets in original, typed, printed or handwritten form.

Retrievability: Claims are ordered and retrieved alphabetically by claimant name within project file.

Safeguards: Maintained in locked file cabinets within the exclusive custody of Real Estate and Buildings Department management personnel

Retention and disposal: Records are retained for the life of the facility and then destroyed.

System manager(s) and address: APMG, Real Estate and Buildings Department, Headquarters.

Notification procedure: Claimants wishing to know whether and what information about them is maintained in this system of records should address inquiries to the same facility to which they applied for relocation benefits.

Record access procedures: See NOTIFICATION PROCEDURE above.

Contesting record procedures: See NOTIFICATION PROCEDURE above.

Record source categories: Information is obtained from previous dwelling owner or tenant claimant and Postal Service claim reviewers and adjudicators.

USPS 200.020

System name: Non-Mail Monetary Claims—Monetary Claims involving Present or Former employees (case files), 200.020.

System location: Law Department, Headquarters; Regional Counsel Offices, Regional Headquarters.

Categories of individuals covered by the system: Individuals involved in monetary claims cases.

Categories of records in the system: (a) Formal pleadings and memoranda of law; (b) Other relevant documents (c) Miscellaneous notes and case analyses prepared by Postal Service attorneys and other personnel; (d) Correspondence and telephone records.

Authority for maintenance of the system: 39 USC 401, 409(d).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—This information is used to provide legal advice and representation to the Postal Service.

Use—

1. Pursuant to the National Labor Relations Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of postal employees in an appropriate bargaining unit.

2. Disclosure may be made from the record of an individual, where pertinent in any legal proceeding to which the Postal Service is a party before a court or administrative body or other tribunal.

3. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

4. Transferred to Department of Justice, when needed by that department to perform properly its duties as legal representative of the Postal Service.

5. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper form, original or copies, preprinted or handwritten forms.

Retrievability: By name of litigant(s).

Safeguards: Records are maintained in ordinary filing equipment under general scrutiny of USPS legal counsels and staff.

Retention and disposal: These case files are maintained for three (3) years following close of matter.

System manager(s) and address: General Counsel, Law Department, Headquarters.

Notification procedure: Persons interested in reviewing records within specific case files should submit their name; and case number, if known, to the General Counsel, Law Department, National Headquarters.

Record access procedures: See "System Manager" above.

Contesting record procedures: See "System Manager" above.

Record source categories: (a) Individuals involved in monetary claims cases, (b) Counsel(s) or other representatives for parties in litigation other than Postal Service. Source documents include records relevant to the case.

LIST OF U.S. POSTAL SERVICE FACILITIES REFERENCED HEREIN

The address of each Postal Service facility referred to in each system notice, other than post offices, and the geographical area served, is provided on the pages following. The addresses of individual post offices are not provided because of their large number and because that information is available locally to all concerned individuals.

The addresses of all Postal facilities, to include locations in the Canal Zone, Guam-Samoa, Puerto Rico, and the Virgin Islands, are contained in THE DIRECTORY OF POST OFFICES, Publication 26, Stock Number 3900-00247, available for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402—Price 3.90.

Postmasters, upon request, will supply the addresses of the District Offices and Sectional Management Centers to which they report.

The following excerpt of addresses and areas serviced is provided for convenience of Privacy Act correspondents, and obviates the repetition in each notice. All "Headquarters" addresses are:

(Office), U.S. Postal Service, 475 L'Enfant Plaza West, SW., Washington, D.C. 20260.

POSTAL SERVICE REGIONAL OFFICES

Regional Postmaster General, Central Region, Main PO Bldg., Chicago, IL 60699. (States serviced: IL, MI, OH, IN, KY, WI,

MN, IA, MO, ND, SD, NE, KS (Except 679)).

Regional Postmaster General, Eastern Region, PO Box 8601, Philadelphia, PA 19101. (States serviced: VA, WV, MD, DE, PA, DC, and those portions of New York State and New Jersey outside the Greater New York City Metropolitan area.)

Regional Postmaster General, Southern Region, 5100 Poplar Ave., Memphis, TN 38166. (States serviced: TN, AL, MS, TX, LA, GA, FL, NC, SC, OK, AR and KS (679).)

Regional Postmaster General, Northeast Region, Main PO Bldg., New York, NY 10098. (States serviced: New York City, RI, MA, NH, VT, ME and those portions of New York State, Connecticut, and New Jersey within the New York City Metropolitan area, also Puerto Rico and Virgin Islands.)

Regional Postmaster General, Western Region, 850 Cherry St., San Bruno, CA 94099. (States serviced: CA, NV, HI, AK, WA, OR, MT, ID, WY, UT, CO, AZ, NM, El Paso, TX Dist. and Guam.)

INSPECTION SERVICE

Chief Postal Inspector, U.S. Postal Service, 475 L'Enfant Plaza West, SW., Washington DC 20260.

Regional Chief Postal Inspector, Central Region, Chicago, Illinois 60607. (States serviced: IL, MI, OH, IN, KY, WI, MN, IA, MO, ND, SD, NE, and KS (ZIP Codes 660-678 only).)

Regional Chief Postal Inspector, Eastern Region, No. 1 Decker Square, East Lobby, Bala Cynwyd, Pennsylvania 19004. (States serviced: VA, WV, MD, DE, PA, DC and those portions of New York State and New Jersey outside the Greater New York City Metropolitan area.)

Regional Chief Postal Inspector, Northeast Region, 2 Penn Plaza, 20th Street, New York, New York 10097 (States serviced: New York City and those portions of New York State and New Jersey outside the Greater New York City Metropolitan area.)

Regional Chief Postal Inspector, Southern Region, U.S. Postal Service, 5100 Poplar Avenue, Room 1510, Memphis, Tennessee 38161 (States serviced: TN, AL, MS, TX, LA, GA, FL, NC, SC, OK, AR, and KS (ZIP Codes 67901-67954).)

Regional Chief Postal Inspector, Western Region, 850 Cherry Street, San Bruno, California 94099. (States serviced: CA, NV, HI, AK, WA, OR, MT, ID, WY, UT, CO, AZ, NM, El Paso, TX, District and Guam.)

Postal Inspector in Charge, Room 517, U.S. Post Office Federal Annex, South Forsyth and West Hunter Streets, Atlanta, Georgia 30302.

Postal Inspector in Charge, Room 537, Main Post Office Building, Devonshire Street and Milk Street, Boston, Massachusetts 02107.

Postal Inspector in Charge, Room 257, U.S. Post Office and Court House, Georgia Ave. and East Ninth Street, Chattanooga, Tennessee 37401.

Postal Inspector in Charge, Room 642, U.S. Post Office Building, Canal and Van Buren Streets, Chicago, Illinois 60607.

Postal Inspector in Charge, Room 220, U.S. Post Office and Court House, Walnut St. and Government Square, Cincinnati, Ohio 45201.

Postal Inspector in Charge, Room 339, U.S. Post Office and Court House, 18th and Stout Streets, Denver, Colorado 80201.

Postal Inspector in Charge, Room 400, General Post Office Building, 1401 West Fort Street, Detroit, Michigan 48232.

Postal Inspector in Charge, Room 202, U.S. Postal Office Building, Landcaster and Jennings Streets, Fort Worth, Texas 76101.

Postal Inspector in Charge, P.O. Box 30456, Los Angeles, California 90030.

Postal Inspector in Charge, U.S. Postal Service, P.O. Box 3180, Memphis, Tennessee 38103.

Postal Inspector in Charge, Room 233, Post Office and Court House Building, Federal Square, Newark, New Jersey 07101.

Postal Inspector in Charge, Room 4102, U.S. Post Office Main Office Building, Eighth Avenue and 33 Streets, New York, New York 10001.

Postal Inspector in Charge, Room 419, General Post Office Building, 30th and Market Street, Philadelphia, Pennsylvania 19101.

Postal Inspector in Charge, 1500 Chamber of Commerce Building Pittsburgh, Pennsylvania 15219.

Postal Inspector in Charge, Room 712, 200 South Hanley Building, 200 South Hanley Rd., St. Louis, Missouri 63199.

Postal Inspector in Charge, Room 309, U.S. Post Office and Customhouse, East Kellogg Blvd., and Jackson Street, St. Paul, Minnesota 55165.

Postal Inspector in Charge, P.O. Box 367, San Francisco, California 94101.

Postal Inspector in Charge, Room 306, Main Post Office Building, 3rd Avenue and Union Street, Seattle, Washington 98111.

Postal Inspector in Charge, Room 3016, City Post Office Building, North Capitol Street and Massachusetts Avenue, Washington, D.C. 20013.

Postal Inspector in Charge, Room 3400, Special Investigation Division, 475 L'Enfant Plaza West, SW., Washington, D.C. 20260.

USPS POSTAL DATA CENTERS

Minneapolis Postal Data Center, Box 63, Main Post Office Building, Minneapolis, MN 55470 (States serviced: IL, MI, OH, IN, KY, WI, MN, IA, MO, ND, SD, NE, KS, TN, AL, MS, TX, LA, GA, FL, NC, SC, OK, AR).

New York Postal Data Center, General Post Office Building, New York, NY 10099. (States serviced: NY, NJ, CT, ME, MA, RI, VT, VA, WV, MD, DE, PA, DC, Puerto Rico, and Virgin Islands).

Saint Louis Postal Data Center, Post Office Building, Saint Louis, MO 63180 (Serves as national financial support).

San Bruno Postal Data Center, 850 Cherry Street, San Bruno, CA 94097 (States serviced: CA, NV, HI, AK, WA, OR, MT, ID, WY, UT, CO, AZ, NM, and Guam.)

TRAINING INSTITUTE

Postal Service Training and Development Institute, 7900 Wisconsin Avenue, Washington, D.C. 20014.

BULK MAIL CENTERS

Atlanta, 1805 Bolton Road, NW., Atlanta, GA 30369.

Chicago, 7500 West Roosevelt Road, Building No. 1, Forest Park, IL 60130.

Cincinnati, 3055 Crescentville Road, Cincinnati, OH 45235.

Dallas, P.O. Box 21106, Dallas, TX 75211.

Denver, 7755 East 56th Avenue, Commerce City, CO 80022.

Des Moines, 4000 NW., 109th Street, Des Moines, IA 50395.

Detroit, 17500 Oakwood Boulevard, Allen Park, MI 48101.

Greensboro, 3701 West Wendover Avenue, Greensboro, NC 27495.

Jacksonville, 7415 Commonwealth Avenue, Jacksonville, FL 32099.

Kansas City, 4900 Speaker Road, Kansas City, KS 66106.

Los Angeles, 4701 South Eastern Avenue, Bell, CA 90201.

Memphis, 1921 Elvis Presley Boulevard, Memphis, TN 38136.

Minneapolis-St. Paul, 3165 South Lexington Avenue, St. Paul, MN 55121.

New York, 80 County Road, Jersey City, NJ 07307.

Philadelphia, 1900 Byberry Road, Philadelphia, PA 19116.

Pittsburgh, R.D. No. 2, Wexford, PA 15090.

St. Louis, 5800 Phantom Drive, Hazelwood, MO 63042.

San Francisco, 2501 Rydin Road, Richmond, CA 94850.

Seattle, P.O. Box 5000, Federal Way, WA 98002.

Springfield, 190 Fiberloid Street, Springfield, MA 01151.

Washington, 9201 Edgeworth Drive, Washington, D.C. 20027.

OFFICE OF TELECOMMUNICATIONS POLICY

PRIVACY ACT OF 1974

Systems of Records; Annual Publication

In accordance with Section 552a(e)(4) of the Privacy Act in 1974, the Office of Telecommunications Policy hereby publishes a listing of record systems maintained by this Office. There have been no changes since the previous annual publication of December 7, 1976 (41 FR 53643), as amended on December 13, 1976 (41 FR 524263)

William J. Thaler,
Acting Director.

OTP File No. 1

System name: Bioeffects Project Resumes—OTP.

System location: 1800 G Street, N.W., Washington, D.C., 20504.

Categories of individuals covered by the system: Principal investigator.

Categories of records in the system: This system contains abstracts on Biological Effects of Nonionizing Electromagnetic Radiation research projects conducted or funded by the Federal Government.

Authority for maintenance of the system: Executive Order No. 11556, section 11, and Reorganization Plan No. 1 of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Identification of research projects. Used by OTP personnel and program personnel from other cognizant Federal agencies as part of OTP's coordination of the Federal Government's multiagency program to assess the biological effects of nonionizing electromagnetic radiation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinet.

Retrievability: Individual's name is used as one identifier of the project. Not alphabetical.

Safeguards: Office locked after business hours.

Retention and disposal: Records are retained permanently.

System manager(s) and address: Deputy Assistant Director for Frequency Management, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C., 20504 (202) 395-5800.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager and include name and date of birth.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager listed above.

Contesting record procedures: See Record access procedures.

Record source categories: Information comes from the agency conducting or sponsoring the research.

OTP File No. 2

System name: Congressional Relations System—OTP.

System location: 1800 G Street, N.W., Washington, D.C., 20504.

Categories of individuals covered by the system: Members of Congress who have corresponded with OTP.

Categories of records in the system: Correspondence with members of Congress.

Authority for maintenance of the system: Executive Order No. 11556, section 11, and Reorganization Plan No. 1 of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Files are maintained to appraise OTP Congressional liaison personnel of the interests of members of Congress. Records are for internal use only.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinets.

Retrievability: Alphabetically by name.

Safeguards: Administratively controlled access.

Retention and disposal: Destroyed when member of Congress leaves office.

System manager(s) and address: Assistant to the Director for Congressional and Media Relations, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C., 20504, (202) 395-5800.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager and include name and date of birth.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager listed above.

Contesting record procedures: See Record access procedures.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

OTP File No. 3

System name: Contractor Record System—OTP.

System location: 1800 G Street, N.W., Washington, D.C., 20504.

Categories of individuals covered by the system: Individuals doing work under contract to OTP.

Categories of records in the system: Copies of all invoices and bills and evaluations of contractors' performance.

Authority for maintenance of the system: Executive Order No. 11556, section 11, and Reorganization Plan of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to maintain a financial accounting of all contracts let by OTP. Evaluation of contractor's performance maintained for future reference in relation to subsequent contracts. Routine disclosure of information contained in the system of records may be made to other Federal agencies at their request. Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinets.

Retrievability: Contracts are filed by number. Record can be retrieved alphabetically by name by use of a 3 x 5 cross-reference card file.

Safeguards: Locked file cabinets.

Retention and disposal: Permanent retention.

System manager(s) and address: Executive Officer, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C., 20504, (202) 395-5800.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager and include name and date of birth.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager listed above.

Contesting record procedures: See Record access procedures.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

OTP File No. 4

System name: Employee Reports of Financial Interests and Employment—OTP.

System location: 1800 G Street, N.W., Washington, D.C., 20504.

Categories of individuals covered by the system: All OTP personnel at or above Government Service Grade 13.

Categories of records in the system: OTP Forms 7 and 8, "Confidential Statement of Employment and Financial Interest."

required of certain employees and contractors contain a statement of the financial interests of the employee or contractor and the members of his immediate family and the employment of the immediate family or any other employment by the OTP employee or contractor.

Authority for maintenance of the system: Executive Order No. 11556, section 11, and Reorganization Plan No. 1 of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by authorized OTP personnel for ascertaining conflicts or apparent conflicts of interest and recommending appropriate action to the employee or to the OTP. Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in alphabetical order in folder designated "financial interest reports."

Retrievability: Alphabetical by name.

Safeguards: Kept in closed safe with combination lock except when being used by authorized OTP personnel who are instructed as to their confidentiality and permitted use.

Retention and disposal: Maintained by OTP until employee leaves and then destroyed by burning.

System manager(s) and address: Executive Officer, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C., 20504, (202) 395-5800.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager and include name and date of birth.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager listed above.

Contesting record procedures: See Record access procedures.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

OTP File No. 5

System name: General Personnel Records (Official personnel folder and records related thereto)—OTP

System location: 1800 G Street, N.W., Washington, D.C., 20504.

Categories of individuals covered by the system: Current OTP employees and those formerly employed by the OTP (death, resignation, retirement, and separation).

Categories of records in the system: This system consists of a variety of records relating to personnel actions and determinations made about an individual while employed in the Federal service. These records contain information about an individual relating to birth date; Social Security Number; veteran preference; tenure; handicap; past and present salaries, grades, and position titles; letter of commendation, reprimand, charges, and decision on charges; notice of reduction-in-force; locator files; personnel actions, including but not limited to, appointment, reassignment, demotion, detail, promotion, transfer, and separation; training; minority group designator; records relating to life insurance, health benefits, and designation of beneficiary, training; performance ratings, data documenting the reasons for personnel actions or decisions made about an individual; awards; and other information relating to the status of the individual.

This system also consists of a variety of records containing information about an individual relating to position management actions; position classification actions, promotion records; evaluation records; clearance upon separation, suggestion files, financial and tax matters, incoming letters of complaint; employee and former employee locator information; jury duty records; participation in and implementation of special emphasis programs; Combined Federal Campaign records; Unemployment Compensation notices; outside employment statements; savings bond records; and cor-

respondence files pertaining to any of the personnel information referred to in this notice.

Authority for maintenance of the system: Executive Order No. 11556, section 11, and Reorganization Plan No. 1 of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records is used or a record may be used: (a) To provide information to a prospective employer of an employee or former OTP employee. (b) To provide data for the automated Central Personnel Data File (CPDF). (c) To provide data to update Federal Automated Career Systems (FACS), Executive Inventory File, and security investigations index on new hires, adverse actions, and terminations. (d) To provide information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, investigation for security clearance, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (e) If necessary, obtain relevant information or other pertinent information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (f) To request information from a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses. (g) Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. (h) These records may also be disclosed to the Civil Service Commission for the purpose of properly administering Federal Personnel Systems in accordance with applicable laws, Executive Orders, and regulations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinet.

Retrievability: Alphabetically by name.

Safeguards: Kept in locked file cabinet except when being used by authorized OTP personnel who are instructed as to their confidentiality and permitted use.

Retention and disposal: Records are maintained permanently.

System manager(s) and address: Executive Officer, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C., 20504, (202) 395-5800.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager and include name and date of birth.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager listed above.

Contesting record procedures: See Record access procedures.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

OTP File No. 6

System name: Inventory Control of Property—OTP.

System location: 1800 G Street, N.W., Washington, D.C., 20504.

Categories of individuals covered by the system: OTP personnel.

Categories of records in the system: Records of Federal Government Property charged out to OTP personnel. File card contains name of individual and a list of all property assigned to the individual.

Authority for maintenance of the system: Executive Order No. 11556, section 11, and Reorganization Plan No. 1 of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Record is used when individual separates from OTP to account for property charged out in the individual's name. Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: 3 x 5 card file.

Retrievability: Alphabetically by name.

Safeguards: Administratively controlled access.

Retention and disposal: Card destroyed when individual separates from OTP.

System manager(s) and address: Executive Officer, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C., 20504, (202) 395-5800.

Contesting record procedures: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager and include name and date of birth.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager listed above.

Contesting record procedures: See Record access procedures.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

OTP File No. 7

System name: Library Circulation Control Records—OTP.

System location: 1800 G Street, N.W., Washington, D.C., 20504.

Categories of individuals covered by the system: Library users.

Categories of records in the system: Individuals who borrow library materials, receive library materials on distribution, or request the purchase of library materials.

Authority for maintenance of the system: Executive Order No. 11556, section 11, and Reorganization Plan No. 1 of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information is used by the Library Staff to identify the location of materials withdrawn from the library collection and to distribute library publications in response to a request. Lists of names are used for the distribution of periodicals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Distribution lists are maintained in folders in file cabinets. Book cards are kept in card files.

Retrievability: By name of individual or publication.

Safeguards: Administratively controlled access.

Retention and disposal: Individual's name is crossed out when material is returned to the library, and is removed from distribution lists at such person's request or when such person separates from OTP.

System manager(s) and address: Executive Officer, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C., 20504, (202) 395-5800.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager and include name and date of birth.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager listed above.

Contesting record procedures: See Record access procedures.

Record source categories: Information in this system comes from the individuals to whom it pertains.

OTP File No. 8

System name: Military Personnel System—OTP.

System location: 1800 G Street, N.W., Washington, D.C., 20504.

Categories of individuals covered by the system: Military personnel detailed to OTP.

Categories of records in the system: System contains evaluation reports, job description, documents relating to assignments, and letters of commendation.

Authority for maintenance of the system: AFR 36-10.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to prepare evaluation reports and correspondence relative to future assignment. Only user is the Military Assistant to the Director for purposes indicated. Information contained in the file relates to the individual's assignment to OTP only.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Folders are maintained in file cabinets.

Retrievability: Alphabetically by name.

Safeguards: Maintained in locked file cabinet.

Retention and disposal: Destroyed when military detail is re-assigned from OTP.

System manager(s) and address: Military Assistant to the Director, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C., 20504, (202) 395-5800.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager and include name and date of birth.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager listed above.

Contesting record procedures: See Record access procedures.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

OTP File No. 9

System name: Payroll/Personnel System—OTP.

System location: General Services Administration, Region 3 Office; copies held by the Office of Telecommunications Policy. (GSA holds records for the Office of Telecommunications Policy under contract.)

Categories of records maintained in the system: Varied payroll records including, among other documents, time and attendance cards; payment vouchers; comprehensive listing of employees; health benefit records, requests for deductions; tax forms, W-2 forms, overtime requests; leave data; retirement records. Records are used by OTP and GSA employees to maintain adequate payroll information for OTP employees, and otherwise by OTP and GSA employees who have a need for the record in the performance of their duties.

Authority for the system: 31 U.S.C., generally. Also, Executive Order No. 11556, section 11, and Reorganization Plan No. 1 of 1970.

Routine use of records: See Appendix. Records also are disclosed to GAO for audits; to the Internal Revenue Service for investigation; and to private attorneys, pursuant to a power of attorney.

A copy of an employee's Department of the Treasury Form W-2, Wage and Tax Statement, also is disclosed to the State, city, or other local jurisdiction which is authorized to tax the employee's compensation. The record will be provided in accordance with a withholding agreement between the State, city, or other local jurisdiction and the Department of the Treasury pursuant to 5 U.S.C. 5516, 5517, or 5520, or, in the absence thereof, in response to a written request from an appropriate official of the taxing jurisdiction to the Executive Officer, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C. 20504. The request must include a copy of the applicable statute or ordinance authorizing the taxation of compensation and should indicate whether the authority of the jurisdiction to tax the employee is based on place of residence, place of employment, or both.

Pursuant to a withholding agreement between a city and the Department of the Treasury (5 U.S.C. 5520), copies of executed city withholding certificates shall be furnished the city in response to written request from an appropriate city official to the Executive Officer.

In the absence of a withholding agreement, the Social Security Number will be furnished only to a taxing jurisdiction which has furnished this agency with evidence of its independent authority to compel disclosure of the Social Security Number, in accordance with Section 7 of the Privacy Act, Pub. L. 93-579.

Policies and practices for storing and retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and microfilm.

Retrievability and accessing: Social Security Number.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager: Executive Officer, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C. 20504.

Notification procedures: Refer to OTP access regulations contained in 47 CFR 204.

Record access procedures: Refer to OTP access regulations contained in 47 CFR 204.

Contesting records procedures: Refer to OTP access regulations contained in 47 CFR 204.

Categories of sources of records in the system: The subject individual; the officers of the Office of Telecommunications Policy.

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In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement or a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with the agency's responsibility for evaluation and oversight of federal personnel management.

A record from this system of records may be disclosed to officers and employees of a federal agency for purposes of audit.

The information contained in this system of records will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

A record from this system of records may be disclosed as a routine use to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the request of the individual about whom the record is maintained.

A record from this system of records may be disclosed to officers and employees of the General Services Administration in connection with administrative services provided to this agency under agreement with GSA.

OTP File No. 10

System name: Personnel Applicant Records—OTP.

System location: 1800 G Street, N.W., Washington, D.C., 20504.

Categories of individuals covered by the system: Individuals applying for, or inquiring about, employment with OTP.

Categories of records in the system: Contains original or copy of Standard Form 171, resume, evaluative remarks and any correspondence between the applicant and the Division Director.

Authority for maintenance of the system: Executive Order No. 11556, section 11, and Reorganization Plan No. 1 of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Supervisory personnel evaluate qualifications and select candidates under consideration for employment. If no position is available, some applications are maintained for reference. Applications of successful candidates are removed to general personnel files.

Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinets.

Retrievability: By name from folder designated "personnel."

Safeguards: Administratively controlled access to file cabinets which are locked after business hours.

Retention and disposal: Files are maintained for approximately one year, then disposed of by burning.

System manager(s) and address: Files are maintained separately by division. Address inquiry to one of the following, as appropriate: Office of the Director; Office of the Assistant Director for Government Communications; Office of the Assistant Director for Frequency Management; Office of the Assistant Director for International Communications; Office of the Assistant Director for Executive Direction and Administration, Office of the General Counsel, Executive Officer. The Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C., 20504, (202) 395-5800.

Contesting record procedures: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager and include name and date of birth.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager listed above.

Contesting record procedures: See Record access procedures.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

OTP File No. 11

System name: Travel Payment System—OTP.

System location: 1800 G Street, N.W., Washington, D.C., 20504.

Categories of individuals covered by the system: Personnel who travel on official business.

Categories of records in the system: Travel authorizations, travel vouchers, and travel advance records, which contain the individual's name, residence, place and mode of travel, travel dates, amount of travel advance, expenses incurred, amount of advance outstanding.

Authority for maintenance of the system: Executive Order No. 11556, section 11, and Reorganization Plan No. 1 of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Preparing disbursement schedules so that individual will be paid for travel expenses, recording the cost of travel, and compiling cost and budget information. Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Folder in file cabinet designated "travel."

Retrievability: Alphabetically by name.

Safeguards: File cabinet is locked except when records are being used by authorized OTP personnel who are instructed as to their confidentiality and permitted use.

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Retention and disposal: Records on individuals who have separated from OTP are destroyed by burning.

System manager(s) and address: Executive Officer, Office of Telecommunications Policy, 1800 G Street, N.W., Washington, D.C., 20504, (202) 395-5800.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager and include name and date of birth.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content may inquire in accordance with instructions appearing at 47 CFR Part 204. Inquiries should be addressed to the system manager listed above.

Contesting record procedures: See Record access procedures.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.0

PRIVACY ACT ISSUANCES

Title 7—Agriculture

**SUBTITLE A—OFFICE OF THE
SECRETARY OF AGRICULTURE**

**PART 1—ADMINISTRATIVE
REGULATIONS**

Subpart G—Privacy Act Regulations

| | |
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| 1.111 | Definitions |
| 1.112 | Procedures for requests pertaining to individual records in a record system |
| 1.113 | Times, places, and requirements for identification of individuals making requests. |
| 1.114 | Disclosure of requested information to individuals |
| 1.115 | Special procedures: medical records. |
| 1.116 | Request for correction or amendment to record |
| 1.117 | Agency review of request for correction or amendment of record. |
| 1.118 | Appeal of initial adverse agency determination on correction or amendment. |
| 1.119 | Disclosure of record to person other than the individual to whom it pertains. |
| 1.120 | Fees |
| 1.121 | Penalties. |
| 1.122 | General Exemptions [Reserved] |
| 1.123 | Specific Exemptions. |

AUTHORITY: 5 U.S.C. 552a; Pub L. 93-579.

Subpart G—Privacy Act Regulations

§ 1.110 Purpose and scope.

This subpart contains the regulations of the U.S. Department of Agriculture (USDA) implementing the Privacy Act of 1974 (5 U.S.C. 552a). It sets forth the basic responsibilities of each agency of USDA with regard to USDA's compliance with the requirements of the Act, and offers guidance to members of the public who wish to exercise any of the rights established by the Act with regard to records maintained by an agency of USDA.

§ 1.111 Definitions.

For purposes of this subpart the terms "individual," "maintain," "record," "system of records," "statistical record," and "routine use" shall have the meanings set forth in 5 U.S.C. 552a(a). The term "agency" shall mean an agency of USDA, unless otherwise indicated.

§ 1.112 Procedures for requests pertaining to individual records in a record system.

(a) Any individual who wishes to be notified if a system of records maintained by an agency contains any record pertaining to him, or to request access to such records, shall submit a written request in accordance with the instructions set forth in the system notice for that system of records. This request shall include:

- (1) The name of the individual making the request;
- (2) The name of the system of records (as set forth in the system notice to which the request relates);
- (3) Any other information specified in the system notice; and
- (4) When the request is one for access, a statement as to whether the requester

desires to make a personal inspection of the records; or be supplied with copies by mail.

(b) Any individual whose request under paragraph (a) of this section is denied may appeal that denial to the head of the agency which maintains the system of records to which the request relates.

(c) In the event that an appeal under paragraph (b) of this section is denied, the requester may bring a civil action in federal district court to seek review of the denial.

§ 1.113 Times, places, and requirements for identification of individuals making requests.

(a) If an individual submitting a request for access under § 1.112 has asked that an agency authorize a personal inspection of records pertaining to him, and the agency has granted that request, the requester shall present himself at the time and place specified in the agency's response or arrange another, mutually convenient, time with the appropriate agency official.

(b) Prior to inspection of the records, the requester shall present sufficient identification (e.g., driver's license, employee identification card, social security card, credit cards) to establish that he is the individual to whom the records pertain. If the requester is unable to provide such identification, he shall complete and sign in the presence of an agency official a signed statement asserting his identity and stipulating that he understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is a misdemeanor punishable by fine up to \$5,000. No identification shall be required, however, when the records are ones whose disclosure is required by 5 U.S.C. 552.

(c) Any individual who has requested access to records about him via personal inspection, and who wishes to have another person or persons accompany him during this inspection, shall submit a written statement authorizing disclosure of the record in their presence.

(d) Any individual having made a personal inspection of records pertaining to him may request the agency to provide him copies of those records or any portion thereof. Each agency shall grant such requests but may charge fees in accordance with § 1.120.

(e) If an individual submitting a request for access under § 1.112 wishes to be supplied with copies of the records by mail, he shall include with his request sufficient data for the agency to verify his identity. If the sensitivity of the records warrant it, however, the agency to which the request is directed may require the requester to submit a signed, notarized statement indicating that he is the individual to whom the records pertain and stipulating he understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is a misdemeanor punishable by fine up to \$5,000. No identification shall be required, how-

ever, when the records are ones whose disclosure is required by 5 U.S.C. 552. If the agency to which this request is directed determines to grant the requested access, it may charge fees in accordance with § 1.120 before making the necessary copies.

§ 1.114 Disclosure of requested information to individuals.

(a) Any agency which receives a request or appeal under § 1.112 should acknowledge the request or appeal within 10 days of its receipt (excluding Saturdays, Sundays, and legal public holidays). Wherever practicable, the acknowledgment should indicate whether or not access will be granted and, if so, when and where. When access is to be granted, the agency should provide the access within 30 days of receipt of the request or appeal (excluding Saturdays, Sundays and legal public holidays) unless, for good cause shown, it is unable to do so. If the agency is unable to meet this deadline, it shall inform the requester of this fact, the reasons for its inability to do so, and an estimate of the date on which access will be granted.

(b) Nothing in 5 U.S.C. 552a or this subpart shall be interpreted to require that an individual making a request under § 1.12 be granted access to the physical record itself. The form in which a record is kept (e.g., on magnetic tape), or the content of the record (e.g., a record indexed under the name of the requester may contain records which are not about the requester) may require that the record be edited or translated in some manner. Neither of these procedures may be utilized, however, to withhold information in a record about the requester.

(c) No agency shall deny any request under § 1.112 for information concerning the existence of records about the requester in any system of records it maintains, or deny any request for access to records about the requester in any system of records it maintains, unless that system is exempted from the requirements of 5 U.S.C. 552a(d) in § 1.123.

(d) If an agency receives a request pursuant to § 1.112(a) for access to records in a system of records it maintains which is so exempted, the system manager shall determine if the exemption is to be asserted. If he determines to deny the request, he shall inform the requester of that determination, the reason for the determination, and the title and address of the agency head to whom the denial can be appealed.

(e) If the head of an agency determines that an appeal pursuant to § 1.112(b) is to be denied, he shall inform the requester of that determination, the reason therefor, and his right under 5 U.S.C. 552a(g) to seek judicial review of the denial in federal district court.

(f) Nothing in 5 U.S.C. 552a or this subpart shall allow an individual access to any information compiled in reasonable anticipation of a civil action or proceeding.

§ 1.115 Special procedures medical records.

In the event an agency receives a request pursuant to § 1.112 for access to medical records (including psychological records) whose disclosure it determines would be harmful to the individual to whom they relate, it may refuse to disclose the records directly to the requester but shall transmit them to a doctor designated by that individual.

§ 1.116 Request for correction or amendment to record.

(a) Any individual who wishes to request correction or amendment of any record pertaining to him contained in a system of records maintained by an agency shall submit that request in writing in accordance with the instructions set forth in the system notice for that system of records. This request shall include:

- (1) The name of the individual making the request;
- (2) The name of the system of records (as set forth in the system notice to which the request relates);
- (3) A description of the nature (e.g., modification, addition or deletion) and substance of the correction or amendment requested; and
- (4) Any other information specified in the system notice.

(b) Any individual submitting a request pursuant to paragraph (a) of this section shall include sufficient information in support of that request to allow the agency to which it is addressed to apply the standards set forth in 5 U.S.C. 552(e) (1) and (5).

(c) Any individual whose request under paragraph (a) of this section is denied may appeal that denial to the head of the agency which maintains the system of records to which the request relates.

(d) In the event that an appeal under paragraph (c) of this section is denied, the requester may bring a civil action in federal district court to seek review of the denial.

§ 1.117 Agency review of request for correction or amendment of record.

(a) Any agency which receives a request for amendment or correction under § 1.116 shall acknowledge that request within 10 days of its receipt (excluding Saturdays, Sundays and legal public holidays). It shall also promptly, either:

- (1) Make any correction, deletion or addition with regard to any portion of a record which the requester believes is not accurate, relevant, timely or complete; or
- (2) Inform the requester of its refusal to amend the record in accordance with his request, the reason for the refusal; the procedures whereby he can appeal the refusal to the head of the agency; and the title and business address of that official. If the agency informs the requester of its determination within the 10-day deadline, a separate acknowledgment is not required.

(b) If an agency is unable to comply with either paragraphs (a) (1) or (2) of

this section within 30 days of its receipt of a request for correction or amendment, (excluding Saturdays, Sundays and legal public holidays), it should inform the requester of that fact, the reasons therefor, and the approximate date on which a determination will be reached.

(c) In conducting its review of a request for correction or amendment, each agency shall be guided by the requirements of 5 U.S.C. 552a(e) (1) and (5).

(d) If an agency determines to grant all or any portion of a request for correction or amendment, it shall:

- (1) Advise the individual of that determination;
- (2) Make the requested correction or amendment; and
- (3) Inform any person or agency outside USDA to whom the record has been disclosed, and where an accounting of that disclosure is maintained in accordance with 5 U.S.C. 552a(c), of the occurrence and substance of the correction or amendments.

(e) If an agency determines not to grant all or any portion of a request for correction or amendment, it shall:

- (1) Comply with paragraph (d) of this section with regard to any correction or amendment which is made;
- (2) Advise the requester of its determination and the reasons therefor;
- (3) Inform the requester that he may appeal this determination to the head of the agency which maintains the system of records; and
- (4) Describe the procedures for making such an appeal, including the title and business address of the official to whom the appeal is to be addressed.

(f) In the event that an agency receives a notice of correction or amendment to information in a record contained in a system of records which it maintains, it shall comply with paragraphs (d) (2) and (3) of this section in the same manner as if it had made the correction or amendment itself.

§ 1.118 Appeal of initial adverse agency determination on correction or amendment.

(a) Any individual whose request for correction or amendment under § 1.116 is denied, and who wishes to appeal that denial, shall address such appeal to the head of the agency which maintains the system of records to which the request relates, in accordance with the procedures set forth in the agency's initial denial of the request.

(b) The head of each agency shall make a final determination with regard to an appeal submitted under paragraph (a) of this section not later than 30 days (excluding Saturdays, Sundays, and legal public holidays) from the date on which the individual requests a review, unless, for a good cause shown, the head of the agency extends this 30-day period and so notifies the requester, together with an estimate of the date on which a final determination will be made. Such extension should be utilized only in exceptional circumstances and should not normally exceed 30 days. The delegation of authority

set forth in this paragraph may not be redelegated.

(c) In conducting his review of an appeal submitted under paragraph (a) of this section, the head of an agency shall be guided by the requirements of 5 U.S.C. 552a(e) and (1) and (5).

(d) If the head of an agency determines to grant all or any portion of an appeal submitted under paragraph (a) of this section, he shall inform the requester and the agency shall comply with the procedures set forth in § 1.117 (d) (2) and (d) (3).

(e) If the head of an agency determines in accordance with paragraph (c) of this section not to grant all or any portion of an appeal submitted under paragraph (a) of this section, he shall inform the requester:

- (1) Of this determination and the reasons therefor;
- (2) Of the requester's right to file a concise statement of his reasons for disagreeing with the agency's decision;
- (3) Of the procedures for filing such a statement of disagreement;
- (4) That such statements of disagreements will be made available to anyone to whom the record is subsequently disclosed, together with (if the agency deems it appropriate) a brief statement by the agency summarizing its reasons for refusing to amend the record;
- (5) That prior recipients of the disputed record will be provided with a copy of the statement of disagreement, together with (if the agency deems it appropriate) a brief statement of the agency's reasons for refusing to amend the record, to the extent that an accounting of disclosures is maintained under 5 U.S.C. 552a(c); and
- (6) Of the requester's right to seek judicial review of the agency's determination in accordance with 5 U.S.C. 552a(g). The agency shall insure that any statements of disagreement submitted by a requester are handled in accordance with paragraphs (e) (4) and (5) of this section.

§ 1.119 Disclosure of record to person other than the individual to whom it pertains.

No agency shall disclose any record which is contained in a system of records it maintains, by any means of communication to any person, or to another agency outside USDA, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless the disclosure is authorized by one or more provisions of 5 U.S.C. 552a(b).

§ 1.120 Fees.

Any agency which provides copies of records pursuant to a request under this subpart may charge fees for the direct costs of producing such copies in accordance with Appendix A to Subpart A of this Part. No agency, however, shall charge any fee for searches necessary to locate records. Nor shall an agency charge any fees for copies or searches, when the requester sought to make a personal inspection but was provided copies instead at the discretion of the agency

PRIVACY ACT ISSUANCES

§ 1.121 Penalties.

The criminal penalties which have been established for violations of the Privacy Act of 1974 are set forth in 5 U.S.C. 552a(i). These penalties are applicable to any officer or employee of an agency who commits any of the enumerated acts. These penalties also apply to contractors and employees of such contractors who enter into contracts with an agency of USDA on or after September 27, 1975, and who are considered to be employees of the agency within the meaning of 5 U.S.C. 552a(m).

§ 1.122 General exemptions. [Reserved]

§ 1.123 Specific exemptions.

Pursuant to 5 U.S.C. 552a(k), the systems of records (or portions thereof) maintained by agencies of USDA identified below are exempted from the provisions of 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4) (G), (H), and (I). The reasons for exempting each system are set out in the notice for that system published in the FEDERAL REGISTER.

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE

EEO Complaints and Discrimination Investigation Reports, USDA ASCS-14.

Investigation and Audit Reports, USDA ASCS-20.

Producer Appeals, USDA ASCS-23.

ANIMAL AND PLANT HEALTH INSPECTION SERVICE

Meat and Poultry Inspection Program—Slaughter, Processing and Allied Industrial Compliance Records System, USDA APHIS-1.

Plant Protection and Quarantine Programs—Regulatory Violations, USDA APHIS-2.

Veterinary Services Programs—Records of Accredited Veterinarians, USDA APHIS-3.

Veterinary Services Programs—Animal Quarantine Regulatory Actions, USDA APHIS-4.

Veterinary Services Programs—Animal Welfare and Horse Protection Regulatory Actions, USDA APHIS-5.

FARMERS HOME ADMINISTRATION

Credit Report File, USDA FmHA-3.

FOOD AND NUTRITION SERVICE

Civil Rights Complaints and Investigations, USDA FNS-1.

Claims Against Food Stamp Recipients, USDA FNS-3.

Investigations of Fraud, Theft, or Other Unlawful Activities of Individuals Involving Food Stamps, USDA FNS-5.

FOREST SERVICE

Law Enforcement Investigation Records, USDA FS-33.

OFFICE OF THE GENERAL COUNSEL

ANIMAL AND PLANT HEALTH INSPECTION DIVISION

Cases by the Department under the Federal Meat Inspection Act, the Poultry Products Inspection Act, and the voluntary inspection and certification provisions of the Agricultural Marketing Act of 1946, USDA/OGC-8.

Cases by the Department under the Horse Protection Act of 1970, USDA/OGC-9.

Cases by the Department under the Humane Methods of Livestock Slaughter law

(i.e., the Act of August 27, 1958), USDA OGC 10.

Cases by the Department under the Laboratory Animal Welfare Act, USDA OGC 11.

Cases by the Department under the 28 Hour Law as amended, USDA OGC 12.

Cases by the Department under the various Animal Quarantine and related laws, USDA OGC 13.

Cases by the Department under the various Plant Protection and Quarantine and related laws, USDA OGC 14.

COMMUNITY DEVELOPMENT DIVISION

Community Development Division Litigation, USDA OGC 15.

Farmers Home Administration (FmHA) General Case Files, USDA OGC 16.

FOOD AND NUTRITION DIVISION

Claims by and against USDA Under the Food Assistance Legislation, USDA OGC 17.

Perishable Agricultural Commodities, USDA OGC 18.

FOREIGN AGRICULTURE AND COMMODITY STABILIZATION DIVISION

Agricultural Stabilization and Conservation Service (ASCS), Foreign Agricultural Service (FAS), and Commodity Credit Corporation Cases, USDA OGC 19.

Federal Corp Insurance Corporation (FCIC) Cases, USDA OGC-20.

MARKETING DIVISION

Administrative proceedings brought by the Department pursuant to the Plant Variety Protection Act, the Federal Seed Act, or the Agricultural Marketing Act of 1946, USDA OGC-22.

Cases brought by the Government pursuant to the Cotton Futures provisions of the Internal Revenue Code of 1954, USDA OGC-26.

Court cases brought by the Government pursuant to either the Agricultural Marketing Act of 1946 or the Tobacco Inspection Act, USDA OGC-28.

Court cases brought by the Government pursuant to either the Agricultural Marketing Agreement Act of 1937, as amended, or the Anti-Hog-Cholera Serum and Hog Cholera Virus Act, USDA OGC-29.

Court cases brought by the Government pursuant to either the Cotton Research and Promotion Act, Potato Research and Promotion Act or the Egg Research and Consumer Information Act, USDA OGC-30.

Court cases brought by the Government pursuant to either the Cotton Statistics and Estimates Act of 1927 or the United States Cotton Standards Act, USDA OGC 31.

Court cases brought by the Government pursuant to either the Export Apple and Pear Act or the Export Grape and Plum Act, USDA OGC-32.

Court cases brought by the Government pursuant to either the Naval Stores Act, the Honeybee Act, the Virus-Serum-Toxin Act or the Tobacco Seed and Plant Exportation Act, USDA OGC-33.

Court cases brought by the Government pursuant to either the Peanut Statistics Act or the Tobacco Statistics Act, USDA OGC 34.

Court cases brought by the Government pursuant to either the Plant Variety Protection Act or the Egg Products Inspection Act, USDA OGC 35.

Court cases brought by the Government pursuant to either the Produce Agency Act, or the Process of Renovated Butter Provisions of the Internal Revenue Code of 1954, USDA OGC-36.

Court cases brought by the Government pursuant to either the United States Grain Standards Act or the Federal Seed Act, USDA, OGC-37.

Court cases brought by the Government pursuant to the Agricultural Fair Practices Act, USDA OGC-38.

PACKERS AND STOCKYARDS DIVISION

Packers and Stockyards Act, Administrative Cases, USDA OGC 67.

Packers and Stockyards Act, Civil and Criminal Cases, USDA OGC-68.

RESEARCH AND OPERATIONS DIVISION

Personnel Irregularities, USDA OGC 73.

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Intelligence Records, USDA OI 2.
Investigative Files and Subject Title Index, USDA OI-3.

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Non-Career Applicant File, USDA SEC 1.

Appendix A—Internal Directives

SECTION 1 *General Requirements.* Each agency that maintains a system of records subject to 5 U.S.C. 552a and the regulations of this Subpart shall:

(a) Maintain in its records only such information about an individual as is relevant and necessary to accomplish a purpose of the agency required to be accomplished by statute or by executive order of the President;

(b) Collect information to the greatest extent practicable directly from the subject individual when the information may result in adverse determinations about an individual's rights, benefits, and privileges under Federal programs;

(c) Inform each individual whom it asks to supply information, on the form which it uses to collect the information, or on a separate form that can be retained by the individual:

(1) The authority (whether granted by statute, or by executive order of the President) which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary;

(2) The principal purpose or purposes for which the information is intended to be used;

(3) The routine uses which may be made of the information, as published pursuant to paragraph (d) (4) of this section; and

(4) The effects on him, if any, of not providing all or any part of the requested information;

(d) Subject to the provisions of section 2 of this Appendix, prepare for publication in the FEDERAL REGISTER at least annually a notice of the existence and character of each system it maintains, which notice shall include:

(1) The name and location(s) of the system;

(2) The categories of individuals on whom records are maintained in the system;

(3) The categories of records maintained in the system;

(4) Each routine use of the records contained in the system, including the categories of uses and the purpose of such use;

(5) The policies and practices of the agency regarding storage, retrievability, access controls, retention, and disposal of the records;

(6) The title and business address of the agency official who is responsible for the system of records;

(7) The agency procedures whereby an individual can be notified at his request if the system of records contains a record pertaining to him;

(8) The agency procedures whereby an individual can be notified at his request how he can gain access to any record pertaining to him contained in the system of records, and how he can contest its content; and

(9) The categories of sources of records in the system;

(e) Maintain all records which are used by the agency in making any determination about any individual with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination;

(f) Prior to disseminating any record about an individual to any person other than an agency, unless the dissemination is made pursuant to 5 U.S.C. 552a(b)(2) make reasonable efforts to assure that such records are accurate, complete, timely, and relevant for agency purposes;

(g) Maintain no record describing how any individual exercises rights guaranteed by the First Amendment unless expressly authorized by statute or by the individual about whom the record is maintained, or unless pertinent to and within the scope of an authorized law enforcement activity;

(h) Make reasonable efforts to serve notice on an individual when any record on such individual is made available to any person under compulsory legal process when such process becomes a matter of public record;

(i) Establish rules of conduct for persons involved in the design, development, operation, or maintenance of any system of records, or in maintaining any record, and instruct each such person with respect to such rules and the requirements of this section, including any other rules and procedures adopted pursuant to this section and the penalties for noncompliance;

(j) Establish appropriate administrative, technical, and physical safeguards to insure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained.

Sec. 2 Amendment of routine uses for an existing system of records, or establishment of a new system of records.

(a) Any agency which intends to add a routine use, or amend an existing one, in a system of records it maintains, shall, in accordance with 5 U.S.C. 552a(e)(11), insure that 30 days advance notice of such action is given by publication in the Federal Register and an opportunity provided for interested persons to submit written data, views or arguments to the agency.

(b) Any agency which intends to establish a new system of records, or to alter any existing system of records, shall insure that adequate advance notice is provided to Congress and the Office of Management and Budget to permit an evaluation of the probable or potential effect of such action on the privacy and other personal or property rights of individuals or the disclosure of information relating to such individuals, and its effect on the preservation of the constitu-

tional principles of federalism and separation of powers. Such notice is required for any new system of records and for any alteration in an existing one which will:

(1) Increase the number of types of individuals on whom records are maintained;

(2) Expand the type or amount of information maintained;

(3) Increase the number or categories of agencies or other persons who may have access to those records;

(4) Alter the manner in which the records are organized so as to change the nature or scope of those records (e.g., the combining of two or more existing systems);

(5) Modify the way the system operates at its location(s) in such a manner as to alter the procedures which individuals can exercise their rights under this Subpart; or

(6) Change the equipment configuration on which the system is operated so as to create the potential for greater access (e.g., adding a telecommunications capability).

Sec. 3. Accounting of Certain Disclosures. Each agency, with respect to each system of records under its control, shall:

(a) Except for disclosures made under 5 U.S.C. 552a(b)(1) and (2), keep an accurate account of:

(1) The date, nature, and purpose of each disclosure of a record to any person or agency outside the Department; and

(2) The name and address of the person or agency to whom the disclosure is made;

(b) Retain the accounting made under paragraph (a) of this section for the longer of a period of five years, after the date of the disclosure for which the accounting is made, or the life of the record disclosed;

(c) Except for disclosures made under 5 U.S.C. 552a(b)(7), make the accounting above available to the individual named in the record at his request.

Sec. 4. Government Contracts. When an agency within the Department provides by a contract for the operation by or on behalf of the agency of a system of records to accomplish an agency function, the agency shall, consistent with its authority, cause the requirements of this subpart to be applied to such system. For purposes of 5 U.S.C. 552(a)(1) any such contractor or any employee of such contractor, if such contract is agreed to on or after September 27, 1975, shall be considered to be an employee of an agency and therefore subject to the criminal penalties set forth in that section.

Sec. 5. Mailing Lists. No agency within the Department shall sell or rent any individual's name and address unless such action is specifically authorized by law. This section shall not be construed to require, or to authorize, the withholding of names and addresses whose disclosure is required by 5 U.S.C. 552.

Sec. 6. Social security account numbers. (a) No agency shall deny, or permit any State or local government with whom it is involved

in a cooperative venture to deny, to any individual any right, benefit, or privilege provided by law because of such individual's refusal to disclose his social security account number.

(b) The provisions of paragraph (a) of this Section shall not apply with respect to:

(1) Any disclosure required by Federal statute; or

(2) Any disclosure to any agency relating to a system of records it maintained prior to January 1, 1975, if such disclosure was required under statute or regulation adopted prior to that date, to verify the identity of an individual.

(c) Any agency in the Department which requests an individual to disclose his social security account number shall inform that individual whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it. The agency shall also insure that this information is provided by a State or local government with whom it is involved in a cooperative agreement.

Sec. 7. Annual report. Each agency in the Department shall submit to the Office of the General Counsel prior to March 30 of each year (beginning March 30, 1976) a report containing the following information related to implementation of 5 U.S.C. 552a:

(a) A summary of major accomplishments;

(b) A summary of major plans for activities in the upcoming year;

(c) A list of the systems which were exempted during the year from any of the operative provisions of this Subpart pursuant to 5 U.S.C. 552a(j) and (k), whether or not the exemption was effected during that year, the number of instances with respect to each system exempted in which the exemption was invoked to deny access, and the reasons for invoking the exemption;

(d) A brief summary of changes to the total inventory of personal data system subject to this Subpart including reasons for major changes; and

(e) A general description of operational experiences including estimates of the number of individuals (in relation to the total number of records in the system):

(1) Requesting information on the existence of records pertaining to them;

(2) Refusing to provide information;

(3) Requesting access to their records;

(4) Appealing initial refusals to amend records; and

(5) Seeking redress through the courts.

Sec. 8 Effect of 5 U.S.C. 552. No agency in the Department shall rely on any exemption in 5 U.S.C. 552 to withhold from an individual any record which is otherwise accessible to such individual under the provisions of 5 U.S.C. 552a and this Subpart.

(5 U.S.C. 301, 552a).

Title 8—Aliens and Nationality

CHAPTER 1—IMMIGRATION AND
NATURALIZATION SERVICE, DE-
PARTMENT OF JUSTICEPART 103—POWERS AND DUTIES OF
SERVICE OFFICERS; AVAILABILITY
OF SERVICE RECORDS

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- Sec.
103.20 Purpose and scope.
103.21 Access by individuals to records maintained about them.
103.22 Records exempt in whole or in part.
103.23 Special access procedures.
103.24 Requests for accounting of record disclosure.
103.25 Notice of access decisions; time limits.
103.26 Fees for copies of records.
103.27 Appeals from denials of access.
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103.30 Accounting for disclosures.
103.31 Notices of subpoenas and emergency disclosures.
103.32 Information forms.
103.33 Contracting record systems.
103.34 Security of records systems.
103.35 Use and collection of Social Security numbers.
103.36 Employee standards of conduct with regard to privacy.

AUTHORITY: The provisions of this Part 103 issued under sec. 501, 65 Stat. 290, sec. 103, 66 Stat. 173; 31 U.S.C. 483a, 8 U.S.C. 1103. Interpret or apply secs. 281, 332, 343, 344, 405, 66 Stat. 230, 252, 263, 264, 280; 8 U.S.C. 1351, 1443, 1454, 1455, 1101 and note; 7 U.S.C. 2243.

§ 103.20 Purpose and scope.

(a) Sections 103.20 through 103.36 comprise the regulations of the Service implementing the Privacy Act of 1974, P.L. 93-597. The regulations apply to all records contained in systems of records maintained by the Service which are identifiable by individual name or identifier and which are retrieved by individual name or identifier, except those personnel records governed by Civil Service Commission regulations. The regulations set forth the procedures by which individuals may seek access to records pertaining to themselves and request correction of those records. The regulations also set forth the requirements applicable to Service employees maintaining, collecting, using or disseminating such records.

(b) The Associate Commissioner, Management, shall provide that the provisions of §§ 103.20 through 103.36 of this chapter and 28 CFR 16.40 through 16.56, and any revisions thereof, shall be brought to the attention of and made available to:

(1) Each employee at the time of issuance of the aforesaid regulations and any amendment thereto; and

(2) Each new employee at the time of employment.

(c) The Associate Commissioner, Management, shall be responsible for insuring that employees of the Service are trained in the obligations imposed by the Privacy Act of 1974 and by these regulations.

§ 103.21 Access by individuals to records maintained about them.

(a) Access to available records. An individual seeking access to records about himself in a system of records, which have not been exempted from access pursuant to the Privacy Act of 1974, shall present his request in person or in writing to the manager of the particular system of records to which he seeks access. Systems managers are identified in the "Notice of Systems of Records" published by the National Archives and Records Service, General Services Administration. Access to records in multiple systems of records shall be addressed to the Office of the Associate Commissioner, Management, which shall assist the requester in identifying his request more precisely and shall be responsible for forwarding the request to the appropriate system managers. The use of Form G-657, Privacy Act Information Request, is recommended for rapid identification and to insure expeditious handling.

(b) Verification of identity. The following standards are applicable to any individual who requests records concerning himself, unless other provisions for identity verification are specified in the published notice pertaining to the particular system of records.

(1) An individual seeking access to records about himself in person shall establish his identity by the presentation of a single document bearing a photograph (such as a passport, alien registration receipt card or identification badge) or by the presentation of two items of identification which do not bear a photograph but do bear both a name and address (such as a driver's license, or credit card).

(2) An individual seeking access to records about himself by mail shall establish his identity by a signature, address, date of birth, place of birth, alien or employee identification number, if any, and one other identifier such as a photocopy of an identifying document.

(3) An individual seeking access to records about himself by mail or in person who cannot provide the necessary documentation of identification may provide a notarized statement swearing or affirming to his identity and to the fact that he understands the penalties for false statements pursuant to 18 U.S.C. 1001. Form G-652, "Affidavit of Identity," may be obtained on request from the office of the system manager of a system of records at a system location listed in the "Notice of Systems of Records" published in the FEDERAL REGISTER.

(c) Verification of guardianship. The parent or guardian of a child or of a person judicially determined to be incompetent and seeking to act on behalf of such child or incompetent, shall, in addition to establishing his own identity, establish the identity of the child or other person he represents as required in paragraph (b) of this section, and establish his own parentage of guardianship of the subject of the record by furnishing either a copy of a birth certificate showing parentage or a court order establishing the guardianship.

(d) Accompanying persons. An individual seeking to review records pertaining to himself may be accompanied by another individual of his own choosing. Both the individual seeking access and the individual accompanying him shall be required to sign the required form indicating that the Service is authorized to discuss the contents of the subject record in the presence of both individuals.

(e) Specification of records sought. Requests for access to records, either in person or by mail, shall describe the nature of the records sought, the approximate dates covered by the record, the system in which it is thought to be included as described in the "Notice of Systems of Records" published in the FEDERAL REGISTER, and the identity of the individual or office of the Service having custody of the system of records. In addition, the published "Notice of Systems of Records" for individual systems may include further requirements of specification, where

necessary, to retrieve the individual record from the system.

§ 103.22 Records exempt in whole or in part.

(a) When an individual requests records about himself which have been exempted from individual access pursuant to 5 U.S.C. 552a(j) or (k)(3) or (k)(4) or which have been compiled in reasonable anticipation of a civil action or proceeding either in a court or before an administrative tribunal, the Service will neither confirm nor deny the existence of the record but shall advise the individual only that there is no record which is available to him pursuant to the Privacy Act of 1974.

(b) Individual requests for access to records which have been exempted from access pursuant to 5 U.S.C. 552a(k) shall be processed as follows:

(1) Requests for information classified by the Service pursuant to Executive Order 11652 require the Service to review the information to determine whether it continues to warrant classification under the criteria of sections 1 and 5(B), (C), (D), and (E) of the Executive Order. Information which no longer warrants classification under these criteria shall be declassified and made available to the individual, if not otherwise exempt. If the information continues to warrant classification, the individual shall be advised that the information sought is classified; that it has been reviewed and continues to warrant classification; and that it has been exempted from access pursuant to 5 U.S.C. 552a(k)(1). Information which has been exempted pursuant to 5 U.S.C. 552a(j) and which is also classified shall be reviewed as required by this paragraph but the response to the individual shall be in the form prescribed by paragraph (a) of this section.

(2) Requests for information which has been exempted from disclosure pursuant to 5 U.S.C. 552a(k)(2) shall be responded to in the manner provided in paragraph (a) of this section unless a review of the information indicates that the information has been used or is being used to deny the individual any right, privilege or benefit for which he is eligible or to which he would otherwise be entitled under Federal law. In that event, the individual shall be advised of the existence of the record and shall be provided the information except to the extent it would identify a confidential source. If and only if information identifying a confidential source can be deleted or the pertinent parts of the record summarized in a manner which protects the identity of the confidential source, the document with deletions made or the summary shall be furnished to the requester.

(3) Information compiled as part of an employee background investigation

which has been exempted pursuant to 5 U.S.C. 552a(k)(5) shall be made available to an individual upon request except to the extent that it identifies a confidential source. If and only if information identifying a confidential source can be deleted or the pertinent parts of the record summarized in a manner which protects the identity of the confidential source, the document with deletions made or the summary shall be furnished to the requester.

(4) Testing or examination material which has been exempted pursuant to 5 U.S.C. 552a(k)(6) shall not be made available to an individual if disclosure would compromise the objectivity or fairness of the testing or examination process but shall be made available if no such compromise possibility exists.

(5) The Service records which are exempted and the reasons for the exemptions are enumerated in 28 CFR 16.99.

§ 103.23 Special access procedures.

(a) *Records of other agencies.* When information sought from a system of records of the Service includes information:

(1) That has been classified pursuant to Executive Order 11652, the request shall be referred to the appropriate classifying authority pursuant to 28 CFR 17.61 and the individual requesting the record shall be so advised unless the record is also exempt from disclosure pursuant to 5 U.S.C. 552a (j) or (k);

(2) That has been furnished by another component of the Department of Justice, the request shall be referred to the component originating the information for a decision as to access or correction;

(3) That has been furnished by another agency, the Service shall consult the other agency before granting access or making a correction and may refer the request to the other agency if referral will provide more expeditious access or correction, but the requester shall be notified of the referral.

(b) *Medical records.* When an individual requests medical records concerning himself, which are not otherwise exempt from disclosure, the system manager shall, if deemed necessary, advise the individual that records will be provided only to a physician designated in writing by the individual. Upon receipt of the designation, the system manager will permit the physician to review the records or to receive copies of the records by mail, upon proper verification of identity. The determination of which records should be made available directly to the individual and which records should not be disclosed because of possible harm to the individual shall be made by the physician.

§ 103.24 Requests for accounting of record disclosure.

At the time of his request for access or correction or at any other time, an individual may request an accounting of disclosures made of his record outside the Department of Justice. Requests for accounting shall be directed to the appropriate system manager listed in the "Notice of Systems of Records". Any available accounting, whether kept in accordance with the requirements of the Privacy Act or under procedures established prior to September 27, 1975, shall be made available to the individual except that an accounting need not be made available if it relates to: (a) A disclosure with respect to which no accounting need be kept (see § 103.30(c) of this part); (b) A disclosure made to a law enforcement agency pursuant to 5 U.S.C. 552a(b)(7); (c) An accounting which has been exempted from disclosure pursuant to 5 U.S.C. 552a (j) or (k).

§ 103.25 Notice of access decisions; time limits.

(a) *Responsibility for notice.* The system manager of the system from which information is sought or his delegate has responsibility for determining whether access to records is available under the Privacy Act and for notifying the individual of that determination in accordance with these regulations. If access is denied because of an exemption, the responsible person shall notify the individual that he may appeal that determination to the Deputy Attorney General within thirty working days of the receipt of the determination.

(b) *Time limits for access determinations.* The time limits provided by 28 CFR 16.45 shall be applicable to requests for access to information pursuant to the Privacy Act of 1974.

§ 103.26 Fees for copies of records.

The fees charged by the Service under the Privacy Act shall be those specified in 28 CFR 16.46. Remittances shall be made in accordance with § 103.7(a).

§ 103.27 Appeals from denials of access.

An individual who has been denied access by the Service to the records concerning him may appeal that decision in the manner prescribed in 28 CFR 16.47.

§ 103.28 Requests for correction of records.

(a) *How made.* Unless a record is exempted from correction, an individual may request amendment or correction of a record concerning him by addressing his request to the system manager of the system in which the record is maintained either in person or by mail, his identity to be estab-

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lished as provided in §103.21 of this part. The request must indicate the particular record involved, the nature of the correction sought, and the justification for the correction or amendment. Requests made by mail should be addressed to the system manager at the address specified in the "Notice of Systems of Records" published by the General Services Administration and shall be clearly marked on the request and on the envelope "Privacy Correction Request." Where the individual cannot determine the precise system manager or believes that the same record appears in more than one system, he may address his request to the office of the Associate Commissioner, Management, Immigration and Naturalization Service, 425 I Street NW., Washington, D.C. 20536, which shall assist him in identifying the system or systems in which the record is located.

(b) *Initial determination.* Within 10 working days of the receipt of the request, the appropriate Service official shall advise the individual that his request has been received. If the record is to be amended or corrected, the system manager may so advise the individual but if correction is refused, in whole or in part, it must be done by the head of the component in which the record is located, or his designee. If a correction is to be made, the individual shall be advised of his right to obtain a copy of the corrected record upon payment of the standard fee, established in 28 CFR 16.46. If a correction or amendment is refused, in whole or in part, the individual shall be so advised, shall be given reasons for the refusal, and shall be advised of his right to appeal to the Deputy Attorney General in accordance with the procedures set forth in 28 CFR 16.48.

(c) *Appeals.* A refusal, in whole or in part, to amend or correct a record may be appealed as provided in 28 CFR 16.48.

(d) *Appeal determinations.* 28 CFR 16.48 provides for appeal determinations.

(e) *Statements of disagreement.* Statements of disagreement may be furnished by the individual in the manner prescribed in 28 CFR 16.48.

(f) *Notices of correction or disagreement.* When a record has been corrected, the system manager shall, within thirty working days thereof, advise all prior recipients of the record whose identity can be determined pursuant to the accounting required by the Privacy Act or any other accounting previously made, or the correction. Any dissemination of a record after the

filing of a statement of disagreement shall be accompanied by a copy of that statement. Any statement of the Service giving reasons for refusing to correct shall be included in the file.

§ 103.29 Records not subject to correction.

The following records are not subject to correction or amendment by individuals:

(a) Transcripts or written statements made under oath;

(b) Transcripts of Grand Jury Proceedings, judicial or quasi-judicial proceedings which form the official record of those proceedings;

(c) Pre-sentence reports comprising the property of the courts but maintained in Service files; and

(d) Records duly exempted from correction by notice published in the FEDERAL REGISTER.

§ 103.30 Accounting for disclosures.

(a) An accounting of each disclosure of information for which accounting is required (see §103.24 of this part) shall be attached to the relating record. A copy of Form G-657, "Privacy Act Information Request," Form G-658, "Record of Information Disclosure (Privacy Act)," or other disclosure document shall be used for this accounting. The system manager shall advise individuals, promptly upon request as described in §103.24, of the persons or agencies outside the Department of Justice to which records concerning them have been disclosed.

(b) Accounting records, at a minimum, shall include the identification of the particular record disclosed, the name and address of the person or agency to which disclosed, and the date of the disclosure. Accounting records shall be maintained for at least 5 years, or until the record is destroyed or transferred to the Archives, whichever is later.

(c) Accounting is not required to be kept for disclosure made within the Department of Justice or disclosure made pursuant to the Freedom of Information Act.

§ 103.31 Notices of subpoenas and emergency disclosures.

(a) *Subpoenas.* When records concerning an individual are subpoenaed by a Grand Jury, court, or an quasi-judicial agency, the official served with the subpoena shall be responsible for assuring that notice of its issuance is provided to the individual. Notice shall be provided within 10 days of the service of the subpoena or, in the case of

a Grand Jury subpoena, within 10 days of its becoming a matter of public record. Notice shall be mailed to the last known address of the individual and shall contain the following information: the date the subpoena is returnable, the court in which it is returnable, the name and number of the case or proceeding, and the nature of the information sought. Notice of the issuance of subpoenas is not required if the system of records has been exempted from the notice requirement pursuant to 5 U.S.C. 552a(j), by a Notice of Exemption published in the FEDERAL REGISTER.

(b) *Emergency disclosures.* If information concerning an individual has been disclosed to any person under compelling circumstances affecting health or safety, the individual shall be notified at his last known address within 10 working days of the disclosure. Notification shall include the following information: the nature of the information disclosed, the person or agency to whom it was disclosed, the date of the disclosure, and the compelling circumstances justifying the disclosure. Notification shall be given by the officer who made or authorized the disclosure.

§ 103.32 Information forms.

(a) *Review of forms.* The Service shall be responsible for the review of forms it uses to collect information from and about individuals.

(b) *Scope of review.* The Service Forms Control Unit shall review each form to assure that it complies with the requirements of 28 CFR 16.52.

§ 103.33 Contracting Record Systems.

Any contract by the Service for the operation of a record system shall be in compliance with 28 CFR 16.53.

§ 103.34 Security of Records Systems.

The security of records systems shall be in accordance with 28 CFR 16.54.

§ 103.35 Use and collection of Social Security numbers.

The use and collection of Social Security numbers shall be in accordance with 28 CFR 16.55.

§ 103.36 Employee standards of conduct with regard to privacy.

Service employees standards of conduct with regard to privacy shall be in compliance with 28 CFR 16.56.

(Sec. 103, 66 Stat. 173; 8 U.S.C. 1103)

Title 28—Judicial Administration

CHAPTER I—DEPARTMENT OF JUSTICE

PART 16—PRODUCTION OR DISCLOSURE OF MATERIAL OR INFORMATION

Subpart D—Protection of Privacy of Individual Records

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Subpart D—Protection of Privacy of Individual Records

§ 16.40 Purpose and scope.

(a) This subpart contains the regulations of the Department of Justice implementing the Privacy Act of 1974, Pub. L. 93-579. The regulations apply to all records contained in systems of records maintained by the Department of Justice which are retrieved by individual name or identifier, except that for personnel records, where there is a conflict between these regulations and those of the Commission, Civil Service Commission regulations shall prevail. The regulations set forth the procedures by which individuals may seek access to records pertaining to themselves in these systems of records and request correction of them. The regulations also set forth the requirements applicable to Department of Justice employees maintaining, collecting, using or disseminating such records. These regulations are applicable to each Office, Division, Board, Bureau, Service and Administration of the Department (hereafter referred to as a "component").

(b) The Assistant Attorney General for Administration shall provide that the provisions of this subpart and any revisions thereof shall be brought to the attention of and made available to:

- (1) Each employee at the time of issuance of this subpart and any amendment thereto; and
- (2) Each new employee at the time of employment.

(c) The Assistant Attorney General for Administration shall be responsible for insuring that employees of the Department of Justice are trained in

the obligations imposed by the Privacy Act of 1974 and by these regulations, but each component of the Department is authorized to undertake training for its own employees.

§ 16.41 Access by individuals to records maintained about them.

(a) *Access to available records.* An individual seeking access to records about himself in a system of records, which have not been exempted from access pursuant to the Privacy Act of 1974, may present his request in person or in writing to the manager of the particular system of records to which he seeks access or to such other person as may be specified. System managers and others to whom requests may be presented are identified in the "Notice of Records Systems" published by the National Archives and Records Service, General Services Administration. Access to Department of Justice records maintained in National Archives and Records Service Centers may be obtained in accordance with the regulations issued by the General Services Administration. Access to records in multiple systems of records should be addressed to each component maintaining one of the systems. If a requester seeks guidance in defining his request, he may write to the Information Systems Staff, Office of Management and Finance, Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

(b) *Verification of identity.* The following standards are applicable to any individual who requests records concerning himself, unless other provisions for identity verification are specified in the published notice pertaining to the particular system of records.

(1) An individual seeking access to records about himself in person may establish his identity by the presentation of a single document bearing a photograph (such as a passport or identification badge) or by the presentation of two items of identification which do not bear a photograph but do bear both a name and address (such as a driver's license, or credit card).

(2) An individual seeking access to records about himself by mail shall establish his identity by a signature, address, date of birth, place of birth, employee identification number if any, and one other identifier such as a photocopy of an identifying document.

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(3) An individual seeking access to records about himself by mail or in person who cannot provide the necessary documentation of identification may provide a notarized statement, swearing or affirming to his identity and to the fact that he understands the penalties for false statements pursuant to 18 U.S.C. 1001. Forms for such notarized statements may be obtained on request from the Information Systems Staff, Office of Management and Finance, U.S. Department of Justice, Washington, D.C. 20530.

(c) *Verification of guardianship.* The parent or guardian of a minor or a person judicially determined to be incompetent and seeking to act on behalf of such minor or incompetent shall, in addition to establishing his own identity, establish the identity of the minor or other person he represents as required in paragraph (b) of this section and establish his own parentage or guardianship of the subject of the record by furnishing either a copy of a birth certificate showing parentage or a court order establishing the guardianship.

(d) *Accompanying persons.* An individual seeking to review records about himself may be accompanied by another individual of his own choosing. Both the individual seeking access and the individual accompanying him shall be required to sign the required form indicating that the Department of Justice is authorized to discuss the contents of the subject record in the presence of both individuals.

(e) *Specification of records sought.* Requests for access to records, either in person or by mail shall describe the nature of the records sought, the approximate dates covered by the record, the system or systems in which it is thought to be included as described in the "Notices of Records Systems" published by the General Services Administration, and the identity of the system manager or component of the Department having custody of the system of records. In addition, the published "Notice of Systems Records" for individual systems may include further requirements of specification where necessary to retrieve the individual record from the system.

§ 16.42 Records exempt in whole or in part.

(a) When an individual requests records about himself which have been exempted from individual access pursuant to 5 U.S.C. 552a (j) or (k)(3) or (k)(4) or which have been compiled in reasonable anticipation of a civil action or proceeding either in a court or before an administrative tribunal, the Department of Justice will neither confirm nor deny the existence of the record but shall advise the individual only that there is no record which is available to him pursuant to the Privacy Act of 1974.

(b) Individual requests for access to records which have been exempted from access pursuant to 5 U.S.C. 552a(k) shall be processed as follows:

(1) Requests for information classified by the Department of Justice pursuant to Executive Order 11652 require the responsible component of the Department to review the information to determine whether it continues to warrant classification under the criteria of sections 1 and 5 (B), (C), (D), and (E) of the Executive Order. Information which no longer warrants classification under these criteria shall be declassified and made available to the individual if not otherwise exempt. If the information continues to warrant classification, the individual shall be advised that the information sought is classified, that it has been reviewed and continues to warrant classification, and that it has been exempted from access pursuant to 5 U.S.C. 552a(k)(1). Information which has been exempted pursuant to 5 U.S.C. 552a(j) and which is also classified shall be reviewed as required by this paragraph but the response to the individual shall be in the form prescribed by paragraph (a) of this section.

(2) Requests for information which has been exempted from disclosure pursuant to 5 U.S.C. 552a(k)(2) shall be responded to in the manner provided in paragraph (a) of this section unless a review of the information indicates that the information has been used or is being used to deny the individual any right, privilege or benefit for which he is eligible or to which he would otherwise be entitled under federal law. In that event, the individual shall be advised of the existence of the record and shall be provided the information except to the extent it would identify a confidential source. If and only if information identifying a confidential source can be deleted or the pertinent parts of the record summarized in a manner which protects the identity of the confidential source, the document with deletions made or the summary shall be furnished to the requester.

(3) Information compiled as part of an employee background investigation which has been exempted pursuant to 5 U.S.C. 552a(k)(5) shall be made available to an individual upon request except to the extent that it identifies a confidential source. If and only if information identifying a confidential source can be deleted or the pertinent parts of the record summarized in a manner which protects the identity of the confidential source, the document with deletions made or the summary shall be furnished to the requester.

(4) Testing or examination material which has been exempted pursuant to 5 U.S.C. 552a(k)(6) shall not be made available to an individual if disclosure

would comprise the objectivity or fairness of the testing or examination process but shall be made available if no such compromise possibility exists.

§ 16.43 Special access procedures.

(a) *Records of other agencies.* When information sought from a system of records in the Department of Justice includes information:

(1) That has been classified pursuant to Executive Order 11652, the request shall be referred to the appropriate classifying authority pursuant to 28 CFR 17.61 and the individual requesting the record shall be so advised unless the record is also exempt from disclosure pursuant to 5 U.S.C. 552a (j) or (k);

(2) That has been furnished by another component of the Department, the request shall be referred to the component originating the information for a decision as to access or correction;

(3) That has been furnished by another agency, the Department shall consult the other agency before granting access or making a correction and may refer the request to the other agency if referral will provide more expeditious access or correction, but the requester shall be notified of the referral.

(b) *Medical Records.* When an individual requests medical records concerning himself, which are not otherwise exempt from disclosure, the system manager shall, if deemed necessary, advise the individual that records will be provided only to a physician designated in writing by the individual. Upon receipt of the designation, the system manager will permit the physician to review the records or to receive copies of the records by mail, upon proper verification of identity. The determination of which records should be made available directly to the individual and which records should not be disclosed because of possible harm to the individual shall be made by the physician.

§ 16.44 Requests for accounting of record disclosures.

At the time of his request for access or correction or at any other time, an individual may request an accounting of disclosures made of his record outside the Department of Justice. Requests for accounting shall be directed to the system manager or other person specified in the "Notices of Records Systems." Any available accounting, whether kept in accordance with the requirements of the Privacy Act or under procedures established prior to September 27, 1975 shall be made available to the individual except that an accounting need not be made available if it relates to: (a) records with respect to which no accounting need be kept (see § 16.50(c) infra); (b) a disclo-

sure made to a law enforcement agency pursuant to 5 U.S.C. 552a (b)(7); (c) an accounting which has been exempted from disclosure pursuant to 5 U.S.C. 552a (j) or (k).

§ 16.45 Notice of access decisions; time limits.

(a) *Responsibility for notice.* The head of the component maintaining the system from which information is sought or his delegate has responsibility for determining whether access to records is available under the Privacy Act and for notifying the individual of that determination in accordance with these regulations. If access is denied because of an exemption, the responsible person shall notify the individual that he may appeal that determination to the Deputy Attorney General within thirty working days of the receipt of the determination.

(b) *Time limits for access determinations.* The following time limits shall be applicable to requests for access to information pursuant to the Privacy Act of 1974:

(1) Any request concerning a single system of records all of which are maintained at the same location and none of which requires consultation with another component or agency shall be responded to within 20 working days unless the records requested exceed the equivalent of 100 pages.

(2) Any request concerning a single system of records some of which require consultation with another component or agency shall be responded to within 25 working days unless the records requested exceed the equivalent of 100 pages.

(3) Any request involving several systems of records or one or more systems maintained at different locations shall be responded to within 40 working days.

(4) Any request involving the equivalent of 100 pages or more, whether maintained in one system or several systems, shall be responded to within 40 working days.

(5) If a request under paragraphs (b) (2), (3) or (4) of this section presents unusual difficulties in determining whether the records involved are exempt from disclosure, the Deputy Attorney General, upon written request of the responsible person, may extend the time period established by these regulations for an additional 15 working days.

§ 16.46 Fees for copies of records.

(a) *When charged.* Fees pursuant to 31 U.S.C. 483a and 5 U.S.C. 552a(f)(5) shall be charged according to the schedules contained in paragraph (b) of this section for actual copies of records provided to individuals unless the responsible person determining access, in his discretion, waives the fee for good cause (such as the inability of

the individual to pay) or a separate fee schedule is established for an exempt system. Fees shall not be charged where they would amount, in the aggregate, to less than \$3.

(b) *Fees charged.* Fees may only be assessed for actual copies of materials furnished pursuant to the Privacy Act in accordance with the following schedule:

(1) For copies of documents (maximum of 10 copies will be supplied), \$0.10 per page;

(2) For computer material charges:

| | |
|--|---------|
| (i) 1-part paper per 1,000 pp | \$11.00 |
| (ii) 2-part paper per 1,000 pp | 22.80 |
| (iii) 3-part paper per 1,000 pp | 36.17 |
| (iv) 4-part paper per 1,000 pp | 48.32 |
| (v) 5-part paper per 1,000 pp | 63.97 |
| (vi) Stock Hollerith cards per 1,000 | 1.98 |
| (vii) Magnetic tape per reel | 10.75 |
| (viii) Disk pack, each | 775.00 |

(3) For tape recordings and other audio records:

| | |
|-----------------------------|--------|
| (i) 45-min cassette | \$0.56 |
| (ii) 60-min cassette | .60 |
| (iii) 90-min cassette | .77 |

(4) For materials other than the common ones described in paragraphs (b) (1), (2) and (3) of this section, the direct costs of such materials to the government may be charged, but only if the requester has been notified of such cost before it is incurred.

(c) *Notice of anticipated charges.* Where it is anticipated that access fees chargeable under this section will amount to more than \$25, and the requester has not indicated in advance his willingness to pay fees as high as are anticipated, the requester shall be notified of the amount of the anticipated fees before copies are made. The notification shall offer the requester the opportunity to confer with Department personnel with the object of reformulating the request so as to meet his needs at lower cost.

(d) *Form of payment.* Payment should be made by check or money order payable to the Department of Justice. No employee of the Department of Justice is authorized to accept payment of fees in cash.

(e) *Advance deposit.* Where the anticipated fee chargeable under this section exceeds \$25, an advance deposit of part or all of the anticipated fee may be required.

§ 16.47 Appeals from denials of access.

An individual who has been denied access to records concerning him may appeal that decision to the Deputy Attorney General by filing a written appeal within 30 working days of the receipt of the denial. If the denial of access was made by a responsible person in the Office of the Deputy Attorney General, the appeal shall be to the Attorney General. The appeal shall be marked on its face and on the face of the envelope "Privacy Appeal—Denial of Access," and shall be addressed to the Office of the Deputy

Attorney General, U.S. Department of Justice, Washington, D.C. 20530, or, if an appeal from a denial by the Deputy Attorney General, to the Assistant Attorney General, Office of Legal Counsel, at the same address. Appeals shall be determined in thirty working days unless the appropriate official, by notice to the individual, extends that period for an additional thirty working days because of the volume of records requested, the scattered location of records, the need to consult other agencies, or the difficulty of the legal issues involved, or other administrative difficulty.

§ 16.48 Requests for correction of records.

(a) *How Made.* Unless a record is exempted from correction, an individual may request amendment or correction of a record concerning him by addressing his request to the person responsible for the system in which the record is maintained either in person or by mail. The request must indicate the particular record involved, the nature of the correction sought, and the justification for the correction or amendment. Requests made by mail should be addressed to the person specified in the Notice of Systems of Records published by the General Services Administration and shall be clearly marked on the request and on the envelope "Privacy Correction Request." Where the individual believes that the same record appears in more than one system, he should address his request to each person responsible for a system of records which may contain the record he seeks to correct.

(b) *Initial determination.* Within 10 working days of the receipt of the request, the appropriate Department official shall advise the individual that his request has been received. If the request is to be amended or corrected, the system manager may so advise the individual but if correction is refused, in whole or in part, it must be done by the head of the component in which the record is located or his delegate. If a correction is to be made, the individual shall be advised of his right to obtain a copy of the corrected record upon request. If a correction or amendment is refused, in whole or in part, the individual shall be so advised, shall be given reasons for the refusal, and shall be advised of his right to appeal the refusal to the Deputy Attorney General in accordance with the procedures set forth in this section.

(c) *Appeals.* A refusal, in whole or in part, to amend or correct a record may be appealed to the Deputy Attorney General within 30 days of the receipt of notice of the refusal. If the refusal to correct was made by the Office of the Deputy Attorney General, the appeal shall be to the Attorney General. Appeals shall be in writing, shall set forth the specific item of informa-

tion sought to be corrected, and the individual's documentation justifying the correction. Appeals shall be addressed to the Office of the Deputy Attorney General, U.S. Department of Justice, Washington, D.C. 20530 or, if an appeal from a denial by the Deputy Attorney General, to the Assistant Attorney General, Office of Legal Counsel, at the same address. They shall be clearly marked on the appeal and on the envelope, "Privacy Correction Appeal." The appeal shall be decided within 30 working days unless the appropriate official shall extend the time for an additional 30 working days because of the need to obtain additional information, the volume of records involved, or the complexity of the issue, or other administrative difficulty. The requester shall be advised in advance of any such extension and shall be given the reasons therefor.

(d) *Appeal determinations.* If the Deputy Attorney General or Attorney General determines that an amendment or correction is not warranted on the facts, he shall advise the individual of his refusal to authorize correction or amendment of the record, in whole or in part, and shall advise the individual of his right to provide for the record a "Statement of Disagreement." The individual shall be advised also of his right to judicial review pursuant to the Privacy Act of 1974.

(e) *Statements of disagreement.* Statements of Disagreement may be furnished by the individual within 30 working days of the date of receipt of the notice of refusal of the Deputy Attorney General or Attorney General to authorize correction. They shall be addressed to the Office of the Deputy Attorney General, U.S. Department of Justice, Washington, D.C. 20530. Statements may not exceed one typed page per fact disputed. Statements exceeding this limit will be returned to the requester for condensation. Upon receipt of a statement of disagreement in accordance with this section, the Deputy Attorney General shall take steps to insure that the statement is included in the system or systems of records in which the disputed item is maintained and that the original record is so marked as to indicate that there is a statement of disagreement and where, within the system of records, that statement may be found.

(f) *Notices of correction or disagreement.* When a record has been corrected the system manager shall, within thirty working days thereof, advise all prior recipients of the record whose identity can be determined pursuant to the accounting required by the Privacy Act or any other accounting previously made, of the correction. Any dissemination of a record after the filing of a statement of disagreement shall be accompanied by a copy of that statement. Any statement of the

agency giving reasons for refusing to correct shall be included in the file.

§ 16.49 Records not subject to correction.

The following records are not subject to correction or amendment by individuals:

(a) Transcripts or written statements made under oath;

(b) Transcripts of Grand Jury Proceedings, judicial or quasi-judicial proceedings which form the official record of those proceedings;

(c) Pre-sentence reports comprising the property of the courts but maintained in agency files; and

(d) Records duly exempted from correction by notice published in the FEDERAL REGISTER.

§ 16.50 Accounting for disclosures.

(a) As soon as possible, but not later than September 27, 1975, each system manager, with the approval of the head of his component, shall establish a system of accounting for all disclosures of records, either orally or in writing, made outside the Department of Justice. Accounting procedures may be established in the least expensive and most convenient form that will permit the system manager to advise individuals, promptly upon request, of the persons or agencies to which records concerning them have been disclosed.

(b) Accounting records, at a minimum, shall include the identification of the particular record disclosed, the name and address of the person or agency to which disclosed, and the date of the disclosure. Accounting records shall be maintained until the record is destroyed or transferred to the Archives.

(c) Accounting is not required to be kept for disclosures made within the Department of Justice or disclosures made pursuant to the Freedom of Information Act.

§ 16.51 Notices of subpoenas and emergency disclosures.

(a) *Subpoenas.* When records concerning an individual are subpoenaed by a Grand Jury, Court, or quasi-judicial agency, the official served with the subpoena shall be responsible for assuring that notice of its issuance is provided to the individual. Notice shall be provided within 10 days of the service of the subpoena or, in the case of a Grand Jury subpoena, within 10 days of its becoming a matter of public record. Notice shall be mailed to the last known address of the individual and shall contain the following information: the date the subpoena is returnable, the court in which it is returnable, the name and number of the case or proceeding, and the nature of the information sought. Notice of the issuance of subpoenas is not required if the system of records has been

exempted from the notice requirement, pursuant to 5 U.S.C. 552a(j), by a Notice of Exemption published in the FEDERAL REGISTER.

(b) *Emergency disclosures.* If information concerning an individual has been disclosed to any person under compelling circumstances affecting health or safety the individual shall be notified at his last known address within 10 working days of the disclosure. Notification shall include the following information: the nature of the information disclosed, the person or agency to whom it was disclosed, the date of the disclosure, and the compelling circumstances justifying the disclosure. Notification shall be given by the officer who made or authorized the disclosure.

§ 16.52 Information forms.

(a) *Review of forms.* Except for forms developed and used by the Law Enforcement Assistance Administration, the Drug Enforcement Administration, the Immigration and Naturalization Service, the Bureau of Prisons, the Federal Bureau of Investigation and the U.S. Marshals Service for the collection of information from individuals, the Office of Management and Finance shall be responsible for reviewing all forms developed and used by the Department of Justice to collect information from individuals. The Law Enforcement Assistance Administration, the Drug Enforcement Administration, the Immigration and Naturalization Service, the Bureau of Prisons, the Federal Bureau of Investigation and the U.S. Marshals Service shall each be responsible for the review of forms it uses to collect information from individuals.

(b) *Scope of review.* The responsible offices shall review each form for the purpose of eliminating any requirement for information that is not relevant and necessary to carry out an agency function and to accomplish the following objectives:

(1) To insure that no information concerning religion, political beliefs or activities, association memberships (other than those required for a professional license), or the exercise of other First Amendment rights is required to be disclosed unless such requirement of disclosure is expressly authorized by statute or is pertinent to and within the scope of an authorized law enforcement activity;

(2) To insure that the form or accompanying statement makes clear to the individual which information he is required by law to disclose and the authority for that requirement and which information is voluntary;

(3) To insure that the form or accompanying statement states clearly the principal purpose or purposes for which the information is being collected, and summarizes concisely the rou-

tine uses that will be made of the information;

(4) To insure that the form or accompanying statement clearly indicates to the individual the effect in terms of rights, benefits or privileges of not providing all or part of the requested information; and

(5) To insure that any form requesting disclosure of a Social Security Number, or an accompanying statement, clearly advises the individual of the statute or regulation requiring disclosure of the number or clearly advises the individual that disclosure is voluntary and that no consequence will flow from his refusal to disclose it, and the uses that will be made of the number whether disclosed mandatorily or voluntarily.

(c) *Revision of forms.* Any form which does not meet the objectives specified in the Privacy Act and in this section, shall be revised to conform thereto. If revision, printing and distribution cannot be accomplished prior to September 27, 1975, a separate statement shall be prepared to accompany each form advising the individual that the form is not in compliance with the Privacy Act and specifying the portions thereof which are not in compliance. The statement shall include all the information necessary to accomplish the objectives specified in the Privacy Act and this section.

§ 16.53 Contracting records systems.

(a) No component of the Department shall contract for the operation of a record system by or on behalf of the agency without the express approval of the Attorney General.

(b) Any contract which is approved shall contain the standard contract requirements promulgated by the General Services Administration to insure compliance with the requirements imposed by the Privacy Act of 1974. The contracting agency shall have responsibility for insuring that the contractor complies with the contract requirements relating to privacy.

§ 16.54 Security of records systems.

(a) The Assistant Attorney General for administration shall have responsibility for developing Department regulations governing the security of systems of records. Regulations relating to the security of automated systems shall be consistent with the guidelines developed by the National Bureau of Standards.

(b) Each system manager, with the approval of the head of his component, shall establish administrative and physical controls, consistent with Department regulations, to insure the protection of records systems from unauthorized access or disclosure and from physical damage or destruction. The controls instituted shall be proportional to the degree of sensitivity

of the records but at a minimum must insure that the records, are enclosed in a manner to protect them from public view, that the area in which the records are stored is supervised during all business hours to prevent unauthorized personnel from entering the area or obtaining access to the records, and that the records are reasonably inaccessible to unauthorized persons outside of business hours.

(c) Each system manager, with the approval of the head of his component shall adopt access restrictions to insure that only those individuals within the agency who have a need to have access to the records for the performance of their duties have access to them. Procedures shall also be adopted to prevent accidental access to or dissemination of records.

§ 16.55 Use and collection of Social Security numbers.

(a) Each system manager of a system of records which utilizes the Social Security number as a method of identification without statutory authorization, or authorization by regulation adopted prior to January 1, 1975, shall take steps to revise the system to avoid future collection and use of the Social Security number.

(b) The head of each component of the Department shall take such measures as are necessary to insure that employees authorized to collect information from individuals are advised that individuals may not be required to furnish Social Security numbers without statutory or regulatory authorization and that individuals who are requested to provide Social Security numbers voluntarily must be advised that furnishing the number is not required and that no penalty or denial of benefits will flow from the refusal to provide it.

§ 16.56 Employee standards of conduct with regard to privacy.

(a) The head of each component of the Department shall be responsible for assuring that employees subject to his supervision are advised of the provisions of the Privacy Act, including the criminal penalties and civil liabilities provided therein, and that such employees are made aware of their responsibilities to protect the security of personal information, to assure its accuracy, relevance, timeliness and completeness, to avoid unauthorized disclosure either orally or in writing, and to insure that no system of records retrieved by individual identifier, no matter how small or specialized, is maintained without public notice.

(b) Except to the extent permitted pursuant to the Privacy Act, employees of the Department of Justice shall:

(1) Collect no information of a personal nature from individuals unless authorized to collect it to achieve a

function or carry out a responsibility of the Department;

(2) Collect from individuals only that information which is necessary to Department functions or responsibilities;

(3) Collect information, wherever practicable, directly from the individual to whom it relates;

(4) Inform individuals from whom information is collected of the authority for collection, the purposes thereof, the uses that will be made of the information, and the effects, both legal and practical, of not furnishing the information;

(5) Neither collect, maintain, use or disseminate information concerning an individual's religious or political beliefs or activities or his membership in associations or organizations, unless (i) the individual has volunteered such information for his own benefit; (ii) the information is expressly authorized by statute to be collected, maintained, used or disseminated; or (iii) the activities involved are pertinent to and within the scope of an authorized investigation, adjudication or correctional activity;

(6) Advise their supervisors of the existence or contemplated development of any record system which retrieves information about individuals by individual identifier;

(7) Wherever required by the Act, maintain an accounting, in the prescribed form, of all dissemination of personal information outside the Department, whether made orally or in writing;

(8) Disseminate no information concerning individuals outside the Department except when authorized by 5 U.S.C. 552a, including pursuant to a routine use published in the FEDERAL REGISTER.

(9) Maintain and process information concerning individuals with care in order to insure that no inadvertent disclosure of the information is made either within or without the Department; and

(10) Call to the attention of the proper Department authorities any information in a system maintained by the Department which is not authorized to be maintained under the provisions of the Privacy Act of 1974, including information on First Amendment activities and information that is inaccurate, irrelevant or so incomplete as to risk unfairness to the individual concerned.

(c) Heads of components within the Department shall, at least annually, review the record systems subject to their supervision to insure compliance with the provisions of the Privacy Act of 1974.

§ 16.57 Relationship of Privacy Act and the Freedom of Information Act.

(a) Issuance of this section and actions considered or taken pursuant

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hereto are not to be deemed a waiver of the Government's position that the materials in question are subject to all of the exemptions contained in the Privacy Act. By providing for exemptions in the Act, Congress conferred upon each agency the option, at the discretion of the agency, to grant or deny access to exempt materials unless prohibited from doing so by any other provision of law. Releases of records under this section, beyond those mandated by the Privacy Act, are at the sole discretion of the Deputy Attorney General and of those persons to whom authority hereunder may be delegated. Authority to effect such discretionary releases of records and to deny requests for those records as an initial matter is hereby delegated to the appropriate system managers as per the Notices of Systems of Records published in 40 FEDERAL REGISTER 167, pages 38703-38801 (August 27, 1975).

(b) Any request by an individual for information pertaining to himself shall be processed solely pursuant to this Subpart D. To the extent that the individual seeks access to records from systems of records which have been exempted from the provisions of the Privacy Act, the individual shall receive, in addition to access, to those records he is entitled to receive under the Privacy Act and as a matter of discretion as set forth in paragraph (a), access to all records within the scope of his request to which he would have been entitled under the Freedom of Information Act, 5 U.S.C. 552, but for the enactment of the Privacy Act and the exemption of the pertinent systems of records pursuant thereto. Only fees set forth in § 16.46 may be charged a requester as to any records to which access is granted pursuant to the provisions of this subsection.

(c) When an individual requests access to records pertaining to criminal, national security or civil investigative activities of the Federal Bureau of Investigation which are contained in systems of records exempted under provisions of the Privacy Act such requests shall be processed as follows:

(1) Where the investigative activities involved have been reported to F.B.I. Headquarters, records maintained in the F.B.I.'s Central files will be processed; and,

(2) Where the investigative activities involved have not been reported to F.B.I. Headquarters, records maintained in files of the Field Office identified by the requester will be processed.

Subpart E—Exemption of Record Systems Under the Privacy Act

§ 16.70 [Reserved]

§ 16.71 Exemption of the Office of the Deputy Attorney General Systems

(a) The following systems of records are exempt from 5 U.S.C. 552a (d)(1) and (e)(1):

Appointed Assistant United States Attorneys Personnel System (JUSTICE/DAG-001).

(2) Assistant United States Attorneys Applicant Records System (JUSTICE/DAG-002).

Presidential Appointee Candidate Records System (JUSTICE/DAG-009).

(4) Presidential Appointee Records System (JUSTICE/DAG-010).

(5) Special Candidates for Presidential Appointments Records System (JUSTICE/DAG-011).

(6) United States Judges Records System (JUSTICE/DAG-014).

These exemptions apply only to the extent that information in those systems is subject to exemption pursuant to 5 U.S.C. 552a (k)(5).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (d)(1) because many persons are contacted who, without an assurance of anonymity, refuse to provide information concerning a candidate for a judgeship or assistant U.S. Attorney position. Permitting access to the information supplied by persons after a promise of confidentiality has been given, could reveal the identity of the source of the information and constitute a breach of the promised confidentiality on the part of the Department of Justice. Such breaches ultimately would restrict the free flow of information vital to a determination of a candidate's qualifications and suitability.

(2) From subsection (e)(1) because in the collection of information for investigation and evaluative purposes, it is impossible to determine in advance what exact information may be of assistance in determining the qualifications and suitability of a candidate. Information which may appear irrelevant, when combined with other apparently irrelevant information, can on occasion, provide a composite picture of a candidate for a position which assists in determining whether that candidate should be nominated for appointment.

§ § 16.72-16.75 [Reserved]

§ 16.76 Exemption of Office of Management and Finance Systems

(a) The following system of records is exempt from 5 U.S.C. 552a(d):
Controlled Substances Act Nonpublic Records (JUSTICE/OMF-002).

This exemption applies only to the extent that information in this system is subject to exemption pursuant to 552a (j).

(b) Exemption from subsection (d) is justified for the following reasons:

(1) Pub. L. 91-513 (Controlled Substances Act), Sec. 404(b) states that the nonpublic record "shall be retained by the Department of Justice

solely for the purpose of use by the courts in determining whether or not, in subsequent proceedings, such person qualifies under this subsection." It is therefore maintained that it is the intent of Congress that these nonpublic records, by definition, receive no further exposure.

(c) The following system of records is exempt from 5 U.S.C. 552a(d):

(1) Security Clearance Information System (SCIS), (JUSTICE/OMF-008)—Limited access.

This exemption applies only to the extent that information in this system is subject to exemption pursuant to 552a (j) and (k).

(d) Exemption from subsection (d) is justified for the following reason:

(1) Access to records in the system would reveal the identity(ies) of the source(s) of information collected in the course of a background investigation. Such knowledge might be harmful to the source who provided the information as well as violate the explicit or implicit promise of confidentiality made to the source during the investigation.

(e) Consistent with the legislative purpose of the Privacy Act of 1974, the Office of Management and Finance will grant access to nonexempt material in SCIS records which are maintained by the Security and Administrative Services Staff. Disclosure will be governed by the Department's Privacy Regulations, but will be limited to the extent that the identity of confidential sources will not be compromised; subjects of an investigation of an actual or potential criminal violation will not be alerted to the investigation; the physical safety of witnesses, informants and law enforcement personnel will not be endangered; the privacy of third parties will not be violated; and that the disclosure would not otherwise impede effective law enforcement. Whenever possible, information of the above nature will be deleted from the requested documents and the balance made available. The controlling principle behind this limited access is to allow disclosures except those indicated above. The decisions to release information from this system will be made on a case-by-case basis."

(f) The following system of records is exempt from 5 U.S.C. 552a(d):

(1) Freedom of Information/Privacy Act Records System (JUSTICE/OMF-019).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(k)(2).

(g) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because that portion of the Freedom of Information/Privacy Act Records System

that consists of investigatory materials compiled for law enforcement purposes is being exempted from access and contest; the provision for disclosure of accounting is not applicable.

(2) From subsection (d) because of the need to safeguard the identity of confidential informants and avoid interference with ongoing investigations or law enforcement activities by preventing premature disclosure of information relating to those efforts.

§ 16.77 [Reserved]

§ 16.78 Exemption of Watergate Special Prosecution Force Systems—Limited access.

(a) The following systems of records are exempt from 5 U.S.C. 552a(c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G), (H) and (I), (e)(5), (f) and (g):

(1) Watergate Special Prosecution Force Investigative and Prosecutory File (JUSTICE/WSPF-001).

(2) Watergate Special Prosecution Force Automated Investigative File (JUSTICE/WSPF-002).

These exemptions apply to the extent that information in these systems is subject to exemption pursuant to 5 U.S.C. 552a (j) and (k).

(b) Exemptions from the particular subsections are justified for the following reasons:

From subsection (c)(3) because the release of the accounting of disclosures made under subsection (b) of the Act, including those disclosures permitted under the routine uses published for these systems of records would permit the subject of an investigation of an actual or potential criminal, civil or regulatory violation to determine whether he is the subject of an investigation or to obtain valuable information concerning the nature of that investigation, material compiled during the investigation, and the identity of witnesses and informants. Disclosure of the accounting would therefore present a serious impediment to law enforcement. In addition, disclosure of the accounting would amount to notice to the individual of the existence of a record; such notice requirement under subsection (f)(1) is specifically exempted for these systems of records.

(2) From subsection (c)(4) because an exemption is being claimed for subsection (d) of the Act. This section is inapplicable to the extent that these systems of records are exempted from subsection (d).

(3) From subsection (d) because access to the records contained in these systems would inform the subject of an investigation of an actual or potential criminal, civil, or regulatory violation of the existence of that investigation, of the nature and scope of the information and evidence obtained as to his activities, of the identity of

witnesses and informants, or would provide information that could enable the subject to avoid detection or apprehension. These factors would present a serious impediment to effective law enforcement because they could prevent the successful completion of the investigation, endanger the physical safety of witnesses or informants, and lead to the improper influencing of witnesses, the destruction of evidence, or the fabrication of testimony.

(4) From subsection (e)(1) because the notices for these systems of records published in the Federal Register set forth the basic statutory or related authority for maintenance of these systems. However, in the course of criminal or other law enforcement investigations, cases, and matters the Watergate Special Prosecution Force will occasionally obtain information concerning actual or potential violations of law that are not strictly within its statutory or other authority, or may compile information in the course of an investigation which may not be relevant to a specific prosecution. In the interests of effective law enforcement, it is necessary to retain such information in these systems of records since it can aid in establishing patterns of criminal activity and can provide valuable leads for federal and other law enforcement agencies.

(5) From subsection (e)(2) because in a criminal or other law enforcement investigation or prosecution, the requirement that the information be collected to the greatest extent practicable from the subject individual would present a serious impediment to law enforcement because the subject of the investigation or prosecution would be placed on notice as to the existence of the investigation and would therefore be able to avoid detection or apprehension, to influence witnesses improperly, to destroy evidence, or to fabricate testimony.

(6) From subsection (e)(3) because the requirement that individuals supplying information be provided with a form stating the requirements of subsection (e)(3) would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation or reveal the identity of witnesses or confidential informants.

(7) From subsection (e)(4) (G) and (H) because an exception is being claimed for subsections (d) and (f) of the Act. These subsections are inapplicable to the extent that these systems of records are exempted from subsections (d) and (f).

From subsection (e)(4)(I) because the categories of sources of the records in these systems have been published in the Federal Register in broad generic terms in the belief that this is all that subsection (e)(4)(I) of the Act requires. In the event, however, that

this subsection should be interpreted to require more detail as to the identity of sources of the records in these systems, exemption from this provision is necessary in order to protect the confidentiality of the sources of criminal and other law enforcement information. Such exemption is further necessary to protect the privacy and physical safety of witnesses and informants.

(9) From subsection (e)(5) because in the collection of information for criminal or other law enforcement purposes it is impossible to determine in advance what information is accurate, relevant, timely and complete. With the passage of time, seemingly irrelevant or untimely information may acquire new significance as further investigation brings new details to light and the accuracy of such information can often only be determined in a court of law. The restrictions of subsection (e)(5) would restrict the ability of trained investigators, intelligence analysts, and government attorneys to exercise their judgment in reporting on information and investigations and impede the development of criminal or other intelligence necessary for effective law enforcement.

(10) From subsection (f) because such notice to an individual would be detrimental to the successful conduct and/or completion of an investigation or prosecution pending or future. In addition, mere notice of the fact of an investigation could inform the subject or others that their activities are under or may become the subject of an investigation and could enable the subjects to avoid detection or apprehension, to influence witnesses improperly, to destroy evidence, or to fabricate testimony. Since an exemption is being claimed for subsection (d) of the Act, the rules required pursuant to this subsection are inapplicable.

(11) From subsection (g) because an exemption is being claimed for subsections (d) and (f).

(c) Consistent with the legislative purpose of the Privacy Act of 1974, the Watergate Special Prosecution Force will grant access to nonexempt material in records which are maintained by the Watergate Special Prosecution Force. Disclosure will be governed by the Department's Privacy Regulations, but will be limited to the extent that the identity of confidential sources will not be compromised; subjects of an investigation of an actual or potential criminal, civil or regulatory violation will not be altered to the investigation; the physical safety of witnesses, informants and law enforcement personnel will not be endangered; the privacy of third parties will not be violated; and that the disclosure would not otherwise impede effective law enforcement. Whenever possible, information of the above

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nature will be deleted from the requested documents and the balance made available. The controlling principle behind this limited access is to allow disclosures except those indicated above. The decisions to release information from these systems of records will be made on a case-by-case basis.

§ 16.79 Exemption of Pardon Attorney System.

(a) The following system of records is exempt from 5 U.S.C. 552a(d):

(1) Executive Clemency Files (JUSTICE/OPA-001).

This exemption applies only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(j).

(b) Exemption from subsection (d) is justified for the following reasons:

(1) Executive clemency files contain investigatory and evaluative reports relating to applicants for Executive clemency. Release of such information to the subject would jeopardize the integrity of the investigative process, invade the right of candid and confidential communications among officials concerned with recommending clemency decisions to the President, and disclose the identity of persons who furnished information to the Government under an express or implied promise that their identities would be held in confidence.

(2) The purpose of the creation and maintenance of these files is to enable the Pardon Attorney to prepare for the President's ultimate decisions on matters which are within the President's exclusive jurisdiction by virtue of Article II, section 2, clause 1 of the Constitution, which commits pardons to the exclusive discretion of the President.

§ 16.80 [Reserved]

§ 16.81 Exemption of United States Attorneys Systems—Limited access.

(a) The following systems of records are exempt from 5 U.S.C. 552a(c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G) and (H), (e) (5) and (8), (f), (g) and (h):

(1) Citizen Complaint Files (JUSTICE/USA-003).

(2) Civil Case Files (JUSTICE/USA-005).

(3) Consumer Complaints (JUSTICE/USA-006).

(4) Criminal Case Files (JUSTICE/USA-007).

(5) Kline—District of Columbia and Maryland Stock and Land Interrelationship Filing System (JUSTICE/USA-010).

(6) Major Crimes Division Investigation Files (JUSTICE/USA-011).

(7) Prosecutor's Management Information System (PROMIS) (JUSTICE/USA-012).

(8) U.S. Attorney, District of Columbia Superior Court Division, Criminal Files (JUSTICE/USA-014).

(9) Pre-trial Diversion Program Files (JUSTICE/USA-015).

These exemptions apply to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a (j) and (k).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because the release of the disclosure accounting for disclosures pursuant to the routine uses published for these systems would permit the subject of a criminal investigation and/or civil case or matter under investigation, litigation, regulatory or administrative review or action, to obtain valuable information concerning the nature of the investigation, case or matter and present a serious impediment to law enforcement or civil legal activities.

(2) From subsection (c)(4) since an exemption is being claimed for subsection (d), this subsection will not be applicable.

(3) From subsection (d) because access to the records contained in these systems would inform the subject of criminal investigation and/or civil investigation, matter or case of the existence of that investigation, provide the subject of the investigation with information that might enable him to avoid detection, apprehension or legal obligations, and present a serious impediment to law enforcement and other civil remedies.

(4) From subsection (e)(1) because in the course of criminal investigations and/or civil investigations, cases or matters, the United States Attorneys often obtain information concerning the violation of laws or civil obligations other than those relating to an active case or matter. In the interests of effective law enforcement and civil litigation, it is necessary that the United States Attorneys retain this information since it can aid in establishing patterns of activity and provide valuable leads for other agencies and future cases that may be brought within the United States Attorneys' offices.

(5) From subsection (e)(2) because in a criminal investigation the requirement that information be collected to the greatest extent possible from the subject individual would present a serious impediment to law enforcement in that the subject of the investigation would be placed on notice of the existence of the investigation and would therefore be able to avoid detection, apprehension or legal obligations and duties.

(6) From subsection (e)(3) because the requirement that individuals supplying information be provided with a form stating the requirements of sub-

section (e)(3) would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation, reveal the identity of confidential sources of information and endanger the life and physical safety of confidential informants.

(7) From subsections (e)(4) (G) and (H) because these systems of records are exempt from individual access pursuant to subsections (j) and (k) of the Privacy Act of 1974.

(8) From subsection (e)(5) because in the collection of information for law enforcement purposes it is impossible to determine in advance what information is accurate, relevant, timely, and complete. With the passage of time, seemingly irrelevant or untimely information may acquire new significance as further investigation brings new details to light and the accuracy of such information can only be determined in a court of law. The restrictions of subsection (e)(5) would restrict the ability of trained investigators and intelligence analysts to exercise their judgment in reporting on investigations and impede the development of intelligence necessary for effective law enforcement.

(9) From subsection (e)(8) because the individual notice requirements of subsection (e)(8) could present a serious impediment to law enforcement as this could interfere with the United States Attorneys' ability to issue subpoenas and could reveal investigative techniques and procedures.

(10) From subsection (f) because these systems of records have been exempted from the access provisions of subsection (d).

(11) From subsections (g) and (h) because these systems of records are compiled for law enforcement purposes and have been exempted from the access provisions of subsections (d) and (f).

(c) Consistent with the legislative purpose of the Privacy Act of 1974, the Executive Office for United States Attorneys will grant access to nonexempt material in records which are maintained by the United States Attorneys. Disclosure will be governed by the Department's Privacy Regulations, but will be limited to the extent that the identity of confidential sources will not be compromised; subjects of an investigation of an actual or potential criminal, civil or regulatory violation will not be alerted to the investigation; the physical safety of witnesses, informants and law enforcement personnel will not be endangered, the privacy of third parties will not be violated; and that the disclosure would not otherwise impede effective law enforcement. Whenever possible, information of the above nature will be deleted from the requested documents and the balance

made available. The controlling principle behind this limited access is to allow disclosures except those indicated above. The decisions to release information from these systems will be made on a case-by-case basis.

(d) The following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c) (3) and (4), (d), (e), (1), (2) and (3), (e)(4) (G), (H) and (I), (e) (5) and (8), (f), and (g) of 5 U.S.C. 552a; in addition, the following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a (k)(1) and (k)(2) from subsections (c)(3), (d), (e)(1), (e)(4) (G), (H) and (I), and (f) of 5 U.S.C. 552a:

Freedom of Information/Privacy Act Records (JUSTICE/USA-009).

These exemptions apply only to the extent that the records contained in this system have been obtained from other systems of records maintained by the U.S. Attorneys Offices for which exemptions from one or more of the foregoing provisions of the Privacy Act of 1974 have been promulgated. The exemption claimed for this system of records applies only to records obtained from such other U.S. Attorneys Offices systems and only to the same extent as the records contained in such other systems have been exempted.

(e) The system of records listed under paragraph (d) of this section is exempted for the following reasons:

(1) In the course of processing requests for records pursuant to the Freedom of Information Act (5 U.S.C. 552) or for access or correction of records pursuant to the Privacy Act (5 U.S.C. 552a), it is frequently necessary to search for records in systems of records for which exemptions have been claimed pursuant to 5 U.S.C. 552a (j) or (k). When records are located in said systems, it is frequently necessary to prepare copies for the purpose of consulting with agency personnel or with other agencies, either with regard to determining whether or to what extent the records should be disclosed, or access provided, or correction made or denied or for review in the event of administrative appeal or judicial review.

(2) If records otherwise exempt pursuant to published rules should lose their exempt character when taken from such exempt systems for the purpose of compliance with the Freedom of Information Act and the Privacy Act in reviewing such records and making a determination with regard to disclosure, access, and the Department of Justice in claiming correction, the purpose of the Privacy Act in providing such exemptions and such exemptions would be defeated and nullified. The proper, efficient, and timely processing of citizens' requests pursuant to said Acts would be hindered and impeded.

§§ 16.82-16.83 [Reserved]

§ 16.84 Exemption of Board of Immigration Appeals System.

(a) The following system of records is exempt from 5 U.S.C. 552a(d) (2), (3) and (4):

(1) Decisions of the Board of Immigration Appeals (JUSTICE/BIA-001).

This exemption applies only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(k).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsections (d) (2), (3) and (4) because the decisions reflected constitute official records of opinions rendered in quasi-judicial proceedings. Administrative due process could not be achieved by the ex parte "correction" of such opinions by the subject of the opinion.

§ 16.85 Exemption of Board of Parole System—Limited access.

(a) The following systems of records are exempt from 5 U.S.C. 552a (c) (3) and (4), (d), (e) (2) and (3), (e) (4) (G) and (H), (e) (8), (f) and (g):

(1) Docket Scheduling and Control System (JUSTICE/BPR-001).

(2) Inmate and Supervision Files System (JUSTICE/BPR-003).

(3) Labor and Pension Case, Legal File, and General Correspondence System (JUSTICE/BPR-004).

(4) Statistical, Educational and Developmental System (JUSTICE/BPR-006).

(5) Workload Record, Decision Result, and Annual Report System (JUSTICE/BPR-007).

These exemptions apply only to the extent that information in these systems is subject to exemption pursuant to 5 U.S.C. 552a(j).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because revealing disclosure of accountings to inmates and persons on supervision could compromise legitimate law enforcement activities and Board of Parole responsibilities.

(2) From subsection (c)(4) because the exemption from subsection (d) will make notification of disputes inapplicable.

(3) From subsection (d) because this is essential to protect internal processes by which Board personnel are able to formulate decisions and policies with regard to federal prisoners and persons under supervision, to prevent disclosures of information to federal inmates or persons on supervision that would jeopardize legitimate correctional interests of security, custody, supervision, or rehabilitation, to permit receipt of relevant information from other federal agencies, state and

local law enforcement agencies, and federal and state probation and judicial offices, to allow private citizens to express freely their opinions for or against parole, to allow relevant criminal history type information of co-defendants to be kept in files, to allow medical, psychiatric and sociological material to be available to professional staff, and to allow a candid process of fact selection, opinion formulation, evaluation and recommendation to be continued by professional staff. The legal files contain case development material and, in addition to other reasons, should be exempt under the attorney-client privilege. Each labor or pension applicant has had served upon him the material in his file which he did not prepare and may see his own file at any time.

(4) From subsection (e)(2) because primary collection of information directly from federal inmates or persons on supervision about criminal sentence, criminal records, institutional performance, readiness for release from custody, or need to be returned to custody is highly impractical and inappropriate.

(5) From subsection (e)(3) because application of this provision to the operations and collection of information by the Board, which is primarily from sources other than the individual, is inappropriate.

(6) From subsections (e)(4) (G) and (H) because exemption from the access provisions of (d) makes publication of agency procedures under (d) inapplicable.

(7) From subsection (e)(8) because the nature of the Board's activities renders notice of compliance with compulsory legal process impractical.

(8) From subsection (f) because exemption from the provisions of subsection (d) will render compliance with provisions of this subsection inapplicable.

(9) From subsection (g) because exemption from the provisions of subsection (d) will render the provisions on suits to enforce (d) inapplicable.

(c) Consistent with the legislative purpose of the Privacy Act of 1974, the Board of Parole will initiate a procedure whereby present or former federal inmates in custody or persons under supervision may review copies of material in files relating to them which are maintained by the Board of Parole. Disclosure of the contents will be effected by providing copies of documents to requesters through the mails. Disclosure will be limited to the extent that investigative data, letters or memoranda containing facts selected from the whole fact picture, and items of opinion, conclusion and recommendation, items from exempt sources such as the courts, medical and psychiatric data harmful to continuation of therapy, data which

would jeopardize privacy rights of others, and information furnished with a legitimate expectation of confidentiality will not be made available. The controlling principle behind the limited access is to allow disclosures except those which would impair the integrity of the Board's decision or policy making processes, the confidentiality of its sources, the effectiveness of the Department of Justice's investigative processes, and the privacy of third parties; or jeopardize the legitimate correctional interests of release from custody, supervision, control and rehabilitation and the decision and policy making processes connected therewith; the documentation of which is exemptable from the Privacy Act. The limitations on disclosure may be changed generally or in regard to certain documentation due to pending or future decisions and directions of the Department of Justice.

§§ 16.86-16.87 [Reserved]

§ 16.88 Exemption of Antitrust Division Systems.

(a) The following systems of records are exempt from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4) (G) and (H), and (f):

(1) Computerized Document Retrieval System—"United States v. International Business Machines" ("CDRS-IBM") (JUSTICE/ATR-002).

(2) Computerized Document Retrieval System—"Tire cases" ("CDRS-Tire Cases") (JUSTICE/ATR-003).

These exemptions apply only to the extent that information in these systems is subject to exemption pursuant to 5 U.S.C. 552a(k). It is noted however, that the provisions of 5 U.S.C. 552a are not applicable to these systems by virtue of 5 U.S.C. 552a(d)(5).

(b) Exemption from the particular subsections are justified for the following reasons:

(1) Exemption from subsection (c)(3) is justified because these systems are maintained only in aid of on-going antitrust enforcement proceedings (e.g., pretrial/trial). Documents retrieved by using information ("keywords") stored electronically in these systems are, and will be required in the ordinary course of conducting all proceedings in "United States v. The Goodyear Tire & Rubber Company," Civil No. C-73-835 (N.D. Ohio), "United States v. The Firestone Tire & Rubber Company," Civil No. C-73-836 (N.D. Ohio), and "United States v. International Business Machines," Civil No. 69-Civ.-200 (S.D. N.Y.). Consequently, in the course of such protracted and complex antitrust proceedings, the presentation, production or other routine and necessary disclosure of documents retrieved from these systems will be required to be made before the courts and as otherwise required by order of court or pursuant to binding rules of procedure.

(2) 5 U.S.C. 552a(d) does not apply to these systems by virtue of 5 U.S.C. 552a(d)(5). In addition, exemptions from subsections (d), (e)(4) (G) and (H), and (f), all related to matters concerned with individual access to information in systems of records, are justified under 5 U.S.C. 552a(k) because access to the documents retrievable from these systems and compiled for law enforcement purposes could result in the invasion of the privacy of private persons named or otherwise identified in such documents as well as the unjustified disclosure of commercial and financial information of a confidential nature obtained from various firms connected with or involved in the referenced proceedings.

(3) Exemption from subsection (e)(1) is justified because the collection of documents prior to and during the judicial proceedings necessarily involves the assemblage, indexing and storage in these types of systems of information relative to individuals who are not ultimately required to appear or otherwise connected with actual litigation."

(c) The following system of records is exempt from 5 U.S.C. 552a(c)(3), (d), (e)(4) (G) and (H), and (f).

(1) Antitrust Caseload Evaluation System (ACES)—Monthly Report. (Justice/ATR-009)

These exemptions apply only to the extent that information in these systems is subject to exemption pursuant to 5 U.S.C. 552a(k)(2). It is noted however that the provisions of 5 U.S.C. 552a are not applicable to these systems by virtue of 5 U.S.C. 552a(d)(5).

(d) Exemption from the particular subsections are justified for the following reasons:

(1) Exemption from subsection (c)(3) is justified because these systems are maintained in aid of ongoing antitrust enforcement investigations and proceedings. The release of the accounting of disclosures made under subsection (b) of the Act would permit the subject of an investigation of an actual or potential criminal or civil violation to determine whether he is the subject of an investigation. Disclosure of the accounting would therefore present a serious impediment to antitrust law enforcement efforts.

(2) 5 U.S.C. 552a(d) does not apply to these systems by virtue of 5 U.S.C. 552a(d)(5). In addition, exemptions from subsections (d), (e)(4) (G) and (H), and (f), all related to matters concerned with individual access to information in systems of records are justified under 5 U.S.C. 552a(k)(2) because access to the information retrievable from this system and compiled for law enforcement purposes could result in the premature disclosure of the identity of the subject of an investigation of an actual or potential criminal or civil violation and information concerning

the nature of that investigation. This information could enable the subject to avoid detection of apprehension. This would present a serious impediment to effective law enforcement since the subject could hinder or prevent the successful completion of the investigation.

§ 16.89 [Reserved]

§ 16.90 Exemption of Civil Rights Division Systems.

(a) The following system of records is exempt from 5 U.S.C. 552a(d):

(1) Files on Employment Civil Rights Matters Referred by the Equal Employment Opportunity Commission (JUSTICE/CRT-007).

This exemption applies to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(k).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (d) because this system contains investigatory material compiled by the Equal Opportunity Commission pursuant to its authority under 42 U.S.C. 2000e-8. 42 U.S.C. 2000e-8(e) and 44 U.S.C. 3508 make it unlawful to make public in any manner whatsoever any information obtained by the Commission pursuant to the authority.

(c) The following systems of records are exempt from 5 U.S.C. 552a (c)(3) and (d):

(1) Records Obtained by Office of Special Litigation Concerning Residents of Certain State Institutions (JUSTICE/CRT-005).

(2) Files of Federal Programs Section, Civil Rights Division (JUSTICE/CRT-006).

These exemptions apply only to the extent that information in these systems is subject to exemption pursuant to 5 U.S.C. 552(k).

(d) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because the release of the disclosure accounting for disclosure pursuant to the routine uses published for this system may enable the subject of an investigation to gain valuable information concerning the nature and scope of the investigation and seriously hamper law enforcement efforts.

(2) From subsection (d) because freely permitting access to records in this system would compromise ongoing investigations and reveal investigatory techniques. In addition, these records may be subject to protective orders entered by federal courts to protect their confidentiality. Many of the records contained in these systems are copies of documents which are the property of state agencies and were obtained under express or implied

promises to strictly protect their confidentiality.

(e) The following system of records is exempt from 5 U.S.C. 552a (c)(3), (d) and (g):

(1) Central Civil Rights Division Index File and Associated Records (JUSTICE/CRT-001).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(j) and (k).

(f) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsections (c)(3) and (d) for the reasons listed in 16.90(d)(1) and (2) above.

(2) From subsection (g) because exemption from the provision of subsection (d) will render the provisions on suits to enforce (d) inapplicable.

(g) The following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c)(3), (d), and (g) of 5 U.S.C. 552a; in addition, the following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a(k)(2) from subsections (c)(3), and (d) of 5 U.S.C. 552a: Freedom of Information/Privacy Act Records (JUSTICE/CRT-010).

These exemptions apply only to the extent that the records contained in this system have been obtained from other systems of records maintained by the Civil Rights Division for which exemptions from one or more of the foregoing provisions of the Privacy Act of 1974 have been promulgated. The exemptions claimed for this system of records apply only to records obtained from such other Civil Rights Division systems and only to the same extent as the records contained in such other systems have been exempted.

(h) The system of records listed under paragraph (g) of this section is exempted for the following reasons:

(1) In the course of processing requests for records pursuant to the Freedom of Information Act (5 U.S.C. 552) or for access or correction of records pursuant to the Privacy Act (5 U.S.C. 552a), it is frequently necessary to search for records in systems of records for which exemptions have been claimed pursuant to 5 U.S.C. 552a (j) or (k). When records are located in said systems, it is frequently necessary to prepare copies for the purpose of consulting with agency personnel or with other agencies, either with regard to determining whether or to what extent the records should be disclosed, or access provided, or correction made or denied, or for review in the event of administrative appeal or judicial review.

(2) If records otherwise exempt pursuant to published rules should lose their exempt character when taken from such exempt systems for the pur-

pose of compliance with the Freedom of Information Act and the Privacy Act in reviewing such records and making determination with regard to disclosure, access, and correction, the purpose of the Privacy Act in providing such exemptions, and of the Department of Justice in claiming such exemptions would be defeated and nullified. The proper, efficient, and timely processing of citizens' requests pursuant to said Acts would be hindered and impeded.

§ 16.91 Exemption of Criminal Division Systems—Limited access, as indicated.

(a) The following systems of records are exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G), (H) and (I), (e) (5) and (8), (f) and (g) of 5 U.S.C. 552a; in addition, the following systems of records are exempted pursuant to the provisions of 5 U.S.C. 552a (k)(1) and (k)(2) from subsections (c)(3), (d), (e)(1), (e)(4) (G), (H), and (I), and (f) of 5 U.S.C. 552a:

(1) Central Criminal Division, Index File and Associated Records System of Records (JUSTICE/CRM-001)—Limited Access.

(2) General Crimes Section, Criminal Division, Central Index File and Associated Records System of Records (JUSTICE/CRM-004)—Limited Access.

These exemptions apply to the extent that information in those systems are subject to exemption pursuant to 5 U.S.C. 552a (j)(2), (k)(1) and (k)(2).

(b) The systems of records listed under paragraphs b(1) and b(2) of this section are exempted, for the reasons set forth, from the following provisions of 5 U.S.C. 552a:

(1). (c)(3). The release of the disclosure accounting for disclosures made pursuant to subsection (b) of the Act, including those permitted under the routine uses published for these systems of records, would permit the subject of an investigation of an actual or potential criminal, civil, or regulatory violation to determine whether he is the subject of investigation, or to obtain valuable information concerning the nature of that investigation, and the information obtained, or the identity of witnesses and informants and would therefore present a serious impediment to law enforcement. In addition, disclosure of the accounting would amount to notice to the individual of the existence of a record; such notice requirement under subsection (f)(1) is specifically exempted for these systems of records.

(2). (c)(4). Since an exemption is being claimed for subsection (d) of the Act (Access to Records) this subsection is inapplicable to the extent that these systems of records are exempted from subsection (d).

(3). (d). Access to the records contained in these systems would inform the subject of an investigation of an actual or potential criminal, civil, or regulatory violation of the existence of that investigation, or the nature and scope of the information and

evidence obtained as to his activities, of the identity of witnesses and informants, or would provide information that could enable the subject to avoid detection or apprehension. These factors would present a serious impediment to effective law enforcement because they could prevent the successful completion of the investigation, endanger the physical safety of witnesses or informants, and lead to the improper influencing of witnesses, the destruction of evidence, or the fabrication of testimony.

(4). (e)(1). The notices of these systems of records published in the Federal Register set forth the basic statutory or related authority for maintenance of this system. However, in the course of criminal or other law enforcement investigations, cases, and matters, the Criminal Division or its components will occasionally obtain information concerning actual or potential violations of law that are not strictly within its statutory or other authority or may compile information in the course of an investigation which may not be relevant to a specific prosecution. In the interests of effective law enforcement, it is necessary to retain such information in these systems of records since it can aid in establishing patterns of criminal activity and can provide valuable leads for federal and other law enforcement agencies.

(5). (e)(2). In a criminal investigation or prosecution, the requirement that information be collected to the greatest extent practicable from the subject individual would present a serious impediment to law enforcement because the subject of the investigation or prosecution would be placed on notice as to the existence of the investigation and would therefore be able to avoid detection or apprehension, to influence witnesses improperly, to destroy evidence, or to fabricate testimony.

(6). (e)(3). The requirement that individuals supplying information be provided with a form stating the requirements of subsection (e)(3) would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation or reveal the identity of witnesses or confidential informants.

(7). (e)(4) (G) and (H). Since an exemption is being claimed for subsections (f) (Agency Rules) and (d) (Access to Records) of the Act these subsections are inapplicable to the extent that these systems of records are exempted from subsections (f) and (d).

(8). (e)(4)(I). The categories of sources of the records in these systems have been published in the FEDERAL REGISTER in broad generic terms in the belief that this is all that subsection (e)(4)(I) of the Act requires. In the event, however, that this subsection should be interpreted to require more detail as to the identity of sources of the records in these systems, exemption from this provision is necessary in order to protect the confidentiality of the sources of criminal and other law enforcement information. Such exemption is further necessary to protect the privacy and physical safety of witnesses and informants.

(9). (e)(5). In the collection of information for criminal law enforcement purposes it is impossible to determine in advance what information is accurate, relevant, timely, and complete. With the passage of time, seemingly irrelevant or untimely information may acquire new significance as further investigation brings new details to light and the accuracy of such information can often only be determined in a court of law. The restrictions of subsection (e)(5) would re-

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restrictions of subsection (e)(5) would restrict the ability of trained investigators, intelligence analysts, and government attorneys in exercising their judgment in reporting on information and investigations and impede the development of criminal or other intelligence necessary for effective law enforcement.

(10). (e)(8). The individual notice requirements of subsection (e)(8) could present a serious impediment to law enforcement as this could interfere with the ability to issue warrants or subpoenas and could reveal investigative techniques, procedures, or evidence.

(11). (f). Procedures for notice to an individual pursuant to subsection (f)(1) as to the existence of records pertaining to him dealing with an actual or potential criminal, civil or regulatory investigation or prosecution must be exempted because such notice to an individual would be detrimental to the successful conduct and/or completion of an investigation or prosecution pending or future. In addition, mere notice of the fact of an investigation could inform the subject or others that their activities are under or may become the subject of an investigation and could enable the subjects to avoid detection or apprehension, to influence witnesses improperly, to destroy evidence, or to fabricate testimony.

Since an exemption is being claimed for subsection (d) of the Act (Access to Records) the rules require pursuant to subsection (f) (2) through (5) are inapplicable to these systems of records to the extent that these systems of records are exempted from subsection (d).

(12). (g). Since an exemption is being claimed for subsections (d) (Access to Records) and (f) (Agency Rules) this section is inapplicable, and is exempted for the reasons set forth for those subsections, to the extent that these systems of records are exempted from subsections (d) and (f).

(13). In addition, exemption is claimed for these systems of records from compliance with the following provisions of the Privacy Act of 1974 (5 U.S.C. 552a) pursuant to the provisions of 5 U.S.C. 552a(k)(1): subsections (c)(3), (d), (e)(1), (e)(4) (G), (H) and (I) and (f) to the extent that the records contained in these systems are specifically authorized to be kept secret in the interests of national defense and foreign policy.

(c) The following systems of records are exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsection (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G), (H) and (I), (e) (5) and (8), (f) and (g) of 5 U.S.C. 552a:

(1) Criminal Division Witness Security Program, File System of Records (JUSTICE/CRM-002).

(2) Narcotic and Dangerous Drug Witness Security, Program File System of Records (JUSTICE/CRM-009).

These exemptions apply to the extent that information in these systems are subject to exemption pursuant to 5 U.S.C. 552a(j)(2).

(d) The systems of records listed under paragraphs (c)(1) and (c)(2) of this section are exempted, for the reasons set forth, from the following provisions of 5 U.S.C. 552a:

(1). (c)(3) The release of the disclosure accounting for disclosures made pursuant to

subsection (b) of the Act, including those permitted under the routine uses published for these systems of records, would permit the subject of an investigation of an actual or potential criminal violation, which may include those protected under the Witness Security Program, to determine whether he is the subject of a criminal investigation, to obtain valuable information concerning the nature of that investigation and the information obtained, or the identity of witnesses and informants and the nature of their reports, and would therefore present a serious impediment to law enforcement. In addition, disclosure of the accounting would amount to notice to the individual of the existence of a record; such notice requirement under subsection (f)(1) is specifically exempted for these systems of records. Moreover, disclosure of the disclosure accounting to an individual protected under the Witness Security Program could jeopardize the effectiveness and security of the Program by revealing the methods and techniques utilized in relocating witnesses and could therefore jeopardize the ability to obtain, and to protect the confidentiality of, information compiled for purposes of a criminal investigation.

(2). (c)(4) Since an exemption is being claimed for subsection (d) of the Act (Access to Records) this section is inapplicable.

(3). (d) Access to the records contained in these systems would inform the subject of an investigation of an actual or potential criminal violation, which may include those protected under the Witness Security Program, of the existence of that investigation, of the nature and scope of the information and evidence obtained as to his activities, of the identity of witnesses and informants, or would provide information that could enable the subject to avoid detection or apprehension. These factors would present a serious impediment to effective law enforcement because they could prevent the successful completion of the investigation, endanger the physical safety of witnesses or informants, and lead to the improper influencing of witnesses, the destruction of evidence, or the fabrication of testimony. In addition, access to the records in these systems to an individual protected under the Witness Security Program could jeopardize the effectiveness and security of the Program by revealing the methods and techniques utilized in relocating witnesses and could therefore jeopardize the ability to obtain, and to protect the confidentiality of, information compiled for purposes of a criminal investigation.

(4). Exemption is claimed from subsection (e)(1) for the reasons stated in subsection (b)(4) of this section.

(5). (e)(2) In the course of preparing a Witness Security Program for an individual much of the information is collected from the subject. However, the requirement that the information be collected to the greatest extent practicable from the subject individual would present a serious impediment to criminal law enforcement because the individual himself may be the subject of a criminal investigation or have been a participant in, or observer of, criminal activity. As a result, it is necessary to seek information from other sources. In addition, the failure to verify the information provided from the individual when necessary and to seek other information could jeopardize the confidentiality of the Witness Security Program and lead to the obtaining and maintenance of incorrect and uninvestigated information on criminal matters.

(6). (e)(3) The requirement that individuals supplying information be provided with a form stating the requirements of subsection (e)(3) would constitute a serious impediment to law enforcement in that it could compromise or reveal the identity of witnesses and informants protected under the Witness Security Program.

(7). (e)(4) (G) and (H). Since an exemption is being claimed for subsections (f) (Agency Rules) and (d) (Access to Records) of the Act these subsections are inapplicable.

(8). (e)(4)(I). The categories of sources of the records in these systems have been published in the Federal Register in broad generic terms in the belief that this is all that subsection (e)(4)(I) of the Act requires. In the event, however, that this subsection should be interpreted to require more detail as to the identity of sources of the records in the system, exemption from this provision is necessary in order to protect the confidentiality of the sources of criminal law enforcement information and of witnesses and informants protected under the Witness Security Program.

(9). Exemption is claimed from subsections (e)(5) and (e)(8) for the reasons stated in subsection (b)(9) and (b)(10) of this section.

(10). Procedures for notice to an individual pursuant to subsection (f)(1) as to the existence of records contained in these systems pertaining to him would inform the subject of an investigation of an actual or potential criminal violation, which may include those protected under the Witness Security Program, of the existence of that investigation, of the nature and scope of the information and evidence obtained as to his activities, of the identity of witnesses and informants, or would provide information that could enable the subject to avoid detection or apprehension. These factors would present a serious impediment to effective law enforcement because they could prevent the successful conduct and/or completion of an investigation pending or future, endanger the physical safety of witnesses or informants, and lead to the improper influencing of witnesses, the destruction of evidence, or the fabrication of testimony. In addition, notices as to the existence of records contained in these systems to an individual protected under the Witness Security Program could jeopardize the effectiveness and security of the Program by revealing the methods and techniques utilized in relocating witnesses and could therefore jeopardize the ability to obtain, and to protect the confidentiality of information compiled for purposes of a criminal investigation.

Since an exemption is being claimed for subsection (d) of the Act (Access to Records) the rules required pursuant to subsection (f)(2) through (5) are inapplicable.

(11). (g) Since an exemption is being claimed for subsections (d) (Access to Records) and (f) (Agency Rules) this section is inapplicable and is exempted for the reasons set forth for those subsections.

(e) The following systems of records are exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c) (3) and (4), (d), (e)(4) (G), (H) and (I), (f), and (g) of 5 U.S.C. 552a:

(1) Organized Crime and Racketeering Section File Check Out System of Records (JUSTICE/CRM-011).

(2) Organized Crime and Racketeering Section Intelligence and Special

Services Unit, Information Request System of Records (JUSTICE/CRM-014).

These exemptions apply to the extent that information in those systems are subject to exemption pursuant to 5 U.S.C. 552a(j)(2).

(f) The systems of records listed under paragraphs (e)(1) and (e)(2) of this section are exempted for the reasons set forth, from the following provisions of 5 U.S.C. 552a:

(1). (c)(3). The release of the disclosure accounting for disclosures made pursuant to subsection (b) of the Act, including those permitted under the routine uses published for these systems of records, would permit the subject of an investigation of an actual or potential criminal violation to determine whether he is the subject of a criminal investigation and would therefore present a serious impediment to law enforcement. The records in these systems contain the names of the subjects of the files in question and the system is accessible by name of the person checking out the file and by name of the subject of the file. In addition, disclosure of the accounting would amount to notice to the individual of the existence of a record; such notice requirement under subsection (f)(1) is specifically exempted for these systems of records.

(2). (c)(4). Since an exemption is being claimed for subsection (d) of the Act (Access to Records) this section is inapplicable.

(3). (d). Access to the records contained in these systems would inform the subject of an investigation of an actual or potential criminal violation of the existence of that investigation. This would present a serious impediment to effective law enforcement because it could prevent the successful completion of the investigation, endanger the physical safety of witnesses or informants, and lead to the improper influencing of witnesses, the destruction of evidence, or the fabrication of testimony.

(4). Exemption is claimed from subsections (e)(4) (G), (H) and (I) for the reasons stated in subsections (b)(7) and (b)(8) of this section.

(5). (f). These systems may be accessed by the name of the person who is the subject of the file and who may also be the subject of a criminal investigation. Procedures for notice to an individual pursuant to subsection (f)(1) as to the existence of records pertaining to him, which may deal with an actual or potential criminal investigation or prosecution, must be exempted because such notice to an individual would be detrimental to the successful conduct and/or completion of the investigation or prosecution pending or future. In addition mere notice of the fact of an investigation could inform the subject or others that their activities are under or may become the subject of an investigation and could enable the subjects to avoid detection or apprehension, to influence witnesses improperly, to destroy evidence, or to fabricate testimony.

Since an exemption is being claimed for subsection (d) of the Act (Access to Records) the rules required pursuant to subsection (f) (2) through (5) are inapplicable.

(6). (g). Since an exemption is being claimed for subsections (d) (Access to Records) and (f) (Agency Rules) of the Act this section is inapplicable and is exempted for the reasons set forth for those subsections.

(g) The following system of records is exempted pursuant to the provisions

of 5 U.S.C. 552a(j)(2) from subsections (c)(4), (d), (e)(4) (G), (H) and (I), (f) and (g) of 5 U.S.C. 552a.

Files of Names Checked to Determine If Those Individuals Have Been the Subject of an Electronic Surveillance System of Records (JUSTICE/CRM-003).

These exemptions apply to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(j)(2).

(h) The system of records listed under paragraph (g) of this section is exempted, for the reasons set forth, from the following provisions of 5 U.S.C. 552a:

(1). (c)(4). Since an exemption is being claimed for subsection (d) of the Act (Access to Records) this section is inapplicable to the extent that this system of records is exempted from subsection (d).

(2). (d). The records contained in this system of records generally consist of information filed with the court in response to the request and made available to the requestor. To the extent that these records have been so filed, no exemption is sought from the provisions of this subsection. Occasionally, the records contain pertinent logs of intercepted communications and other investigative reports not filed with the court. These records must be exempted because access to such records could inform the subject of an investigation of an actual or potential criminal violation of the existence of that investigation and of the nature of the information and evidence obtained by the government. This would present a serious impediment to effective law enforcement because it could prevent the successful completion of the investigation, endanger the physical safety of witnesses or informants, and lead to the improper influencing of witnesses, the destruction of evidence, or the fabrication of testimony.

(3). Exemption is claimed from subsections (e)(4) (G), (H) and (I) for the reasons stated in subsections (b)(7) and (b)(8) of this section.

(4). (f). The records contained in this system of records generally consist of information filed with the court and made available to the requestor. To the extent that these records have been so filed, no exemption is sought from the provisions of this subsection. Occasionally, the records contain pertinent logs of intercepted communications and other investigative reports not filed with the court. These records must be exempted from a requirement of notification as to their existence because such notice to an individual would be detrimental to the successful conduct and/or completion of a criminal investigation or prosecution pending or future. In addition, mere notice of the existence of such logs or investigative reports could inform the subject or others that their activities are under or may become the subject of an investigation and could enable the subjects to avoid detection or apprehension, to influence witnesses improperly, to destroy evidence or to fabricate testimony.

Since an exemption is being claimed for subsection (d) of the Act (Access to Records) the rules required pursuant to subsection (f) (2) through (5) are inapplicable to the extent that this system of records is exempted for subsection (d).

(6). (g). Since an exemption is being claimed for subsections (d) (Access to Re-

ords) and (f) (Agency Rules) this section is inapplicable, and is exempted for the reasons set forth for those subsections, to the extent that this system of records is exempted from subsection (d) and (f).

(i) The following systems of records are exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e) (4) (G), (H) and (I), (e) (5) and (8), (f) and (g) of 5 U.S.C. 552a:

(1) Information File on Individuals and Commercial Entities Known or Suspected of Being Involved in Fraudulent Activities System of Records (JUSTICE/CRM-006).

(2) The Stocks and Bonds Intelligence Control Card File System of Records (JUSTICE/CRM-021).

These exemptions apply only to the extent that information in these systems are subject to exemption pursuant to 5 U.S.C. 552a(j)(2).

The systems of records listed in paragraphs (i)(1) and (i)(2) of this section are exempted, for the reasons set forth, from the following provisions of 5 U.S.C. 552a:

(1). (c)(3). The release of the disclosure accounting for disclosures made pursuant to subsection (b) of the Act, including those permitted under the routine uses published for these systems of records, would permit the subject of an investigation of an actual or potential criminal violation to determine whether he is the subject of a criminal investigation, to obtain valuable information concerning the nature of that investigation, and the information obtained, or the identity of witnesses and informants, and would therefore present a serious impediment to law enforcement. In addition, disclosure of the accounting would amount to notice to the individual of the existence of a record; and notice requirement under subsection (f)(1) is specifically exempted for this system of records.

(2). (c)(4). Since an exemption is being claimed for subsection (d) of the Act (Access to Records) this section is inapplicable to the extent that this systems of records is exempted from subsection (d).

(3). (d). Access to the records contained in these systems would inform the subject of an investigation of an actual or potential criminal violation of the existence of that investigation, of the nature and scope of the information and evidence obtained as to his activities, of the identity of witnesses and informants or would provide information that could enable the subject to avoid detection or apprehension. These factors would present a serious impediment to effective law enforcement because they could prevent the successful completion of the investigation, endanger the physical safety of witnesses or informants, and lead to the improper influencing of witnesses, the destruction of evidence, or the fabrication of testimony.

(4). Exemption is claimed from subsections (e) (1), (2) and (3), (e)(4) (G), (H) and (I), (e)(5) and (e)(8) for the reasons stated in subsections (b)(4), (b)(5), (b)(6), (b)(7), (b)(8), (b)(9) and (b)(10) of this section.

(5). (f). Procedures for notice to an individual pursuant to subsection (f)(1) as to the existence of records pertaining to him dealing with an actual or potential criminal

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investigation or prosecution must be exempted because such notice to an individual would be detrimental to the successful conduct and/or completion of an investigation or prosecution pending or future. In addition, mere notice of the fact of an investigation could inform the subject or others that their activities are under or may become the subject of an investigation and could enable the subjects to avoid detection or apprehension, to influence witnesses improperly, to destroy evidence, or to fabricate testimony.

Since an exemption is being claimed for subsection (d) of the Act (Access to Records) the rules required pursuant to subsection (f)(2) through (5) are inapplicable to these systems of records.

(6). (g). Since an exemption is being claimed for subsections (d) (Access to Records) and (f) (Agency Rules) this section is inapplicable and is exempted for the reasons set forth for those subsections.

(k) The following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G), (H) and (I), (e) (5) and (8), (f) and (g) of section 5 U.S.C. 552a:

Organized Crime and Racketeering Information System of Records (JUSTICE/CRM-010).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(j)(2).

(1) The system of records listed in paragraph (k) of this section is exempted, for the reasons set forth, from the following provisions of 5 U.S.C. 552a:

(1). Exemption is claimed from subsections (c)(3), (c)(4) and (d) for the reasons stated in subsections (j)(1), (j)(2) and (j)(3) of this section.

(2). (e)(1). The notice for this system of records published in the Federal Register sets forth the basic statutory or related authority for maintenance of this system. However, in the course of organized crime investigations information will occasionally be obtained concerning actual or potential violations of law that are not strictly within statutory or other authority, or information may be compiled in the course of an investigation which may not be relevant to a specific prosecution. In the interests of effective law enforcement, it is necessary to retain such information in this system of records since it can aid in establishing patterns of criminal activity and can provide valuable leads for federal and other law enforcement agencies.

(3). Exemption is claimed from subsections (e) (2) and (3), (e) (4) (G), (H) and (I), (e) (5) and (8) for the reasons stated in subsections (b)(5), (b)(6), (b)(7), (b)(8), (b)(9) and (b)(10) of this section.

(4). Exemption is claimed from sections (f) and (g) for the reasons stated in subsections (j)(5) and (j)(6) of this section.

(m) The following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G), (H) and (I), (e) (5) and (8), (f) and (g) of 5 U.S.C. 552a; in addition, the following systems of records are exempted pursuant to the provisions

of 5 U.S.C. 552a(k)(1) from subsections (c) (3), (d), (e)(1), (e)(4) (G), (H) and (I) and (f) of 5 U.S.C. 552a:

Organized Crime and Racketeering Section, Criminal Division, General Index File and Associated Records System of Records (JUSTICE/CRM-012).

These exemptions apply to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a (j) (2) and (k) (1).

(n) The system of records listed under paragraph (m) of this section is exempted, for the reasons set forth, from the following provisions of 5 U.S.C. 552a:

(1). Exemption is claimed from subsections (c) (3) and (4) and (d) for the reasons stated in subsections (j)(1), (j)(2) and (j)(3) of this section.

(2). (e)(1). The notice for this system of records published in the Federal Register sets forth the basic statutory or related authority or maintenance of this system. However, in the course of criminal investigations, cases, and matters, the Organized Crime and Racketeering Section will occasionally obtain information concerning actual or potential violations of law that are not strictly within its statutory or other authority, or may compile information in the course of an investigation which may not be relevant to a specific prosecution. In the interests of effective law enforcement, it is necessary to retain such information in this system of records since it can aid in establishing patterns of criminal activity and can provide valuable leads for federal and other law enforcement agencies.

(3). Exemption is claimed from subsections (e) (2) and (3), (e)(4) (G), (H) and (I), (e) (5) and (8), (f) and (g) for the reasons stated in subsections (b)(5), (b)(6), (b)(7), (b)(8), (b)(9), (b)(10), (b)(11) and (b)(12) of this section.

(4). In addition, exemption is claimed for this system of records from compliance with the following provisions of the Privacy Act of 1974 (5 U.S.C. 552a) pursuant to the provisions of 5 U.S.C. 552a(k)(1): subsections (c)(3), (d), (e)(1), (e)(4) (G), (H) and (I) and (f) to the extent that the records contained in this system are specifically authorized to be kept secret in the interests of national defense and foreign policy.

(o) The following systems of records are exempted pursuant to the provisions of 5 U.S.C. 552a (j)(2) from subsections (c) (3) and (4), (d), (e) (2) and (3), (e)(4) (G), (H) and (I), (e)(8), (f) and (g) of 5 U.S.C. 552a:

(1) Requests to the Attorney General For Approval of Applications to Federal Judges for Electronic Interceptions System of Records (JUSTICE/CRM-019).

(2) Requests to the Attorney General For Approval of Applications to Federal Judges For Electronic Interceptions in Narcotics and Dangerous Drug Cases System of Records (JUSTICE/CRM-020).

These exemptions apply only to the extent that information in these systems are subject to exemption pursuant to 5 U.S.C. 552a(j)(2).

(p) The systems of records listed in paragraph (o)(1) and (o)(2) of this section are exempted for the reasons set forth, from the following provisions of 5 U.S.C. 552a:

(1). (c)(3). The release of disclosure accounting for disclosures made pursuant to subsection (b) of the Act, including those permitted under the routine uses published for these systems of records, would permit the subject of an electronic interception to obtain valuable information concerning the interception, including information as to whether he is the subject of a criminal investigation, by means other than those provided for by statute. Such information could interfere with the successful conduct and/or completion of a criminal investigation, and would therefore present a serious impediment to law enforcement. In addition, disclosure of the accounting would amount to notice to the individual of the existence of a record; such notice requirement under subsection (f)(1) is specifically exempted for these systems of records.

(2). (c)(4). Since an exemption is being claimed for subsection (d) of the Act (Access to Records) this section is inapplicable.

(3). (d). Access to the records contained in these systems would inform the subject of an electronic interception of the existence of such surveillance including information as to whether he is the subject of a criminal investigation by means other than those provided for by statute. This could interfere with the successful conduct and/or completion of a criminal investigation and therefore present a serious impediment to law enforcement.

(4). (e)(2). In the context of an electronic interception, the requirement that information be collected to the greatest extent practicable from the subject individual would present a serious impediment to law enforcement because the subject of the investigation or prosecution would be placed on notice as to the existence of the investigation and this would therefore destroy the efficacy of the interception.

(5). (e)(3). The requirement that individuals supplying information be provided with a form stating the requirements of subsection (e)(3) would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential electronic interception or reveal the identity of witnesses or confidential informants.

(6). (e)(4) (G) and (H). Since an exemption is being claimed for subsections (f) (Agency Rules) and (d) (Access to Records) of the Act these subsections are inapplicable.

(7). Exemption is claimed from subsections (e)(4)(I) and (e)(8) for the reasons stated in subsections (b)(8) and (b)(10) of this section.

(8). (f). Procedures for notice to an individual pursuant to subsection (f)(1) as to the existence of records pertaining to him dealing with an electronic interception other than pursuant to statute must be exempted because such notice to an individual would be detrimental to the successful conduct and/or completion of an investigation pending or future. In addition, mere notice of the fact of an electronic interception could inform the subject or others that their activities are under or may become the subject of an investigation and could enable the subject to avoid detection or apprehension, to influence witnesses improperly, to destroy evidence, or to fabricate testimony.

Since an exemption is being claimed for subsection (d) of the Act (Access to Records) the rules required pursuant to subsection (f)(2) through (5) are inapplicable to these systems of records to the extent that these systems of records are exempted from subsection (d).

(9). (g). Since an exemption is being claimed for subsection (d) (Access to Records) and (f) (Agency Rules) this section is inapplicable, and is exempted for the reasons set forth for those subsections, to the extent that these systems of records are exempted from subsection (d) and (f).

(q) The following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c) (3) and (4), (d), (e) (2) and (3), (e)(4) (G), (H), and (I), (e)(8), (f) and (g) of 5 U.S.C. 552a; in addition the following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a (k)(1) and (k)(2) from subsections (c)(3), (d), (e)(4) (G), (H) and (I), and (f) of 5 U.S.C. 552a:

Witness Immunity Records System of Records (JUSTICE/CRM-022).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a (j)(2) and (k)(1) and (k)(2).

(r) The system of records listed under paragraph (q) of this section is exempted, for the reasons set forth, from the following provisions of 5 U.S.C. 552a:

(1). (c)(3) Release of the accounting of disclosures made pursuant to subsection (b) of the Act, including those permitted under the routine uses published for this system of records, (a) as to a witness for whom immunity has been proposed, would inform the individual of the existence of the proposed immunity prematurely, thus creating a serious impediment to effective law enforcement in that the witness could flee, destroy evidence, or fabricate testimony; and (b) as to a witness to whom immunity has been granted, or for whom it has been denied, would reveal the nature and scope of the activities, if any, of the witness known to the government, which would also create a serious impediment to effective law enforcement.

(2). (c)(4) Since an exemption is being claimed for subsection (d) of the Act (Access to Records) this section is inapplicable to the extent that this system of records is exempted from subsection (d).

(3). (d) Access to the records contained in this system (a) as to a witness for whom immunity has been proposed, would inform the individual of the existence of the proposed immunity prematurely, thus presenting a serious impediment to effective law enforcement in that the witness could flee, destroy evidence, or fabricate testimony; and (b) as to a witness to whom immunity has been granted, or for whom it has been denied, would reveal the nature and scope of the activities, if any, of the witness known to the government, which would also create a serious impediment to effective law enforcement.

(4). (e)(2) In a witness immunity request matter, the requirement that information be collected to the greatest extent practicable from the subject individual would present a serious impediment to law enforce-

ment because the subject of the immunity request and often the subject of the underlying investigation or prosecution would be placed on notice as to the existence of the investigation and would therefore be able to avoid detection or apprehension, to influence witnesses improperly, to destroy evidence, or to fabricate testimony.

(5). Exemption is claimed from subsections (e)(3), (e)(4) (G), (H) and (I), and (e)(8) for the reasons stated in subsections (b)(6), (b)(7), (b)(8) and (b)(10) of this section.

(6). (f). Procedures for notice to an individual pursuant to subsection (f)(1) as to the existence of records pertaining to him (a) as to a witness for whom immunity has been proposed, would inform the individual of the existence of the proposed immunity prematurely, this presenting a serious impediment to effective law enforcement in that the witness could flee, destroy evidence, or fabricate testimony; and (b) as to a witness to whom immunity has been granted, or for whom it has been denied, would reveal the nature and scope of the activity, if any, of the witness known to the government, which would also create a serious impediment to effective law enforcement.

Since an exemption is being claimed for subsection (d) of the Act (Access to Records) the rules required pursuant to subsection (f)(2) through (5) are inapplicable to this system of records to the extent that this system of records is exempted from subsection (d).

(7). (g). Since an exemption is being claimed for subsections (d) (Access to Records) and (f) (Agency Rules) this section is inapplicable, and is exempted for the reasons set forth for those subsections, to the extent that this system of records is exempted for subsections (d) and (f).

(8). In addition, exemption is claimed for this system of records from compliance with the following provisions of the Privacy Act of 1974 (5 U.S.C. 552a) pursuant to the provisions of 5 U.S.C. 552a(k)(1): subsections (c)(3), (d), (e)(1), (e)(4) (G), (H) and (I) and (f) to the extent that the records contained in this system are specifically authorized to be kept secret in the interests of national defense and foreign policy.

(s) The following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G), (H) and (I), (e) (5) and (8), (f), and (g) of 5 U.S.C. 552a; in addition, the following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a (k)(1) and (k)(2) from subsections (c)(3), (d), (e)(1), (e)(4) (G), (H) and (I), and (f) of 5 U.S.C. 552a:

(1) Freedom of Information/Privacy Act Records (JUSTICE/CRM-024).

(2) These exemptions apply only to the extent that the records contained in this system have been obtained from other systems of records maintained by the Criminal Division for which exemptions from one or more of the foregoing provisions of the Privacy Act of 1974 have been promulgated. The exemption claimed for this system of records applies only to records obtained from such other Criminal Division systems and only to the

same extent as the records contained in such other systems have been exempted.

(t) The system of records listed under paragraph (s) of this section is exempted for the following reasons:

(1) In the course of processing requests for records pursuant to the Freedom of Information Act (5 U.S.C. 552) or for access or correction of records pursuant to the Privacy Act (5 U.S.C. 552a), it is frequently necessary to search for records in systems of records for which exemptions have been claimed pursuant to 5 U.S.C. 552a (j) or (k). When records are located in said systems, it is frequently necessary to prepare copies for the purpose of consulting with agency personnel or with other agencies, either with regard to determining whether or to what extent the records should be disclosed or access provided, or correction made or denied, or for review in the event of administrative appeal or judicial review.

(2) If records otherwise exempt pursuant to published rules should lose their exempt character when taken from such exempt systems for the purpose of compliance with the Freedom of Information Act and the Privacy Act in reviewing such records and making determination with regard to disclosure, access, and correction, the purpose of the Privacy Act in providing such exemptions, and of the Department of Justice in claiming such exemptions would be defeated and nullified. The proper, efficient, and timely processing of citizens' requests pursuant to said Acts would be hindered and impeded.

§ 16.92 Exemption of Land and Natural Resources Division Systems—Limited access, as indicated.

(a) The following system of records is exempt from 5 U.S.C. 552a (c)(3) and (d):

(1) Docket Card System (JUSTICE/LDN-003).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(k)(2).

(b) Exemptions from the particular subsections are justified for the following reasons.

(1) From subsection (c)(3) because that portion of the Docket Card System relating to enforcement of criminal provisions of the Refuse Act of 1899 (33 U.S.C. 407), Section 10 of the River and Harbor Act of 1899 (33 U.S.C. 403), Section 5 of the Outer Continental Shelf Act (43 U.S.C. 1151 et seq.), the Clean Air Act (42 U.S.C. 1857 et seq.) and the Noise Control Act of 1972 (42 U.S.C. 4901), is being exempted from access and contest; the provision for disclosure of accounting is not applicable.

(2) From subsection (d) because of the need to safeguard the identity of

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confidential informants and to facilitate the enforcement of the criminal provisions of the above statutes.

(c) The following system of records is exempt from 5 U.S.C. 552a (c)(3) and (d):

(1) Freedom of Information/Privacy Act Records System. (Justice/LDN-005).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(k)(2).

(d) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because that portion of the Freedom of Information/Privacy Act Records System that consists of investigatory materials compiled for law enforcement purposes is being exempt from access and contest; the provision for disclosure of accounting is not applicable.

(2) From subsection (d) because of the need to safeguard the identity of confidential informants and avoid interference with ongoing investigations or law enforcement activities by preventing premature disclosure of information relating to those efforts.

§ 16.93 Exemption of Tax Division System—Limited access.

(a) The following system of records is exempt from 5 U.S.C. 552a (d), (e) (2) and (3):

(1) Tax Division Central Classification Cards, Index Docket Cards and Associated Records (JUSTICE/TAX-001).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a (j) and (k).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (d) because access to the records contained in this system would inform the subject of an investigation of the information and evidence obtained as to his activities, and of the identity of witnesses and informants. The knowledge gained from such access to these records would present a serious impediment to effective law enforcement because it could be used to prevent the successful prosecution of the case, endanger the physical safety of witnesses or informants, and lead to the improper influencing of witnesses, the destruction of evidence, or the fabrication of testimony.

(2) From subsection (e)(2) because in a criminal or other law enforcement investigation or prosecution, the requirement that information be collected to the greatest extent practicable from the subject individual would alert the subject as the nature or existence of the investigation and thereby present a serious impediment to effective law enforcement.

(3) From subsection (e)(3) because the requirement that individuals supplying information be provided with a form specifying the requirements of (e)(3) would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation or reveal the identity of witnesses or confidential informants.

(c) Consistent with the legislative purpose of the Privacy Act of 1974, the Tax Division will grant access to non-exempt material in records which are maintained by the Tax Division. Disclosure will be governed by the Department's Privacy Regulations, but will be limited to the extent that the identity of confidential sources will not be compromised; subjects of an investigation of an actual or potential criminal civil or regulatory violation will not be alerted to the investigation; the physical safety of witnesses, informants and law enforcement personnel will not be endangered; the privacy of third parties will not be violated; and that the disclosure would not otherwise impede effective law enforcement. Whenever possible, information of the above nature will be deleted from the requested documents and the balance made available. The controlling principle behind this limited access is to disclosures except those indicated above. The decisions to release information from this system will be made on a case-by-case basis.

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§ 16.96 Exemption of Federal Bureau of Investigation Systems—Limited access.

(a) The following system of records is exempt from 5 U.S.C. 552a (c) (3) and (4), (d), (e)(1), (2), and (3), (e)(4) (G) and (H), (e)(5) and (8), (f), (g) and (m):

(1) Central Records System (JUSTICE/FBI-002).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a (j) or (k).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because the release of accounting disclosures would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning the nature of the investigation, thus resulting in a serious impediment to law enforcement or background investigations which may involve law enforcement aspects or the compromising material.

(2) From subsections (c)(4), (d), (e)(4) (G) and (H), (f) and (g) because these provisions concern individual access to records and such access might compromise ongoing investiga-

tions, reveal investigatory techniques and confidential informants, and invade the privacy of private citizens who provide information in connection with a particular investigation. In addition, exemption from subsections (d), (e)(4) (G) and (H) is necessary to protect the security of information classified in the interest of national defense and foreign policy.

(3) From subsection (e)(1) because information may be received in the course of a criminal, civil, or background investigation which may involve a violation of law under the jurisdiction of another government agency but it is necessary to maintain this information in order to provide leads for appropriate law enforcement and to establish patterns of activity which may relate to the jurisdiction of both the FBI and other agencies. In addition, classified information may be received which relates to the constitutional powers of the President or the jurisdiction of some other agency. Such information is not susceptible to segregation.

(4) From subsection (e)(2) because collecting information from the subject of criminal or national security investigations would thwart the investigation by placing the subject of the investigation on notice.

(5) From subsection (e)(3) because supplying an individual with a form containing the information specified would result in a substantial invasion of privacy of the subject of the investigation would compromise the existence of a confidential investigation, and would inhibit private cooperating with the FBI.

(6) From (e)(8) because the notice requirements of this provision could present a serious impediment to law enforcement by revealing investigative techniques, procedures, and the existence of confidential investigations.

(7) From subsection (m) because if the system were ever operated by a contractor it would still be necessary to continue exemption from these same provisions.

(c) The following system of records is exempt from 5 U.S.C. 552a (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4), (G) and (H), (e) (5) and (8), (f), (g) and (m):

(1) Electronic Surveillance (Elsur) Indices (JUSTICE/FBI-006).

These exemptions apply only to the extent that information in the system is subject to exemption pursuant to 5 U.S.C. 552a(j).

(d) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because the release of accounting disclosures would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning the

nature of the investigation resulting in a serious impediment to law enforcement.

(2) From subsections (c)(4), (d), (e)(4) (G) and (H), and (g) because these provisions concern an individual's access to records which concern him and such access to records in this system would compromise ongoing investigations, reveal investigatory techniques and confidential informants, and invade the privacy of private citizens who provide information in connection with a particular investigation.

(3) From subsection (e)(1) because these indices must be maintained in order to provide the information as described in the "routine uses" of this particular system.

(4) From subsections (e) (2) and (3) because compliance is not feasible given the subject matter of the indices.

(5) From subsection (e)(5) because this provision is not applicable to the indices in view of the "routine uses" of the indices. For example, it is impossible to predict when it will be necessary to utilize information in the system and, accordingly it is not possible to determine when the records are timely.

(6) From subsection (e)(8) because the notice requirement could present a serious impediment to law enforcement by revealing investigative techniques, procedures and the existence of confidential investigations.

(7) From subsection (M) for the reasons stated in subsection (b)(7) of this section.

(e) The following system of records is exempt from 5 U.S.C. 552a(c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G) and (H), (e) (5) and (8), (f), (g) and (m):

(1) Identification Division Records System (JUSTICE/FBI-009).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(j).

(f) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) for the reasons stated in subsection (d)(1) of this section.

(2) From subsections (c)(4), (d), (e)(4) (G) and (H), (f) and (g) because these provisions concern an individual's access to records which concern him. Such access is directed at allowing the subject of a record to correct inaccuracies in it. Although an alternate system of access has been provided in 28 CFR 16.30 to 34 and 28 CFR 20.34, the vast majority of records in this system concern local arrests which it would be inappropriate for the FBI to undertake to correct.

(3) From subsection (e)(1) because it is impossible to state with any degree

of certainty that all information on these records is relevant to accomplish a purpose of the FBI, even though acquisition of the records from state and local law enforcement agencies is based on a statutory requirement. In view of the number of records in the system it is impossible to review them for relevancy.

(4) From subsection (e)(2) because the records in the system are necessarily furnished by criminal justice agencies due to their very nature.

(5) From subsection (e)(3) because compliance is not feasible due to the nature of the records.

(6) From subsection (e)(5) because the vast majority of these records come from local criminal justice agencies and it is administratively impossible to ensure that the records comply with this provision. Submitting agencies are, however, urged on a continuing basis to ensure that their records are accurate and include all dispositions.

(7) From subsection (e)(8) because the FBI has no logical manner to ascertain whether process has been made public and compliance with this provision would, in any case, provide an impediment to law enforcement by interfering with the ability to issue warrants or subpoenas and by revealing investigative techniques, procedures or evidence.

(8) From subsection (m) for the reasons stated in subsection (b)(7) of this section.

(g) The following system of records is exempt from 5 U.S.C. 552a (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G) and (H), (e)(8), (f), (g) and (m):

(1) National Crime Information Center (NCIC) (JUSTICE/FBI-001).

These exemptions apply only to the extent that information in the system is subject to exemption pursuant to 5 U.S.C. 552a(j)

(h) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) for the reasons stated in subsection (d)(1) of this section.

(2) From subsections (c)(4), (d), (e)(4) (G) and (H), and (g) for the reasons stated in subsection (d)(2) of this section. When records are properly subject to access by the individual, an alternate means of access is provided in subsection (i) of this section.

(3) From subsection (e)(1) because information contained in this system is primarily from state and local records, and it is for the official use of agencies outside the Federal Government in accordance with 28 U.S.C. 534.

(4) From subsections (e) (2) and (3) because it is not feasible to comply with these provisions given the nature of this system.

(5) From subsection (e)(8) for the reasons stated in subsection (d)(6) of this section.

(6) From subsection (m) for the reasons stated in subsection (b)(7) of this section.

(1) Access to computerized criminal history records in the National Crime Information Center is available to the individual who is the subject of the record pursuant to procedures and requirements specified in the Notice of Systems of Records compiled by the National Archives and Records Service and published under the designation:

National Crime Information Center (NOIC) (JUSTICE/FBI-001).

Information on access is also published in the Appendix to Part 20 of the Code of Federal Regulations in relation to 28 CFR 20.34.

§ 16.97 Exemption of Bureau of Prisons Systems—Limited access.

(a) The following systems of records are exempt from 5 U.S.C. 552a (c) (3) and (4), (d), (e) (2) and (3), (e)(4)(H); (e)(8), (f) and (g):

(1) Custodial and Security Record System (JUSTICE/BOP-001).

(2) Industrial Inmate Employment Record System (JUSTICE/BOP-003).

(3) Inmate Administrative Remedy Record System (JUSTICE/BOP-004).

(4) Inmate Central Record System (JUSTICE/BOP-005).

(5) Inmate Commissary Accounts Record System (JUSTICE/BOP-006).

(6) Inmate Physical and Mental Health Record System (JUSTICE/BOP-007).

(7) Inmate Safety and Accident Compensation Record System (JUSTICE/BOP-008).

(8) Federal Tax Claims Act Record System (JUSTICE/BOP-009).

These exemptions apply only to the extent that information in these systems is subject to exemption pursuant to 5 U.S.C. 552a(j).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because inmates will not be permitted to gain access or to contest contents of these record systems under the provisions of subsection (d) of 5 U.S.C. 552a. Revealing disclosure accountings can compromise legitimate law enforcement activities and Bureau of Prisons responsibilities.

(2) From subsection (c)(4) because exemption from provisions of subsection (d) will make notification of formal disputes inapplicable.

(3) From subsection (d) because exemption from this subsection is essential to protect internal processes by which Bureau personnel are able to formulate decisions and policies with regard to federal prisoners, to prevent disclosure of information to federal inmates that would jeopardize legitimate correctional interests of security, custody, or rehabilitation, and to permit receipt of relevant information

from other federal agencies, state and local law enforcement agencies, and federal and state probation and judicial offices.

(4) From subsection (e)(2) because primary collection of information directly from federal inmates about criminal sentences or criminal records is highly impractical and inappropriate.

(5) From subsection (e)(3) because in view of the Bureau of Prisons' responsibilities, application of this provision to its operations and collection of information is inappropriate.

(6) From subsection (e)(4)(H) because exemption from provisions of subsection (d) will make publication of agency procedures under this subsection inapplicable.

(7) From subsection (e)(8) because the nature of Bureau of Prisons law enforcement activities renders notice of compliance with compulsory legal process impractical.

(8) From subsection (f) because exemption from provisions of subsection (d) will render compliance with provisions of this subsection inapplicable.

(9) From subsection (g) because exemption from provisions of subsection (d) will render provisions of this subsection inapplicable.

(c) Consistent with the legislative purpose of the Privacy Act of 1974 (Pub. L. 93-579) the Bureau of Prisons will initiate a procedure whereby federal inmates in custody may gain access and review their individual prison files maintained at the institution of incarceration. Access to these files will be limited only to the extent that the disclosure of records to the inmate would jeopardize internal decision-making or policy determinations essential to the effective operation of the Bureau of Prisons; to the extent that disclosure of the records to the inmate would jeopardize privacy rights of others, or a legitimate correctional interest of security, custody, or rehabilitation; and to the extent information is furnished with a legitimate expectation of confidentiality. The Bureau of Prisons will continue to provide access to former inmates under existing regulations as is consistent with the interests listed above. Under present Bureau of Prisons regulations, inmates in federal institutions may file administrative complaints on any subject under the control of the Bureau. This would include complaints pertaining to information contained in these systems of records."

§ 16.98 Exemption of Drug Enforcement Administration Systems.

(a) The following systems of records are exempt from 5 U.S.C. 552a (c)(3), (d), (e)(4) (G) and (H), and (f):

(1) Automated Records and Consumed Orders System/Diversion Analysis and Detection System (ARCOS/DADS) (JUSTICE/DEA-004).

(2) Controlled Substances Act Registration Records (JUSTICE/DEA-006).

(3) Registration Status/Investigation Records (JUSTICE/DEA-016).

(4) Drug Theft Reporting System (JUSTICE/DEA-023).

These exemptions apply only to the extent that information in these systems is subject to exemption pursuant to 5 U.S.C. 552a(k).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because the revealing of the disclosure accounting pursuant to the routine uses published for these systems would enable the subject of an investigation to gain valuable information concerning the nature and scope of the investigation and seriously hamper the regulatory functions of the Drug Enforcement Administration.

(2) From subsection (d) because access to records contained in these systems might provide the subject of an investigation information that could enable him to avoid compliance with the Drug Abuse Prevention and Control Act of 1970 (Pub. L. 91-513).

(3) From subsections (e)(4) (G) and (H) because these systems or records are exempt from individual access pursuant to subsection (k) of the Act.

(4) From subsection (f) because these systems are exempt from the access provisions of subsection (d).

(c) The following systems of records are exempt from 5 U.S.C. 552a (c) (3) and (4), (d), (e)(1), (2) and (3), (e)(4) (G) and (H), (e) (5) and (8), (f), (g) and (h):

(1) Addict/Abusers System (JUSTICE/DEA-001).

(2) Air Intelligence Program (JUSTICE/DEA-002).

(3) Automated Intelligence Records (Pathfinder I) (JUSTICE/DEA-003).

(4) DEA/FAA Trans-border Flight Plan Reporting System (JUSTICE/DEA-007).

(5) Defendant Data System (JUSTICE/DEA-008).

(6) Domestic Intelligence Data Base (JUSTICE/DEA-009).

(7) International Intelligence Data Base (JUSTICE/DEA-011).

(8) Investigative Reporting and Filing System (JUSTICE/DEA-012).

(9) Office of Internal Security Records (JUSTICE/DEA-014).

(10) Operations Files (JUSTICE/DEA-015).

(11) Security Files (JUSTICE/DEA-017).

(12) Source Registry Narcotics (SRN/1) (JUSTICE/DEA-018).

(13) System to Retrieve Information from Drug Evidence (STRIDE) (JUSTICE/DEA-019).

(14) Drug Enforcement Administration Semi-Automated Narcotic Trafficker Profiles (KISS) (JUSTICE/DEA-025).

(15) Drug Enforcement Administration Specialized Automated Intelligence Files (JUSTICE/DEA-026).

These exemptions apply only to the extent that information in these systems is subject to exemptions pursuant to 5 U.S.C. 552a (j) and (k).

(d) Exemptions from the particular subsections are justified for the following reasons:

(1) From (c)(3) because the release of the disclosure accounting for disclosure pursuant to the routine uses published for these systems would permit the subject of a criminal investigation to obtain valuable information concerning the nature of that investigation and present a serious impediment to law enforcement.

(2) From subsection (c)(4) because an exemption is being claimed for subsection (d), this subsection will not be applicable.

(3) From subsection (d) because access to records contained in these systems would alert a subject to the existence of an investigation and thereby provide information to the subject which might enable him to avoid detection or apprehension, and present serious impediment to law enforcement.

(4) From subsection (e)(1) because in the course of criminal investigations, the Drug Enforcement Administration often detects violation of non-drug related laws. In the interests of effective law enforcement, it is necessary that DEA retain all information obtained in criminal investigations because it can aid in establishing patterns of criminal activity and assist other law enforcement agencies that are charged with enforcing other segments of criminal law.

(5) From subsection (e)(2) because information collected to the greatest extent possible from the subject individual of a criminal investigation would provide the subject with valuable information which might preclude detection or apprehension of the subject individual.

(6) From subsection (e)(3) because the requirement that individuals supplying information be provided a form stating the requirements of subsection (e)(3) would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation, reveal the identity of confidential sources of information and endanger the life or physical safety of confidential informants.

(7) From subsections (e)(4) (G) and (H) because these systems of records are exempt from individual access pursuant to subsection (j) of the Privacy Act of 1974.

(8) From subsection (e)(5) because in the collection of information for law enforcement purposes it is impossible to determine in advance what informa-

tion is accurate, relevant, timely and complete. With the passage of time, seemingly irrelevant or untimely information may acquire new significance as further investigation brings new details to light and the accuracy of such information can only be determined in a court of law. The restrictions imposed by subsection (e)(5) would restrict the ability of trained investigators and intelligence analysts to exercise their judgment in reporting on investigations and impede the development of criminal intelligence necessary for effective law enforcement.

(9) From subsection (e)(8) because the individual notice requirements could present a serious impediment to law enforcement by interfering with the Drug Enforcement Administration's ability to issue administrative techniques and procedures.

(10) From subsection (f) because these systems have been exempted from the access provisions of subsection (d).

(11) From subsections (g) and (h) because these systems are compiled for law enforcement purposes and have been exempted from the access provisions of subsections (d) and (f).

(e) The following systems of records are from 5 U.S.C. 552a (d)(1) and (e)(1).

(1) Grants of Confidentiality Files (GCF) (JUSTICE/DEA-022).

(2) DEA Applicant Investigations (JUSTICE/DEA-024).

These exemptions apply only to the extent that information in these systems is subject to exemption pursuant to 5 U.S.C. 552a(k)(5).

(f) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsections (d)(1) because many persons are contacted who, without an assurance of anonymity, refuse to provide information concerning an applicant for a grant of confidentiality with DEA. Permitting access to the information supplied by persons after a promise of confidentiality has been given could reveal the identity of the source of the information and constitute a breach of the promised confidentiality on the part of the Drug Enforcement Administration. Such breaches ultimately would restrict the free flow of information vital to a determination of an applicant's qualifications for a grant.

(2) From (e)(1) because in the collection of information for investigative and evaluative purposes, it is impossible to determine in advance what exact information may be of assistance in determining the qualifications and suitability of a candidate. Information which may appear irrelevant, when combined with other apparently irrelevant information can on occasion provide a composite picture of an applicant which assists in determining

whether a grant of confidentiality is warranted.

(g) The following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G), (H) and (I), (e) (5) and (8), (f), and (g) of 5 U.S.C. 552a; in addition, the following system of records is exempted pursuant to the provisions of 5 U.S.C. 552a (k)(1) and (k)(2) from subsections (c)(3), (d), (e)(1), (e)(4) (G), (H) and (I), and (f) of 5 U.S.C. 552a:

Freedom of Information/Privacy Act Records (Justice/DEA-010).

These exemptions apply only to the extent that the records contained in this system have been obtained from other systems of records maintained by the Drug Enforcement Administration for which exemptions from one or more of the foregoing provisions of the Privacy Act of 1974 have been promulgated. The exemption claimed for this system of records applies only to records obtained from such other Drug Enforcement Administration systems and only to the same extent as the records contained in such other systems have been exempted.

(h) The system of records listed under paragraph (G) of this section is exempted for the following reasons:

(1) In the course of processing requests for records pursuant to the Freedom of Information Act (5 U.S.C. 552) or for access or correction of records pursuant to the Privacy Act (5 U.S.C. 552a), it is frequently necessary to search for records in systems or records for which exemptions have been claimed pursuant to 5 U.S.C. 552a (j) or (k). When records are located in said systems, it is frequently necessary to prepare copies for the purpose of consulting with agency personnel or with other agencies, either with regard to determining whether or to what extent the records should be disclosed, or access provided, or correction made or denied, or for review in the event of administrative appeal or judicial review.

(2) If records otherwise exempt pursuant to published rules should lose their exempt character when taken from such exempt systems for the purpose of compliance with the Freedom of Information Act and the Privacy Act in reviewing such records and making determination with regard to disclosure, access, and the Department of Justice in claiming correction, the purpose of the Privacy Act in providing such exemptions, and such exemptions would be defeated and nullified. The proper, efficient, and timely processing of citizens' requests pursuant to said Acts would be hindered and impeded.

§ 16.99 Exemption of Immigration and Naturalization Service System—Limited access.

(a) The following subsystems of the Immigration and Naturalization Service Index System are exempt from 5 U.S.C. 552a (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G), (H) and (I), (e) (5) and (8), (f), (g), and (h):

(1) Agency Information Control Record Index.

(2) Alien Enemy Index.

(3) Centralized Index.

(4) Congressional Mail Unit Index.

(5) Air Detail Office Index.

(6) Anti-smuggling Index (general).

(7) Anti-smuggling Information Centers Systems for Canadian and Mexican Borders.

(8) Border Patrol Sectors General Index System.

(9) Contact Index.

(10) Criminal, Immoral, Narcotic, Racketeer and Subversive Indexes.

(11) Enforcement Correspondence Control Index System.

(12) Document Vendors and Alterers Index.

(13) Informant Index.

(14) Suspect Third Party Index.

(15) Examination Correspondence Control Index.

(16) Extension Training Enrollee Index.

(17) Intelligence Index.

(18) Naturalization and Citizenship Indexes.

(19) Personnel Investigations Unit Indexes.

(20) Service Look-Out Subsystem.

(21) White House and Attorney General Correspondence Control Index.

(22) Fraudulent Document Center Index.

(23) Emergency Reassignment Index.

(24) Alien Documentation, Identification, and Telecommunication (ADIT) System.

These exemptions apply to the extent that information in these subsystems is subject to exemption pursuant to 5 U.S.C. 552a (j) and (k).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because the release of the disclosure accounting for disclosure pursuant to the routine uses published for these subsystems would permit the subject of a criminal or civil investigation to obtain valuable information concerning the nature of that investigation and present a serious impediment to law enforcement.

(2) From subsection (c)(4) since an exemption is being claimed for subsection (d), this subsection will not be applicable.

(3) From subsection (d) because access to the records contained in these subsystems would inform the subject of a criminal or civil investigation of the existence of that investiga-

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tion, provide the subject of the investigation with information that might enable him to avoid detection or apprehension, and present a serious impediment to law enforcement.

(4) From subsection (e)(1) because in the course of criminal or civil investigations, the Immigration and Naturalization Service often obtains information concerning the violation of laws other than those relating to violations over which INS has investigative jurisdiction. In the interests of effective law enforcement, it is necessary that INS retain this information since it can aid in establishing patterns of criminal activity and provide valuable leads for those law enforcement agencies that are charged with enforcing other segments of the criminal law.

(5) From subsection (e)(2) because in a criminal or civil investigation, the requirement that information be collected to the greatest extent possible from the subject individual would present a serious impediment to law enforcement in that the subject of the investigation would be placed on notice of the existence of the investigation and would therefore be able to avoid detection or apprehension.

(6) From subsection (e)(3) because the requirement that individuals supplying information be provided with a form stating the requirements of subsection (e)(3) would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential source of information and endanger the life or physical safety of confidential informants.

(7) From subsection (e)(4) (G) and (H) because these subsystems of records are exempt from individual access pursuant to subsection (j) of the Privacy Act of 1974.

(8) From subsection (e)(4)(I) because the Immigration and Naturalization Service maintains the confidentiality of sources of information in order to protect their privacy and physical safety and to maintain the confidentiality of their cooperation. The publication of categories of sources would constitute a breach of confidentiality on the part of formation essential to effective law enforcement.

(9) From subsection (e)(5) because in the collection of information for law enforcement purposes it is impossible to determine in advance what information is accurate, relevant, timely, and complete. With the passage of time, seemingly irrelevant or untimely information may acquire new significance as further investigation brings new details to light and the accuracy of such information can only be determined in a court of law. The restrictions of subsection (e)(5) would restrict the ability of trained investigators and intelligence analysts to exercise their judgment in reporting on investigations and impede the development of criminal

intelligence necessary for effective law enforcement.

(10) From subsection (e)(8) because the individual notice requirements of subsection (e)(8) could present a serious impediment to law enforcement as this could interfere with the Immigration and Naturalization Service's ability to issue administrative subpoenas and could reveal investigative techniques and procedures.

(11) From subsection (f) because these subsystems of records have been exempted from the access provisions of subsection (d).

(12) From subsection (g) because these subsystems of records are compiled for law enforcement purposes and have been exempted from the access provisions of subsections (d) and (f).

(13) From subsection (h) because to permit the parent of any minor, or the legal guardian of an individual who has been legally declared incompetent to obtain access to a record which is exempt to the individual would be a serious impediment to law enforcement in that it would enable the individual by himself or through the aid of others, to avoid detection or apprehension.

(14) In addition, these subsystems of records are exempt from compliance with the following provisions of the Privacy Act of 1974 (5 U.S.C. 552a), subsections (c)(3), (d), (e)(14) (G), (H) and (I), and (f) to the extent that the records contained in these subsystems are classified pursuant to Executive order.

(c) The Border Patrol Academy Index Subsystem is exempt from 5 U.S.C. 552a (d) and (f).

This exemption applies only to the extent that information in this subsystem is subject to exemption pursuant to 5 U.S.C. 552a(k).

(d) Exemptions for the particular subsections are justified for the following reasons.

(1) From subsection (d) because exemption is claimed only for those testing and examination materials used to determine an individual's qualifications for retention and promotion in the Immigration and Naturalization Service. This is necessary to protect the integrity of testing materials and to insure fair and uniform examinations.

(2) From subsection (f) because the subsystem of records has been exempted from the access provisions of subsection (d).

§ 16.100 Exemption of Law Enforcement Assistance Administration System—Limited access.

(a) The following system of records is exempt from 5 U.S.C. 552a (d), (e)(4) (G) and (H), and (f):

(1) Investigative System JUSTICE/LEAA-003.

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552(k).

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (d) because access to the investigation records contained in this system would inform the subject of an investigation of an actual or potential criminal violation of the existence of that investigation, of the nature and scope of the information and evidence obtained as to his activities, of the identity of witnesses and informants, or would provide information that could enable the subject to avoid detection or apprehension. These factors would present a serious impediment to effective law enforcement because they could prevent the successful completion of the investigation.

(2) From subsections (e)(4) (G) and (H) because an exemption is being claimed from subsection (d).

(3) From subsection (f) because notice to an individual pursuant to this subsection as to the existence of records pertaining to him dealing with an actual or potential criminal investigation or prosecution must be exempt because such notice to an individual would be detrimental to the successful conduct and/or completion of an investigation or prosecution, pending or future. Additionally, mere notice of the fact of an investigation could inform the subject or others that their activities are under or may come under an investigation and could enable the subjects to avoid detection or apprehension, to destroy evidence, and to fabricate testimony.

(c) Consistent with the legislative purpose of the Privacy Act of 1974, the Law Enforcement Assistance Administration will grant access to non-exempt material in the Investigative System (JUSTICE/LEAA-003). Disclosure to subjects of records contained in this system will be governed by the Department's Privacy Regulations but will be limited to the extent that subjects of an investigation of an actual or potential criminal violation will not be alerted to the investigation, the physical safety of witnesses, and law enforcement personnel, the privacy of third parties will not be violated, and that the disclosure would not otherwise present an impediment to effective law enforcement. Whenever possible, information of the above nature will be deleted from the requested documents and the balance made available. Decisions to release information from this system will be made on a case-by-case basis.

16.101 Exemption of U.S. Marshals Service Systems—Limited access, as indicated.

(a) The following system of records is exempt from 5 U.S.C. 552a (c) (3)

and (4), (d), (e)(2) and (3), (e)(4) (G) and (H), (e)(8), and (f) and (g):

(1) Warrant Information System (JUSTICE/USM-007).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(j)

(b) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because the release of disclosure accounting for disclosure made pursuant to subsection (b) of the Act, including those permitted under routine uses published for this system of records would permit a person to determine whether he is the subject of a criminal investigation, and to determine whether a warrant has been issued against him, and therefore present a serious impediment to law enforcement.

(2) From subsection (c)(4) since an exemption is being claimed for subsection (d) of the Act, this section is inapplicable.

(3) From subsection (d) because access to records would inform a person for whom a federal warrant has been issued of the nature and scope of information obtained as to his activities, of the identity of informants, and afford the person sufficient information to enable the subject to avoid apprehension. These factors would present a serious impediment to law enforcement in that they would thwart the warrant process and endanger lives of informants etc.

(4) From subsection (e)(2) because the requirement that information be collected to the greatest extent practical from the subject individual would present a serious impediment to law enforcement because the subject of the investigation or prosecution would be placed on notice as to the existence of the warrant and would therefore be able to avoid detection or apprehension.

(5) From subsection (e)(3) because the requirement that individuals supplying information be provided with a form stating the requirements of subsection (e)(3) would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation or reveal identity of confidential informants.

(6) From subsections (e)(4) (G) and (H) since an exemption is being claimed for subsections (f) and (d) of the Act, these subsections are inapplicable.

(7) From subsection (e)(8) because the individual notice requirement of this subsection would present a serious impediment to law enforcement in that it would give persons sufficient warning to avoid warrants, subpoena, etc.

(8) From subsection (f) because procedures for notice to an individual pursuant to subsection (f)(1) as to exist-

tence of records pertaining to him dealing with warrants must be exempted because such notice to individuals would be detrimental to the successful service of a warrant. Since an exemption is being claimed for subsection (d) of the Act the rules required pursuant to subsections (f) (2) through (5) are inapplicable to this system of records.

(9) From subsection (g) since an exemption is being claimed for subsection (d) and (f) this section is inapplicable and is exempted for the reasons set forth for these subsections.

(c) The following system of records is exempt from 5 U.S.C. 552a (c) (3) and (4), (d), (e) (2) and (3), (e)(4) (G) and (H), (e)(8), (f)(2) and (g):

(1) Witness Security System (JUSTICE/USM-008).

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(j)(2).

(d) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because the release of the disclosure accounting for disclosures made pursuant to subsection (b) of the Act including those permitted under routine uses published for this system of records would hamper the effective functioning of the Witness Security Program which by its very nature requires strict confidentiality vis-a-vis the records.

(2) From subsection (c)(4) for the reason stated in (b)(2) of this section.

(3) From subsection (d) because the United States Marshals Service Witness Security Program aids efforts of law enforcement officials to prevent, control or reduce crime. Access to records would present a serious impediment to effective law enforcement through revaluation of confidential sources and through disclosure of operating procedures of the program, and through increased exposure of the program to the public.

(4) From subsection (e)(2) because in the Witness Security Program the requirement that information be collected to the greatest extent possible from the subject individual would constitute an impediment to the program, which is sometimes dependent on sources other than the subject witness for verification of information pertaining to the witness.

(5) From subsection (e)(3) for the reason stated in (b)(5) of this section.

(6) From subsections (e)(4) (G) and (H) for the reason stated in (b)(6) of this section.

(7) From subsection (e)(8) for the reason stated in (b)(7) of this section.

(8) From subsection (f)(2) since an exemption is being claimed for subsection (d) of the Act the rules required pursuant to subsection (f) (2) through (5) are inapplicable to this system of records.

(9) From subsection (g) for the reason stated in (b)(9) of this section.

(e) The following system of records is exempt from 5 U.S.C. 552 (c) (3) and (4), (d), (e) (2) and (3), (e)(4) (G) and (H), (f) and (g):

(1) Internal Inspection Information System (JUSTICE/USM-002)—Limited access.

These exemptions apply only to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(k)(5).

(f) Exemptions from the particular subsections are justified for the following reasons:

(1) From subsection (c)(3) because the release of the disclosure accounting for disclosures made pursuant to subsection (b) of the Act where disclosure of such record would reveal a source who furnished information to the government in confidence.

(2) From subsection (a)(4) for the reason stated in (b)(2) of this section.

(3) From subsection (d) because access to information in this system which was obtained from a confidential source would impede the effective investigation into employee conduct for purposes of determining suitability, eligibility, or qualifications for Federal employment in that it would inhibit furnishing of information by sources which desire to remain confidential.

(4) From subsection (e)(2) for the reason stated in (b)(4) of this section.

(5) From subsection (e)(3) for the reason stated in (b)(5) of this section.

(6) From subsections (e)(4) (G) and (H) for the reason stated in (b)(6) of this section.

(7) From subsection (f) for the reason stated in (b)(8) of this section.

(8) From subsection (g) for the reason stated in (b)(9) of this section.

(g) Consistent with the legislative purpose of the Privacy Act of 1974, the United States Marshals Service will grant access to nonexempt material in records which are maintained by the Service. Disclosure will be governed by the Department's Privacy Regulations, but will be limited to the extent that the identity of confidential sources will not be compromised; subjects of an investigation of an actual or potential criminal, civil or regulatory violation will not be alerted to the investigation; the physical safety of witnesses, informants and law enforcement personnel will not be endangered; the privacy of third parties will not be violated; and that the disclosure would not otherwise impede effective law enforcement. Whenever possible, information of the above nature will be deleted from the requested documents and the balance made available. The controlling principle behind this limited access is to allow disclosures except those indicated above. The decisions to release information from this system will be made on a case-by-case basis.

Title 45—Public Welfare

CHAPTER X—COMMUNITY SERVICES ADMINISTRATION

PART 1006—PRIVACY ACT REGULATIONS

- Sec.
- 1006.1 Purpose and scope.
- 1006.2 Definitions.
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- 1006.4 Times, places, and requirements for identification of individuals making requests.
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Appendix A—Addresses of Privacy Act Officer and Privacy Act Reviewing Officers.

Appendix B—Systems of Records Noticed by Other Agencies and Applicable to CSA.

AUTHORITY: 5 U.S.C. 552a.

§ 1006.1 Purpose and scope.

(a) The purpose of this part is to establish policies and procedures for implementing the Privacy Act of 1974 (Pub. L. 93-579), particularly 5 U.S.C. 552a as added by the Act. The main objectives are to facilitate full exercise of rights conferred on individuals under the Act and to insure the protection of privacy as to individuals on whom CSA maintains records in systems of records under the Act. CSA accepts the responsibility to act promptly and in accordance with the Act upon receipt of any inquiry, request or appeal from a citizen of the United States or an alien lawfully admitted for permanent residence into the United States. Further, CSA accepts the obligations to maintain only such information on individuals as is relevant and necessary to the performance of its lawful functions, to maintain that information with such accuracy, relevancy, timeliness and com-

pleteness as is reasonably necessary to assure fairness in determinations made by CSA about the individual, to obtain information from the individual to the extent practicable, and to take every reasonable step to protect that information from unwarranted disclosure. CSA will maintain no record describing how an individual exercise rights guaranteed by the First Amendment unless expressly authorized by statute or by the individual about whom the record is maintained, or unless pertinent to and within the scope of an authorized law enforcement activity.

(b) Matters outside the scope of this part include the following:

(1) Requests under the Freedom of Information Act (5 U.S.C. 552).

(2) Requests involving information pertaining to an individual which is in a record or file but not within the scope of a system of records notice published in the **FEDERAL REGISTER**.

§ 1006.2 Definitions.

(a) All terms used in this part which are defined in 5 U.S.C. 552a shall have the same meaning herein.

(b) As used in this part:

(1) The term "Act" means the Privacy Act of 1974, Pub. L. 93-579.

(2) The term "CSA" means the Community Services Administration, formerly Office of Economic Opportunity (OEO).

(3) The term "Privacy Act Officer" means the official who carries the responsibility for implementing and overseeing the Act in the Community Services Administration, making final determinations on appeals and preparing rules and notices for publication in the **FEDERAL REGISTER** and reports to Congress, OMB and the President.

(4) The term "Privacy Act Reviewing Officer" means the official designated at a specified CSA geographical location to oversee implementation of the Privacy Act within that designated area, to administer the records management program and related training program within his jurisdiction, to act as liaison between the Privacy Act Officer and System Managers, to assist local System Manager on Privacy Act access and amendment requests.

(5) The term "System Manager" means the official responsible for the operation, maintenance, accuracy, security, and use of a stated system of records and the individual who will receive and act upon requests to access,

amend, annotate or copy an individual's record in that system.

(6) The term "inquiry" means either a communication asking for general information regarding the Act and/or CSA regulations thereunder or a communication from an individual asking if CSA maintains any record in a system of records pertaining to him or her.

(7) The term "inquirer" means any individual directing an inquiry, as defined above, to CSA.

(8) The term "request" means any written communication seeking disclosure or correction and/or amendment of a record or a copy of a record under the provisions of the Act.

(9) The term "requester" means any individual submitting a request, as defined above, to CSA.

(10) The term "appeal" means a written communication asking CSA to review and reverse an initial denial of a request for correction or amendment of a record.

(11) The term "working days" means Monday through Friday, excepting Federal holidays.

§ 1006.3 Procedures for requests pertaining to individual records in a record system.

(a) Pursuant to 5 U.S.C. 552a(d)(1), any individual has the right to inquire concerning records pertaining to him and to request disclosure thereof without giving any justification for his inquiry or request. An individual may not request disclosure of records not pertaining to him under this Act (see § 1006.12 for penalties). CSA will respond to any inquiry or request concerning records maintained by CSA according to the procedures set out in this part.

(b)(1) An inquiry under the Privacy Act may be made either in person or by mail addressed to the appropriate system manager (see CSA notice of systems of records published in this issue) at 1200 19th Street, N.W., Washington, D.C. 20506, if the record is maintained in CSA Headquarters or to the appropriate system manager in the appropriate Regional Office, if the record is maintained in a Regional Office (see CSA notice of systems of records published in this issue). If the inquirer is unsure where the record is maintained, if he cannot locate the system manager, or if he believes CSA maintains a record pertaining to him, but does not know which system of re-

records might contain it, he may seek assistance in person from any Privacy Act Reviewing Officer listed in Appendix A to this part, or he may write to Privacy Act Officer, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506. The offices of Privacy Act Reviewing Officers and System Managers in CSA Headquarters are open to the public 9:30 a.m. to 5:00 p.m. on working days; for the Regional Office see "Geographical Guidance for Accessing Systems of Records" published in the CSA Notice of Systems of Records.

(2) An inquiry submitted by mail should be identified prominently both on the envelope and within the text as a "Privacy Act Request."

(c) If an inquiry is for general information regarding the Act and CSA regulations thereunder, no particular information is required. If an inquiry asks that CSA determine whether it maintains a record pertaining to the inquirer, the following information should be submitted:

(1) Name, address, telephone number (optional) and signature of the inquirer;

(2) Name, address and telephone (optional) of the individual to whom the record pertains, if the inquirer is either the parent of a minor or the legal guardian of the individual to whom the record pertains, and a certified or authenticated copy of documents establishing parentage or guardianship;

(3) Whether the individual to whom the record pertains is a citizen of the United States or an alien lawfully admitted for permanent residence into the United States;

(4) Name of the system of records, as published in the FEDERAL REGISTER;

(5) Location of the system of records, published in the FEDERAL REGISTER;

(6) Such additional information as the inquirer believes might assist CSA in responding to the inquiry and in verifying identity (for example, date of birth, place of birth, names of parents, place of work, dates of employment, position title, etc.);

(d) (1) The effect of failure to provide the information listed in (c)(1)-(6) of this section may be to delay or prevent CSA's answering the inquiry.

(2) CSA reserves the right to require compliance with the procedures appearing at § 1006.4 (b) or (c) where circumstances warrant.

(e) CSA will make every effort to answer each inquiry within 10 working days of its receipt. If this is not possible, CSA will send an acknowledgment to the inquirer, informing him of the status of the inquiry and asking for any further information needed in processing it. Absent unusual circumstances (as described in § 1006.5(b)(2)), all inquiries will be answered within 30 working days of their receipt.

§ 1006.4 Times, places, and requirements for identification of individuals making requests.

(a) Any individual may request access to records pertaining to him or her. The requester should make his request either by mail or in person to the appropriate system manager as provided in § 1006.3(b)(1)—see CSA notice of systems of records published in this issue—and if unable to ascertain the appropriate system manager, to the appropriate Privacy Act Reviewing Officer or to the Privacy Act Officer (see Appendix A).

(b) All requests submitted by mail must:

(1) Be signed by the requester and include his address and (optional) his telephone number.

(2) Be identified prominently both on the envelope and in the letter as "Privacy Act Request."

(3) A statement signed by the requester that "I am aware that I am liable to criminal penalties under the Privacy Act, 5 U.S.C. 522a(i)(3) if I request a record under false pretenses."

(c) Each individual making a request in person will be required to:

(1) Sign and date a statement that "I am requesting access to the following record(s) under the Privacy Act, I have read 5 U.S.C. 552a(i)(3), and I am aware that I am liable to criminal penalties thereunder if I request a record under false pretenses."

(2) Furnish a reasonable amount of personal identification equivalent to that normally required for such commercial transactions as the acceptance of a personal check—i.e. employment identification card, driver's license, credit cards.

(3) In the case of especially sensitive records, CSA may seek independent verification of a requester's identity by such means as telephone calls to his home or business address, personal identification by CSA employees, or other means which may seem appropriate.

(d)(1) The disclosure of the information listed in paragraphs (b) and (c) of this section is voluntary, the effects of not providing it may be to prevent or delay the processing of his request and the information furnished will be used only to process his request or to enforce the provisions of 5 U.S.C. 552a(i)(3)—see § 1006.12 and paragraphs (b) and (c) of this section.

(2) When requesting the information listed in paragraph (c), the system manager shall inform the requester of the matters stated in paragraph (d)(1) of this section.

(3) If a requester refuses to or is unable to comply with paragraph (b) or (c) of this section, CSA will consider alternative suggestions from the requester for establishing his identity. However, acceptance of such sugges-

tions is at the discretion of CSA and failure to comply with paragraph (b) or (c) of this section may altogether prevent the processing of a request.

(e) An individual acting as the parent of a minor or the legal guardian of the individual to whom a record pertains shall establish his or her personal identity in the same manner prescribed in either § 1006.4 (b) or (c). In addition, such an individual shall establish his or her identity in the representative capacity of parent or legal guardian. In the case of a legal guardian of an individual who has been declared incompetent due to physical or mental incapacity or age by a court of competent jurisdiction, the proof of identity shall be a certified or authenticated copy of the court's order. A parent or legal guardian may act only for a living individual, not for a decedent.

§ 1006.5 Disclosure of requested information to individuals.

(a) Within 10 working days of the receipt of a request by the appropriate system manager, he shall send the requester a written acknowledgment thereof, unless the request has been answered within this period. This acknowledgment shall include the date of his receipt thereof (which may be considerably delayed if a request by mail is not addressed and marked as required by § 1006.4(b) (1) and (2) or if the requester has been unable to identify the appropriate system manager) and shall inform the requester of any further information needed in the processing of the request. Pursuant to 5 U.S.C. 552a(e)(3), CSA shall inform the requester whether such information is required to process the request under the Privacy Act or if it would merely facilitate processing the request. CSA shall also inform him that disclosure thereof is voluntary, that there is no penalty for failure to respond, that the effects of not providing the information may be to prevent or delay the processing of his request, and that the information furnished will be used only to process his request or for enforcement of the provisions of 5 U.S.C. 552a(i)(3)—see § 1006.12.

(b) (1) CSA will attempt whenever possible to review and answer requests within 10 working days of their receipt by the appropriate system manager. Absent unusual circumstances (as described below), CSA will answer a request within 30 working days of the receipt thereof by the system manager, or within 20 working days of his receipt of the further information requested.

(2) "Unusual circumstances" shall include circumstances where a search for and collection of requested records from inactive storage, field facilities or other establishments is required, cases where a voluminous amount of data is

involved, instances where information on other individuals must be separated or expunged from the particular record, and cases where consultation with other agencies having a substantial interest in the determination of the request is necessary.

(c) *Grant of access—(1) Notification.* An individual shall be granted access to a record pertaining to him or her, except where the provisions of paragraph (h) of this section apply. The Privacy Act Officer shall notify the individual of such determination and provide the following information:

(i) The methods of access, as set forth in paragraph (c)(2) of this section.

(ii) The place at which the record may be inspected.

(iii) The earliest date on which the record may be inspected and the period of time that the records will remain available for inspection. In no event shall the earliest date be later than thirty days from the date of notification.

(iv) The estimated date by which a copy of the record could be mailed and the estimate of fees pursuant to § 1006.11 of this part. In no event shall the estimated date be later than thirty days from the date of notification.

(v) The fact that the individual, if he or she wishes, may be accompanied by another individual during personal access, subject to the procedures set forth in paragraph (g) of this section.

(vi) Any additional requirements needed to grant access to a specific record.

(2) *Methods of access.* The following methods of access to records by an individual may be available depending on the circumstances of a given situation:

(i) Inspection in person may be had in the office specified by the system manager granting access, during the hours indicated in § 1006.3(b)(1).

(ii) Transfer of records to a Federal facility more convenient to the individual may be arranged, but only if the system manager determines that a suitable facility is available, that the individual's access can be properly supervised at that facility, and that transmittal of the records to that facility will not unduly interfere with operations of CSA or involve unreasonable costs, in terms of both money and manpower.

(iii) Copies may be mailed at the request of the individual, subject to payment of the fees prescribed in section 1006.11 of this part. CSA, at its own initiative, may elect to provide a copy by mail, in which case no fee will be charged.

(d) Access to medical records is governed by the provisions of § 1006.6.

(e) CSA shall supply such other information and assistance at the time of access as to make the record intelligible to the individual.

(f) CSA reserves the right to limit access to copies and abstracts of original records, rather than the original records. This election would be appropriate, for example, when the record is in automated data media such as tape or disc, when the record contains information on other individuals, and when deletion of information if permissible under exemptions (for example, 5 U.S.C. 552a(k)(2)). In no event shall original records of CSA be made available to the individual except under the immediate supervision of the system manager or his designee. Title 18, United States Code, section 270(a) makes it a crime to conceal, mutilate, obliterate, or destroy any record filed in a public office, or to attempt to do any of the foregoing.

(g) A requester may be accompanied by one other individual of his or her choice. The requester shall submit to the system manager a signed, dated authorization of the presence of the other individual, specifically naming the other individual and describing the record requested. The other individual shall also sign this authorization in the presence of the system manager. A requester shall not be asked to give any reason for deciding to be accompanied by another individual during personal access to a record.

(h) A requester may be denied access to a record pertaining to him or her only upon a determination by a system manager that:

(1) The record is subject to an exemption under § 1006.13 or § 1006.14, including an exemption determined by another agency as discussed in § 1006.13(b);

(2) The record is information compiled in reasonable anticipation of a civil action or proceeding;

(3) The requester has unreasonably failed to comply with the procedural requirements of this part.

(i) The system manager shall notify the requester in writing of denial of access to records and this notice shall include the following information:

(1) The system manager's name and title or position;

(2) The date of the denial;

(3) The reasons for the denial including appropriate citations to the Act and/or these regulations;

(4) The procedures for seeking further administrative review of the denial, including the name and identity of the responsible official.

(j) If a request is partially granted and partially denied, the system manager shall follow the appropriate procedures of this section as to the records within the grant and those within the denial.

§ 1006.6 Special procedures: medical records.

(a) Whenever a requester seeks access to his medical records the

system manager will ask the requester for:

(1) The name and address of his physician or psychologist;

(2) Specific, written consent for CSA to consult this physician or psychologist if CSA believes such consultation advisable;

(3) Specific, written consent for CSA to provide these records to this physician or psychologist if CSA believes the requester's access thereto should be effected under the guidance of his physician or psychologist.

(b) The system manager will concurrently forward the requester's medical record to a CSA medical officer for review and a determination whether consultation with and/or transmittal of this record to the requester's physician or psychologist is indicated. If the medical officer finds either or both of these procedures to be indicated, he shall proceed accordingly. In any event, the medical officer shall inform the system manager regarding the recommended conditions for the requester's access to his or her medical records.

(c) If the requester refuses to give any or all of the information sought under section (a)(1) or refuses the consents sought under (a)(2) and (a)(3) and the CSA medical officer has found that disclosure without safeguards would be likely to have an adverse effect on him or her, CSA will refuse the requester access to the records, following the procedures of § 1006.5(i).

(d) When asking for the information and consents listed in section (a) the system manager shall inform the requester that response is purely voluntary, that there is no penalty for refusal to respond, that the effects of not responding or of a partial response may be as stated in section (c), and that the information and consents given will be used only to process the request and will be destroyed when it has been answered.

§ 1006.7 Request for correction or amendment to record.

(a) Pursuant to 5 U.S.C. 552a(d)(2) any individual has the right to request a correction or amendment of a record or records pertaining to him, including the deletion of material or the inclusion of additional material therein. An individual may not seek amendment of records not pertaining to him under this Act (see § 1006.12 for penalties). CSA will respond to any request for such records maintained by CSA according to the procedures set out in this part, except that requests for amendment of records originating in another agency will be referred to that agency within ten working days and notice of such referral will be sent to the requester.

(b) All requests for correction or amendment of records must:

(1) Be submitted in writing, be signed by the requester, and include his address and (optional) his telephone number;

(2) Specify the record(s) and system(s) of records involved (e.g. description, title, date and portion of record to be corrected or amended);

(3) Specify the exact changes requested indicating specific deletions, substitutions, and additions (submission of an edited copy of the record(s) showing all changes requested is desirable as it would facilitate consideration of the request and prevent misunderstanding of the changes requested).

(4) State that the request is made pursuant to the Privacy Act—for requests by mail, the letter should be identified prominently both on the envelope and within the text as a "Privacy Act Request."

(5) Be addressed or presented in person to the appropriate system manager as provided for inquiries in § 1006.3(b)(1) (see CSA notice of systems of records published in this issue for appropriate system manager).

(6) Include a statement of the basis for the requested correction or amendment, with all supporting documents and materials the requester believes relevant; this statement should, at a minimum, identify the standard(s) under the Act which the requester wishes to invoke—i.e. whether the information in the record is unnecessary, irrelevant, inaccurate, or incomplete (see 5 U.S.C. 552a(e)(5)).

(c) Special identification requirements:

Normally a request for correction or amendment of a record will have been preceded by a request for disclosure of this record under § 1006.4. If the requester has already identified himself, no proof of his identity other than his signature (see § 1006.7(b)(1)) will normally be required. In the event that CSA is not satisfied as to the requester's identity, the requester may be required to comply with the requirements for identification set forth in § 1006.4(b). In such cases, CSA will notify the requester within 10 days of the identification required and will proceed with the processing of his request, but will not comply with or deny the request until requester furnishes the required identification.

§ 1006.8 Agency review of request for correction or amendment of record.

(a) Within 10 working days from the receipt of a request by the appropriate system manager, he shall send the requester a written acknowledgement of the receipt thereof, unless the request has been answered within this period. This acknowledgement shall follow the format indicated in § 1006.5(a).

(b) (1) CSA will attempt whenever possible to review and answer requests

within 10 working days of their receipt by the appropriate system manager. Absent unusual circumstances (as described in § 1006.5(b)(2), CSA will answer a request within 30 days of the receipt thereof by the system manager, or within 20 working days of his receipt of the further information requested.

(2) If owing to unusual circumstances, CSA cannot make a determination within these time limits, the requester will be advised in writing of the reason therefor and the estimated date by which the response will be made.

(c) In its response, CSA will either:

(1) Make the requested correction or amendment and advise the individual in writing of such action, providing either a copy of the corrected or amended record or a statement as to the means whereby the correction or amendment was effected in cases where a copy cannot be provided (for example, erasure of information from a record maintained only in an electronic data bank); or

(2) Inform the individual in writing that his or her request is denied and provide the following information:

(i) The system manager's name and title and position;

(ii) The date of the denial;

(iii) The reasons for the denial including citation to the appropriate sections of the Act and this part; and

(iv) The procedures for appeal of the denial as set forth in § 1006.9 including the name and address of the Privacy Act Officer.

(d) Whenever an individual's record is corrected or amended pursuant to a request by that individual, the system manager shall see to the notification of all persons and agencies to which the corrected or amended position of the record has been disclosed prior to its correction or amendment, if an accounting of such disclosure required by the Act was made. The notification shall require a recipient agency maintaining the record to acknowledge receipt of the notification, to correct or amend the record and to apprise any agency or person to which it had disclosed the record of the substance of the correction or amendment.

(e) The following criteria will be considered by the system manager in reviewing a request for correction or amendment:

(1) The sufficiency of the evidence submitted by the individual;

(2) The factual accuracy of the information;

(3) The relevance and necessity of the information in terms of purpose for which it was collected;

(4) The timeliness and currency of the information in light of the purpose for which it was collected;

(5) The completeness of the information in terms of the purpose for which it was collected;

(6) The degree of possibility that denial of the request could unfairly result in determinations adverse to the individual;

(7) The character of the record sought to be corrected or amended; and

(8) The propriety and feasibility of complying with the specific means of correction or amendment requested by the individual.

(f) CSA will not undertake to gather evidence for the individual, but does reserve the right to verify the evidence which the individual submits.

(g) Correction or amendment of a record requested by an individual will be denied only upon a determination by the system manager that:

(1) The individual has failed to establish, by a preponderance of the evidence, the propriety of the correction or amendment in light of the criteria set forth in paragraph (e) of this section;

(2) The record sought to be corrected or amended was compiled in a terminated judicial, quasi-judicial or quasi-legislative proceeding to which the individual was a party or participant;

(3) The information in the record sought to be corrected or amended, or the record sought to be amended, is the subject of a pending judicial, quasi-judicial or quasi-legislative proceeding to which the individual is a party or participant;

(4) The correction or amendment would violate a duly enacted statute or promulgated regulation; or

(5) The individual unreasonably has failed to comply with the procedural requirements of this part.

(h) If a request is partially granted and partially denied, the system manager shall follow the appropriate procedures of this section as to the records within the grant and the records within the denial.

§ 1006.9 Appeal of initial adverse agency determination on correction or amendment or access.

(a) When a request has been denied under §§ 1006.5 or 1006.8, the requester may appeal the denial to the Privacy Act Officer, Office of Administration, Community Services Administration, 1200 19th Street, NW., Washington, D.C. 20506. An appeal should be identified both on the envelope and in the text as a Privacy Act Appeal.

(b) An appeal shall include a copy of the original request, the initial denial, and a statement of the reasons why the requester believes the initial denial to be in error. The Privacy Act Officer may seek additional information needed to assure that his final determination is fair and equitable; in such instances, the additional information shall be disclosed to the requester to the greatest extent possible and he

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shall be allowed an opportunity to comment thereon. No personal appearance or hearing will be allowed.

(c) The Privacy Act Officer shall determine the appeal and mail his determination in writing to the requester within 30 days of his receipt of the appeal, unless the Director of CSA extends this period for an additional 30 working days at the request of the Privacy Act Officer. The Director shall take such an extension only if he deems it necessary for a fair and equitable determination of the appeal and he shall notify the requester of the reasons for any such extension.

(d) If the appeal is determined in favor of the requester, the final determination shall be an order for full or partial release of the documents requested or shall include the specific corrections or amendments to be made and a copy thereof shall be transmitted promptly both to the individual and to the system manager who issued the initial denial. Upon receipt of such final determination, the system manager shall promptly take the actions set forth in § 1006.8(b)(1) and (c).

(e) If the appeal is denied, the final determination shall be transmitted promptly to the individual and shall cite the reasons for the denial. The notice of final determination shall also include the following information:

(1) That the individual has a right to file a concise statement of reasons for disagreeing with the final determination; the statement ordinarily should not exceed one page and CSA reserves the right to reject a statement of excessive length; such a statement shall be filed with the Privacy Act Officer, should identify the date of the final determination, and should be signed by the individual; the Privacy Act Officer shall acknowledge receipt of such statement and inform the individual of the date on which it was received.

(2) That any such disagreement statement filed by the individual will be noted in the disputed record and that a copy of the statement will be provided to persons and agencies to which the record is disclosed subsequent to the date of receipt of such statement.

(3) That CSA may append to any such disagreement statement filed by the individual, a copy of the final determination or summary thereof which also will be provided to persons and agencies to which the disagreement statement is disclosed.

(4) That the requester has a right to judicial review of the final determination under 5 U.S.C. 552a(g)(1)(A) or (B), as limited by U.S.C. 552a(g)(5).

(f) In making the final determination, the Privacy Act Officer shall employ the criteria set forth in § 1006.8(e) and shall deny an appeal only on the grounds set forth in § 1006.8(g).

(g) If an appeal is partially granted and partially denied, the Privacy Act Officer shall follow the appropriate procedures of this section as to the records within the grant and those within the denial.

(h) Although a copy of the final determination, or a summary thereof, will be treated as part of the individual's record for purposes of disclosure in instances where the individual has filed a disagreement statement, it will not be subject to correction or amendment by the individual.

§ 1006.10 Disclosure of record to person other than the individual to whom it pertains.

(a) CSA may disclose a record pertaining to an individual to a person other than the individual only in the following instances:

(1) Upon written request by the individual, including authorization under §§ 1006.5(g) and 1006.6;

(2) With the prior written consent of the individual;

(3) To a parent or legal guardian under 5 U.S.C. 552a(h);

(4) When required by the Act and not covered explicitly by the provisions of 5 U.S.C. 552a(b); and,

(5) When permitted under 5 U.S.C. 552a(b)(1) through (11), which read as follows:

(1) To those officers and employees of the agency which maintains the record who have a need for the record in the performance of their duties;

(2) Required under section 552 of this title;

(3) For a routine use as defined in subsection (a)(7) of this section;

(4) To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of title 13;

(5) To a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;

(6) To the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value.

(7) To another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the agency which maintains the record specifying the particular portion desired and the law enforcement activity for which the record is sought;

(8) To a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of such individual;

(9) To either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress or subcommittee of any such joint committee;

(10) To the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office; or -

(11) Pursuant to the order of a court of competent jurisdiction.

(b) The situations referred to in paragraph (a)(4) of this section include the following:

(1) 5 U.S.C. 552a(c)(4) requires dissemination of a corrected or amended record or notation of a disagreement statement by CSA in certain circumstances;

(2) 5 U.S.C. 552a(d) requires disclosure of records to the individual to whom they pertain, upon request;

(3) 5 U.S.C. 552(g) authorizes civil action by an individual and requires disclosure by CSA to the court;

(4) Section 5(e)(2) of the Act authorizes release of any records or information by CSA to the Privacy Protection Study Commission upon request of the Chairman; and

(5) Section 6 of the Act authorizes the Office of Management and Budget to provide CSA with continuing oversight and assistance in implementation of the Act.

(c) The system manager shall keep an accounting of each disclosure by him of any record contained in a system of records in accordance with 5 U.S.C. 552a (c) (1) and (2). Except for a disclosure made under 5 U.S.C. 552a (b)(7), the system manager shall make such accounting available to any individual, insofar as it pertains to that individual, on request submitted in accordance with § 1006.4 of this part. The system manager shall make reasonable efforts to notify any individual when any record in a system of records is disclosed to any person under compulsory legal process, promptly upon being informed that such process has become a matter of public record. He shall also transmit to the individual's last known address notification of any disclosure pursuant to a showing of compelling circumstances under 5 U.S.C. 552a(b)(8).

§ 1006.11 Fees.

(a) The only fees charged a requester under the provisions of this part shall be for copying records at his or her request.

(b)(1) The copying fees charged under the Privacy Act shall be:

(i) For duplication of paper documents up to 8" x 14" \$.10 per copy page.

(ii) For duplication of microfiche in 4 x 6 inch diazo film copies at 24 x reduction \$.10 per fiche.

(iii) For duplication of paper records from microfiche records \$.10 per page.

(iv) For computer records. In most instances records maintained in the

computer data base are available also in printed form and the standard fee of \$.10 per copy page shall apply. However, a record must exist at the time of the request, and it is not required that a record be "created" or compiled from the data base for the purpose of furnishing information not already provided in existing records. A record that is maintained by computer is normally deemed to exist for this purpose only if retrievable in approximately the form desired, without reprogramming.

(2) When no specific fee has been established for a copying service, the Privacy Act Officer is authorized to establish an appropriate fee based on the direct costs of providing the service in question.

(3) Services performed that are not required under the Privacy Act, such as formal certification or authentication of records may be subject to charges under the Federal User Charge Statute (31 U.S.C. 483a) or other applicable statutes, depending on the services performed.

(c)(1) CSA will waive any copying fee totaling less than \$5.00 but contemporaneous requests shall be added together to determine the total fee.

(2) The Privacy Act Officer may, at his discretion, waive fees based on a petition for waiver by a requester stating that he or she is indigent and unable to pay said fees.

(3) It is the policy of CSA to provide the requester with one copy of each record corrected or amended pursuant to § 1006.8(c).

(4) As required by the United States Civil Service Commission, CSA will charge no fee for a single copy of a personnel record covered by the Commission's government-wide published notice of systems of records.

(d)(1) If a requester is requesting a copy of a record, the request should state that he will promptly pay all applicable fees. In his request he may either:

(i) Agree to pay all fees up to a specified limit; or

(ii) Indicate that he wishes to be advised of the estimated fees.

(2) If the requester elects alternative (ii) or if the estimated fees exceed the limit he has indicated, the request shall be processed as indicated in § 1006.5, but no copies shall be sent to the requester until he has been informed of the estimated fees and agreed to pay them, except that if their estimated amount is less than \$10.00, copies will be sent the requester without such notification unless he has specifically set a limit of less than \$10.00. Estimates of fees will be communicated to the requester as soon as possible so as to avoid delay in furnishing copies of records requested. If the requester is unwilling to pay the estimated fees, he may reduce the volume of copies requested so as to reduce the fee to an amount he is willing to pay.

(e) Full or partial payment of fees in advance may be required if the estimated fees are in excess of \$50.00, or if the requester is known to have failed to pay any previous fee due to CSA under either 45 CFR or 1005 or 1006

(f) Remittances shall be in the form of a personal check or bank draft drawn on a bank in the United States or a postal money order. Remittances shall be made payable to the Community Services Administration and mailed to Privacy Act Officer, Community Services Administration, 1200 19th Street, N.W., Washington, D.C. 20506

§ 1006.12 Penalties.

In 5 U.S.C. 552a(i) the Act established criminal penalties for certain actions in violation thereof. The provisions of 5 U.S.C. 552a(i)(3) concern the actions of requesters; the section reads thus:

Any person who knowingly and willfully requests or obtains any record concerning

an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5000.

§ 1006.13 General Exemptions.

(a) CSA does not assert any general exemptions under 5 U.S.C. 552a(j).

(b) Individuals may not have access to records maintained by CSA but originating with another agency which has determined by regulation that such information is subject to a general exemption under 5 U.S.C. 552a(j). If such records are within a request for access, CSA will advise the requester of their existence and of the name and address of the source agency which the requester must contact for any further information.

§ 1006.14 Specific Exemptions.

(a) Under the authority granted him by 5 U.S.C. 552a(k)(2), the Director of CSA hereby exempts the system entitled "Inspection Reports on Grantees, Contractors, and CSA employees" from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(4)(I) and (f)(4). The reasons for asserting this exemption are to maintain the ability to obtain necessary information; to prevent subjects of investigation from frustrating the progress of the investigation or of subsequent law enforcement activities, to avoid revelation of the identities of persons who have furnished or will furnish information to CSA in confidence, and to ensure the safety of these sources and of personnel engaged in investigations conducted for law enforcement purposes. Any person may still seek access to these records under the Freedom of Information Act; any Privacy Act Request seeking records under this exemption will be processed under the substantive provisions of the Freedom of Information Act.

Title 10—Energy
CHAPTER III—ENERGY RESEARCH AND
DEVELOPMENT ADMINISTRATION
PART 708—RECORDS MAINTAINED ON
INDIVIDUALS

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AUTHORITY: (5 U.S.C. 552a(f)); (42 U.S.C. 5815). (42 U.S.C. 2201).

§ 708.1 Purpose and scope.

(a) This part contains the regulations of ERDA implementing the Privacy Act of 1974, Pub. L. 93-579. The regulations apply to all records maintained by ERDA which are identifiable by individual name or identifier and all systems of such records which are retrieved by name or other identifier. These regulations are also applicable to contractors and their employees to the extent required by 5 U.S.C. 552a(m). The regulations set forth the procedures by which individuals may seek access to records concerning themselves and request correction of those records. The regulations also set forth the requirements applicable to ERDA employees maintaining, collecting, using or disseminating such records.

§ 708.2 Policy.

In compliance with the Privacy Act of 1974, 5 U.S.C. 552a and in accordance with the requirements and procedures of this part, ERDA has a positive and continuing obligation to:

(a) Identify each system of records which ERDA maintains and review the content of the system to assure that only that information is maintained which is necessary and relevant to a function which ERDA is authorized to perform by law or Executive order, and that no information about the political or religious beliefs and activities of individuals is maintained except as provided in the Act.

(b) Collect information to the greatest extent practicable directly from the sub-

ject individual when the information which may result in adverse determinations about that individual's rights, benefits, and privileges under Federal programs; and inform individuals whom ERDA asks to supply information about themselves of the purposes for which the information will be used and their rights, benefits, or obligations with respect to supplying that data.

(c) Establish reasonable administrative, technical, and physical safeguards to assure that records are disclosed only to those who are authorized to have access and otherwise to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained.

(d) Maintain an accounting of all disclosures of information from systems of records except those to personnel within ERDA who have an official need to know or to the public under the Freedom of Information Act, and make that accounting available as provided in the Act.

(e) When using a record or disclosing it to someone other than an agency, assure that it is as accurate, relevant, timely and complete as is reasonably necessary to assure fairness to the individual.

(f) Permit individuals to have access to records pertaining to themselves and to have an opportunity to request that such records be amended.

(g) Inform prior recipients when a record is amended pursuant to the request of an individual or when a statement of disagreement has been filed; advise any subsequent recipient that a record is disputed; and provide a copy of the statement of disagreement to both prior and subsequent recipients of the disputed information.

§ 708.3 Definitions.

As used in this part:

(a) The term "agency" means agency as defined in U.S.C. 552a(a). It includes any executive department, military department, Government corporation, Government-controlled corporation or other establishment in the executive branch of the Government including the Executive Office of the President or any independent regulatory agency.

(b) The term "individual" means a citizen of the United States or an alien lawfully admitted for permanent residence, but does not include proprietorships, businesses and corporations.

(c) The term "maintain" means maintain, collect, use, or disseminate.

(d) The term "record" means any item, collection, or grouping of information about an individual that is maintained by or for ERDA, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains that individual's name, or the identifying number, symbol, or other identifying particulars assigned to that individual,

such as a finger or voice print or photograph.

(e) The term "system of records" means a group of any records under ERDA control from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particulars assigned to the individual.

(f) The term "statistical record" means a record in a system of records maintained for statistical research or reporting purposes only and is not used in whole or in part in making any determination about an identifiable individual, except as provided by 13 U.S.C. section 8.

(g) The term "routine use" means with respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected.

(h) The term "ERDA" means the Energy Research and Development Administration established by the Energy Reorganization Act of 1974 (Pub. L. 93-438).

(i) The terms "ERDA Officer or employee," and "ERDA personnel" mean employees, consultants, and members of advisory boards, committees and panels of ERDA; members of boards designated by the Administrator, Deputy Administrator, or other designees of the Administrator or Deputy Administrator to preside at adjudicatory proceedings; where assigned to duty with ERDA, officers or employees of other Government agencies, including military personnel; and contractors and employees of contractors having access to ERDA records or operating a system of records on behalf of ERDA to accomplish an ERDA function, to whom the requirements of 5 U.S.C. 552a are deemed to be applicable.

(j) The term "Administrator" means the Administrator of the Energy Research and Development Administration provided for in section 102(a) of the Energy Reorganization Act of 1974.

(k) The term "Deputy Administrator" means the Deputy Administrator provided for in section 102(b) of the Energy Reorganization Act of 1974.

(l) The term "Assistant Administrator" means an Assistant Administrator provided for in section 102(d) of the Energy Reorganization Act of 1974 or such other Assistant Administrators as appointed under section 102(f) of the Energy Reorganization Act of 1974.

(m) The term "System Manager" means the ERDA official who is responsible for an ERDA system of records as designated in the system notice of that system of records published by ERDA in the FEDERAL REGISTER.

(n) The term "Privacy Act Administration Officer" (PAAO) is the designated official at ERDA installations (identified in § 708.5 (a) and (b)) to whom an individual shall address any request for information concerning records, for correction of records, or otherwise, in exercising individual rights under the Privacy Act.

(o) The term "Privacy Review Official" means the Deputy Administrator, or any

Deputy Assistant Administrator, who hears an appeal of a denial to amend records or a denial to gain access to records.

(p) The term "working days" means all days except Saturdays, Sundays, and legal public holidays.

§ 708.4 Delegation of authority.

(a) The Administrator has designated the Assistant Administrator for Administration to exercise control and supervision over the ERDA compliance with 5 U.S.C. 552a, to carry out on behalf of ERDA the provisions of 5 U.S.C. 552a with respect to the responsibilities for implementing the Act for ERDA, including:

(1) Designation of personnel at Headquarters to carry out the various functions as necessary to the implementation of the Act.

(2) Publish ERDA rules, public notices of systems of records, rules pertaining to exemptions.

(3) Provide procedures and training to employees as appropriate.

(4) Maintain liaison with heads of field organizations in connection with their responsibilities under the Privacy Act.

(b) Directors of Energy Research Centers and Managers of Operations Offices are designated to administer the provisions of the Act and applicable regulations within their respective jurisdictions; to act as Systems Managers with respect to systems or parts of systems maintained within their jurisdictions; and to name personnel as appropriate to perform the functions of Privacy Act Administration Officer.

§ 708.5 Privacy Act Administration Officers.

(a) There shall be designated at ERDA Headquarters by the Assistant Administrator for Administration a Privacy Act Administration Officer whose address is U.S. Energy Research and Development Administration, Headquarters, Washington, D.C. 20545.

(b) There shall be designated by the Director or Manager for each of the following ERDA field organizations a Privacy Act Administration Officer with the following specified mailing addresses:

(1) U.S. Energy Research and Development Administration, Albuquerque Operations Office, P.O. Box 5400, Albuquerque, New Mexico 87115.

(2) U.S. Energy Research and Development Administration, Bartlesville Energy Research Center, Box 1398, Bartlesville, Oklahoma 74003.

(3) U.S. Energy Research and Development Administration, Chicago Operations Office, 9800 South Cass Avenue, Argonne, Illinois 60439.

(4) U.S. Energy Research and Development Administration, Grand Forks Energy Research Center, University Station, Grand Forks, North Dakota 58201.

(5) U.S. Energy Research and Development Administration, Idaho Operations Office, 550 2nd Street, Idaho Falls, Idaho 83401.

(6) U.S. Energy Research and Development Administration, Laramie Energy

Research Center, P.O. Box 3395, University Station, Laramie, Wyoming 82070.

(7) U.S. Energy Research and Development Administration, Morgantown Energy Research Center, Box 880, Morgantown, West Virginia 26505.

(8) U.S. Energy Research and Development Administration, Nevada Operations Office, P.O. Box 14100, Las Vegas, Nevada 89114.

(9) U.S. Energy Research and Development Administration, Oak Ridge Operations Office, P.O. Box E, Oak Ridge, Tennessee 37830.

(10) U.S. Energy Research and Development Administration, Pittsburgh Energy Research Center, 4800 Forbes Avenue, Pittsburgh, Pennsylvania 15213.

(11) U.S. Energy Research and Development Administration, Richland Operations Office, P.O. Box 550, Richland, Washington 99352.

(12) U.S. Energy Research and Development Administration, San Francisco Operations Office, 1333 Broadway, Wells Fargo Building, Oakland, California 94616.

(13) U.S. Energy Research and Development Administration, Savannah River Operations Office, P.O. Box A, Aiken, South Carolina 29801.

§ 708.6 Requests for information, access or amendment.

(a) The procedures outlined below apply to the following types of requests under the Privacy Act of 1974 made by individuals concerning records about themselves:

(1) Request to determine if information on the requestor is included in a system of records.

(2) Request for access to a record.

(3) Request for an accounting of disclosures.

(4) Request for amendment of a record.

(b) (1) Request under paragraph (a) of this section must conform to the following:

(i) All requests must be in writing unless waived by the System Manager.

(ii) All requests must be directed to the appropriate Privacy Act Administration Officer or if it is inconvenient or impossible to ascertain the appropriate Privacy Act Administration Officer, requests may be directed to the Privacy Act Administration Officer, ERDA Headquarters, Washington, D.C. 20545.

(iii) The requestor must supply the Privacy Act Administration Officer with information sufficient to process the request.

(2) Minimum information is:

(i) Name and address of individual.

(ii) Identity of the system of records.

(iii) Nature of the request. If a request for amendment, a complete and comprehensive description of the amendment.

(iv) Required identifying information such as location if known, full name, birth date, etc. as specified in the "Notice of System of Records" to assist in identifying the request.

(c) Processing requests:

(1) The Privacy Act Administration Officer will record the date and time of receipt of a request.

(2) Within 10 working days of receipt of a request completed in accordance with paragraph (b) of this section, the Privacy Act Administration Officer will ascertain the responsible System Manager, and will dispatch the request to him.

(3) The Privacy Act Administration Officer will acknowledge the request to the individual within 10 working days of receipt of the request.

(i) If the request is incomplete or incomprehensible, the Privacy Act Administration Officer will request additional information or clarification of the initial request in the acknowledgment, and will offer assistance to the individual as appropriate.

(ii) If the request is sufficient for processing, the acknowledgment should identify the System Manager.

(4) Access to ERDA records maintained in National Archives and Record Systems Centers may be obtained in accordance with the regulations issued by the General Services Administration.

§ 708.7 Identification of individuals making requests.

The following minimum standards are applicable to any individual who requests records concerning himself but additional requirements for verification of identity with respect to particularly sensitive records may be required.

(a) An individual seeking access to records about himself in person may establish his identity by the presentation of a single document bearing a photograph (such as a passport or identification badge) or by the presentation of two items of identification which do not bear a photograph but do bear both a name and address (such as a driver's license, or credit card).

(b) An individual seeking access to records about himself by mail shall establish his identity by a signature, address, date of birth, employee identification number, if any, and one other identifier such as a photocopy of a driver's license or other document.

(c) An individual seeking access to records about himself by mail or in person who cannot provide the necessary documentation of identification may provide a notarized statement, swearing or affirming to his identity and to the fact that he understands the penalties for false statements pursuant to 18 U.S.C. 1001.

§ 708.8 Disclosure of requested information to individuals.

(a) The System Manager will record the date and time of his receipt of a request.

(b) Preliminary review of the request should be completed within 10 days and if conditions such as the ones below exist, the individual should be apprised of them as soon as possible. Conditions include:

(1) The system of records exempted in whole or in part from the provision(s) requiring compliance with the request.

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(2) Need for further information by the System Manager to process the request, e.g., more data is required to determine the location of the record.

(c) Upon receipt of a request from the Privacy Act Administration Officer, the System Manager shall promptly take the following actions, as appropriate:

(1) Inform the individual whether or not any information on him is included in the system.

(2) Grant or deny access to records.

(3) Grant or deny access to accounting of disclosures.

(4) Amend or decline to amend a record.

(d) If a request is denied, the individual must be informed of the System Manager's determination, including an explanation of the reasons for not granting the request, the procedures for requesting review of the denial, and the name and address of the ERDA official to contact for appeal. Denial of a request may be based in whole or part on an exemption. If material has been deleted from a record furnished to the individual there shall also be furnished a brief explanation of why the material was deleted.

(1) Requests for access to classified information shall be coordinated with a representative of the Division of Classification or the field organization counterpart prior to final action.

(2) Nothing in this part shall allow an individual access to any information compiled in reasonable anticipation of any civil action or proceeding in either a court or an administrative tribunal.

(e) If the System Manager is unable, for good cause, to complete action on his request within 30 calendar days after his receipt of the request, the individual should be informed in writing within such 30 days as to the reasons for the delay and when completion of the action is anticipated.

(f) When information is sought from a system of records that includes information from another Federal agency, the System Manager receiving the request shall consult with the appropriate agency prior to determining whether the information may be disclosed or not, but the decision as to whether the record shall be disclosed, shall be made by the System Manager maintaining the record.

(g) Granting Access—Special Considerations:

(1) Associates in attendance—When an individual is granted access to his record, he may be accompanied by a person of his choosing. The System Manager may require the individual to furnish a written statement authorizing discussions of the record in the accompanying person's presence.

(2) Copies of the record—Once access is granted, the individual has the right to have a copy made of all or any portion of the record upon payment of fees to the extent provided for in § 708.15.

(3) The parent of a minor or legal guardian, may act on behalf of the individual for purposes under this part. The System Manager shall require the person to provide proper identification estab-

lishing guardianship. The parent or guardian of a minor or a person judicially determined to be incompetent shall, in addition to establishing the identity of the minor or other person he represents as required in section 708.7, establish his own parentage or guardianship by furnishing a copy of a birth certificate showing parentage or a court order establishing the guardianship.

§ 708.9 Medical and psychological records.

When an individual requests medical or psychological records concerning himself, the System Manager may advise the individual that these records will be provided only to a physician designated in writing by the individual. Upon receipt of the designation and upon proper verification of identity, the System Manager will permit the physician to review the records or to receive copies of the records for purposes of determining whether any such records should not be disclosed to the individual because of possible harm.

§ 708.10 Disclosure of record to person other than the individual to whom it pertains.

(a) ERDA shall not disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless the disclosure of such record falls within one of the disclosure categories enumerated below in section 708.10(a) (1) through 708.10(a) (11) of this part. Disclosure categories:

(1) Disclosure to ERDA officers or employees who have a need for the record in the performance of their duties.

(2) Disclosure required under the Freedom of Information Act.

(3) Disclosure for a routine use as defined in § 708.3(g) of this part and described in the notice of the system of records as published in the FEDERAL REGISTER.

(4) Disclosure to the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13 of the U.S. Code.

(5) Disclosure to a recipient who has provided the System Manager of the system of records from which he has requested a record with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable. It is the responsibility of the System Manager of the system of records from which it is desired to disclose a record of an identifiable individual to assure that the identity of the individual cannot be determined or deduced by combining various statistical records. Records may be disclosed by ERDA for statistical research or reporting purposes only after ERDA has received and evaluated a written statement which:

(i) states the purpose for requesting the records; and

(ii) certifies that they will only be used as statistical records.

(6) Disclosure to the National Archives of the United States of a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value.

(7) Disclosure to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to ERDA specifying the particular portion desired and the law enforcement activity for which the record is sought. Blanket requests for all records pertaining to an individual are not permitted, but a court order may be sought as a basis for disclosure. (See paragraph (a) (11) of this section.) A record may also be disclosed by ERDA to a law enforcement agency at the initiative of ERDA when a violation of law is suspected, provided that such type of disclosure has been established in advance as "routine use."

(8) Disclosure to a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of such individual. The individual to whom the record pertains need not necessarily be the individual whose health or safety is at peril.

(9) Disclosure to either House of Congress, or to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress or subcommittee of any such joint committee.

(10) Disclosure to the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office.

(11) Disclosure pursuant to the order of a court of competent jurisdiction.

§ 708.11 Accounting for disclosures.

(a) As soon as possible, but not later than September 27, 1975, each System Manager shall establish a system of accounting for all disclosures of records, either orally or in writing, made to other than ERDA personnel. Accounting procedures may be established in the least expensive and most convenient form that will permit the System Manager to advise individuals, promptly upon request, of the persons or agencies to which records concerning them have been disclosed.

(b) Accounting records, at a minimum, shall include the identification of the particular record disclosed, the name and address of the person or agency to which disclosed, and the date of the disclosure.

(c) Accounting is not required to be kept for disclosure made pursuant to the Freedom of Information Act.

§ 708.12 Appeal of initial adverse ERDA determinations for access or amendment.

(a) If an individual's request, either for access or amendment of records made under procedures set forth in this part, is denied in whole or in part by the System Manager, as provided in section 708.8, the individual shall have the right to appeal such initial determination of denial to the ERDA Privacy Review Official; and the individual shall be notified of the System Manager's determination and the procedure for exercising the right of appeal therefrom.

(b) Appeals shall be filed by the requesting individual within 60 calendar days after receipt of the initial denial by written request mailed to the Privacy Act Administration Officer at ERDA Headquarters. Both the appeal letter and its covering envelope should be marked "Privacy Act Appeal" or otherwise so as to clearly identify that a Privacy Act appeal is being made. The 60 day time limit may be waived by the Privacy Review Official for good cause shown.

(c) Appeals shall be deemed to have been received on the date and time stamped thereon by the Privacy Act Administration Officer, at ERDA Headquarters.

(d) Upon receipt of an appeal, the Privacy Act Administration Officer at ERDA Headquarters, shall promptly so advise the Privacy Review Official and the System Manager responsible for the original denial. The System Manager shall arrange to have the appropriate records, including the initial written denial transmitted to the Privacy Review Official.

(e) Final determination of the Privacy Review Official of an appeal shall be completed within 30 working days from date of receipt of the appeal by the Privacy Act Administration Officer at Headquarters unless the Administrator determines that a fair and equitable review cannot be completed within that time. If additional time is required, the individual will be informed by the Privacy Review Official in writing of the reasons for the delay and of the date on which the review is expected to be completed.

(f) The Privacy Review Official shall consult with counsel prior to making a determination.

(g) If the Privacy Review Official determines that access to or amendment of the record is not warranted on the facts, he shall advise the individual of his refusal to authorize access or amendment, in whole or in part, and he shall advise the individual of his right to provide for the record a "statement of disagreement." The individual shall be advised also of his right to judicial review pursuant to the Privacy Act of 1974.

(h) A statement of disagreement may be furnished by the individual within 30 calendar days of the date of his receipt of the notice of refusal of the Privacy Review Official to authorize access or amendment. Such statement of disagreement shall be addressed to Privacy Act Administration Officer, ERDA Headquarters, Washington, D.C. 20545. Upon

receipt of a statement of disagreement in accordance with this section the System Manager shall include the statement in the system of records in which the disputed record is maintained, and he shall have the original record marked as to indicate that the record is subject to a statement of disagreement, and where, within the system of records, that statement may be found.

(i) When a record has been corrected or a statement of disagreement has been filed, the System Manager shall, promptly thereafter, advise all prior recipients of the record whose identity can be determined pursuant to the accounting required by the Privacy Act or any other accounting previously made of the correction or of the filing of the statement of disagreement. Any dissemination of a record after the filing of a statement of disagreement shall be accompanied by a copy of that statement and any statement of ERDA giving reasons for refusing to correct included in the file.

(j) Decisions of the Privacy Review Official shall be the final decisions of the Administrator.

§ 708.13 Specific exemptions.

(a) The Administrator may promulgate rules, in accordance with the requirements (including general notice) of sections 553(b) (1), (2), and (3), (c), and (e) of the Administrative Procedure Act to exempt any system of records within ERDA from subsections (c) (3), (d), (e) (1), (e) (4), (G), (H), (I), and (f) of section 3 of the Privacy Act, if the system of records is:

(1) ERDA records that are specifically authorized under criteria established under statute or an Executive Order to be kept secret in the interest of national defense or foreign policy, and are in fact properly classified pursuant to such Executive Order. Restricted Data and Formerly Restricted Data under the Atomic Energy Act of 1954, as amended, are included in this exemption.

(2) Investigatory material compiled for law enforcement purposes. Provided, however, that if any individual is denied any right, privilege, or benefit that he would otherwise be entitled by Federal law, or for which he would otherwise be eligible, as a result of the maintenance of such material, such material shall be provided to such individual, except to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence.

(3) Required by statute to be maintained and used solely as statistical records.

(4) Investigatory material compiled, solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information, but only to the

extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence.

(5) Testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal Service the disclosure of which would compromise the objectivity or fairness of the testing or examination process.

(b) Establishing exemptions:

(1) It will be the responsibility of the System Manager of a system of records, all or a portion of which he feels should be exempted from certain of the provisions of the Privacy Act, to inform the Administrator through the Assistant Administrator for Administration of the need for such an exemption giving a description of the system of records, or portion thereof, which is to be exempt; a statement of the provision or provisions of the Privacy Act from which it is desired to exempt the system of records or portion thereof; and the reasons therefor.

(2) Before seeking any exemption for systems of records under § 708.13(a) (1), the System Manager shall consult with the cognizant representative of the Division of Classification, ERDA Headquarters.

(3) When the Administrator determines that a system of records or portion thereof maintained by ERDA should be exempted from certain of the provisions of 5 U.S.C. 552a, a notice shall be published in the FEDERAL REGISTER which specifies the name of the system of records involved, and the specific provisions of the Privacy Act from which the system of records or portion thereof is to be exempted and the reasons therefor.

(c) Prior to making a determination to deny access to a record in a system of records having an approved exemption for classified material (See § 708.13(a) (1)), the System Manager shall consult with the Division of Classification, or its field organization counterpart, to verify the current classification status of the information in the requested record.

§ 708.14 Establishment of new or revised systems of records.

(a) In designing or developing a proposed system of records the proposer of such system shall consider if:

(1) The system of records is relevant and necessary to accomplish a purpose of the agency required to be accomplished by statute or by an Executive Order of the President.

(2) The information is collected to the greatest extent practicable directly from the subject individual when the information may result in adverse determinations about an individual's rights, benefits and privileges under Federal programs.

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(b) The Assistant Administrator for Administration shall report the details of a new or revised system of records to the Office of Management and Budget and Congress to permit an evaluation of the privacy impact of the proposal and the impact on the system before the system can become operational. A copy also must be provided to the Privacy Protection Study Commission.

(c) A system notice shall be published in the FEDERAL REGISTER for each new or revised system of records at least 30 calendar days before its effective date.

(d) The System Manager must assure that adequate administrative, technical and physical safeguards have been designed into the system of records to insure the security and confidentiality of the records as required by law.

§ 708.15 Fees.

(a) No charge shall be made for duplication of records when the cost is less than \$10.

(b) No fee will be charged when ERDA makes a copy of a record as a necessary part of the process of making the record available for review as distinguished from responding to a request by an individual for a copy of a record.

(c) No charge shall be made to an individual for the time spent searching for requested records, or for time spent in reviewing records to determine if they fall within the requirements of the Act.

(d) When an individual requests copies of his record in cases other than above, the following charges shall apply:

(1) Sizes up to 8½x14 inches made on office copying machines—10 cents per page copy. Larger sizes—10 cents for each 8½x14 inch unit or fraction thereof per page copy.

(2) For copies made on other than office copying machines, the fee charged will be ERDA's direct cost of making the copy (printing, typing, or photocopying and related personnel and equipment costs).

(e) No records shall be made available to a requestor until the charges provided herein are paid in full. Checks, drafts, or other negotiable instruments shall be made payable to the Energy Research and Development Administration.

§ 708.16 Requests under false pretenses.

Title 5 U.S.C. 552a(i)(3) provides that any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

§ 708.17 Employee standards of conduct with regard to privacy.

(a) Heads of Divisions and Offices, Headquarters, Directors of Energy Research Centers and Managers of Operations Offices shall assure that ERDA personnel subject to their supervision are advised of the provisions of the Privacy Act, including the criminal penalties and civil liabilities provided therein, and that such ERDA personnel are made aware of

their responsibilities to protect the security of personal information, to assure its accuracy, relevance, timeliness and completeness, to avoid unauthorized disclosure either orally or in writing, and to insure that no system of records concerning individuals, no matter how small or specialized, is maintained without public notice.

(b) ERDA personnel shall:

(1) Collect no information of a personal nature from individuals unless authorized to collect it to achieve a function or carry out a responsibility of ERDA;

(2) Collect or maintain only that information about individuals which is necessary to ERDA functions or responsibilities;

(3) Collect information, wherever possible, directly from the individual to whom it relates;

(4) Inform individuals from whom information is collected of the authority for collection, the purposes thereof, the uses that will be made of the information, and the effects, both legal and practical, of not furnishing the information;

(5) Neither collect, maintain, use nor disseminate information concerning an individual's religious or political beliefs or activities or his membership in associations or organizations, unless (i) the individual has volunteered such information for his own benefit; (ii) the information is expressly authorized by statute to be collected, maintained, used or disseminated; or (iii) the activities involved are pertinent to and within the scope of an authorized investigation or adjudication activity;

(6) Advise their supervisors of the existence or contemplated development of any system of records which retrieves information about individuals by individual identifier;

(7) Maintain an accounting, in the prescribed form, of all disclosures of information to other than ERDA personnel, whether made orally or in writing;

(8) Disclose no information concerning individuals to other than ERDA personnel except when authorized by 5 U.S.C. 552a or pursuant to a routine use published in the FEDERAL REGISTER;

(9) Maintain and process information concerning individuals with care in order to insure that no inadvertent disclosure of the information is made to other than ERDA personnel; and

(10) Call to the attention of the proper ERDA authorities any information in a system maintained by ERDA which is not authorized to be maintained under the provisions of the Privacy Act of 1974, including information on First Amendment activities, information that is inaccurate, irrelevant or so incomplete as to risk unfairness to the individual concerned.

(c) Heads of Divisions and Offices, Headquarters, Directors of Energy Research Centers and Managers of Operations Offices shall, at least annually, review the system of records subject to

their supervision to insure compliance with the provisions of the Privacy Act of 1974.

§ 708.18 Publication of annual notices.

(a) A system notice of the existence and character of an ERDA system of records shall be published annually in the FEDERAL REGISTER in accordance with the format and rules prescribed by the General Services Administration, which notice shall include:

(1) The name and location(s) of the system;

(2) The categories of individuals on whom records are maintained in the system;

(3) The categories of records maintained in the system;

(4) Each routine use of the records contained in the system, including the categories of users and the purpose of such use;

(5) The policies and practices of ERDA regarding storage, retrievability, access controls, retention, and disposal of the records;

(6) The official title and business address of the official who is the System Manager responsible for the system of records; and

(7) The categories of sources of records in the system.

(b) At least 30 calendar days prior to the formal annual publication of information under paragraph (a)(4) (routine use or intended routine use of the information in the system, and shall provide an opportunity for interested persons to submit written data, views, or arguments to ERDA.

(c) In accordance with reporting requirements issued by the Office of Management and Budget, and following the publication of the initial notices of ERDA system of records existing on September 27, 1975, ERDA shall provide to Congress, the Office of Management and Budget, and the Privacy Protection Study Commission advance notice of any proposal to establish or alter any ERDA system of records.

§ 708.19 Requirements for annual report.

Each year, ERDA shall submit a report covering the preceding calendar year to the Office of Management and Budget for referral by the President to the Congress. The report shall include the information requested in instructions of and at the time specified by the Office of Management and Budget.

§ 708.20 Litigation.

In any instance in which ERDA or an ERDA employee is sued in connection with any requirement or responsibility under this part, the matter shall promptly be referred to the General Counsel together with a report on the details.

§ 708.21 Effect of Freedom of Information Act.

ERDA shall not rely on any exemption contained in the Freedom of Information

Act (5 U.S.C. 552(b)) to withhold from the individual to which it pertains, any record which is otherwise accessible to such individual under this part.

§ 708.22 Use and collection of social security numbers.

(a) The System Manager of each system of records which utilizes social security numbers as a method of identification without statutory authorization or authorization by regulation adopted prior to January 1, 1975, shall take steps to revise the system to avoid future collection and use of the social security numbers.

(b) Heads of Divisions and Offices, Directors of Energy Research Centers and Managers of Operations Offices shall take such measures as are necessary to insure that employees authorized to collect information from individuals are

advised that individuals may not be required to furnish social security numbers without statutory or regulatory authorization, and that individuals who are requested to provide social security numbers voluntarily must be advised that furnishing the number is not required and that no penalty or denial of benefits will flow from the refusal to provide it.

§ 708.23 Exempted systems of records.

(a) The following ERDA systems of records are exempted from 5 U.S.C. 552a, (c) (3), (d), (e) (1), (e) (4) (G), (H), (I), and (f). These exemptions apply only to information in these systems which is exempt pursuant to 5 U.S.C. 552a(k) (1), (2) and (5):

- (1) Alien Visits and Participation—ERDA (ERDA 1).
- (2) Clearance Board Cases Administrative Review and Personnel—ERDA (ERDA 5).
- (3) Security Correspondence File—ERDA (ERDA 8).

- (4) Foreign Travel—ERDA (ERDA 19).
- (5) Investigative Files—ERDA (ERDA 21).
- (6) Legal Office—Claims, Litigations, Criminal Violation, Patents, and other Legal Files—ERDA (ERDA 23).
- (7) Personnel Security Clearance Files—ERDA (ERDA 32).
- (8) Personnel Security Clearance Files Index (Automated)—ERDA (ERDA 33).
- (9) Special Access Authorization for Categories of Classified Information—ERDA (ERDA 36).

(b) The following systems of records are exempt from 5 U.S.C. 552a, (c) (3), (d), (e) (1), (e) (4) (G), (H), (I), and (f). These exemptions apply only to information in these systems which is exempt pursuant to 5 U.S.C. 552a(k) (5) and (6):

- (1) ERDA Personnel Applicant Records—ERDA (ERDA 12).
- (2) ERDA Personnel-Supervisor Records—ERDA (ERDA 11).
- (3) ERDA Personnel/General Employment Records—ERDA (ERDA 15).

Title 10—Energy

CHAPTER II—FEDERAL ENERGY ADMINISTRATION

PART 206—PRIVACY ACT

COLLECTION, MAINTENANCE, ACCESS AND DIS- SEMINATION OF PERSONAL INFORMATION ABOUT INDIVIDUALS IN SYSTEMS OF RECORDS MAINTAINED BY FEA

Sec.

- 206.1 Purpose and scope.
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- 206.3 Procedures for requesting information about or for access to an individual's records in a system of records.
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- 206.6 Disclosure to other agencies or persons other than the individual to whom the record pertains.
- 206.7 Request for correction or amendment of record.
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- 206.9 Appeals of denial of request for correction or amendment of a record.
- 206.10 Content of systems of records.
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- 206.12 Public notice of systems of records.
- 206.13 Criminal penalties.
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- 206.16 Fees.
- 206.17 Exceptions, exemptions, interpretations, rulings and rulemakings.
- 206.18 Addresses of FEA Regional Offices.

AUTHORITY: (Privacy Act of 1974 (Pub. L. 93-579, 5 U.S.C. 552a); Federal Energy Administration Act of 1974 (Pub. L. 93-275); E.O. 11790 (39 FR 23185)).

§ 206.1 Purpose and scope.

(a) This part establishes the methods and procedures by which the Federal Energy Administration is implementing the Privacy Act of 1974 (Pub. L. 93-579, 5 U.S.C. 552a). This part applies to all records maintained by FEA that contain personal information about an individual, identify that individual by name or identifying number, symbol, or other identifying particular and are contained in a system of records from which such information is retrieved by the individual's name or identifying number, symbol or other identifying particular

(b) Subject to the general and specific exemptions claimed by FEA in

§§ 206.14 and 206.15, or any exemptions provided by the Privacy Act of 1974 that are claimed by another agency, or unless otherwise provided by such Act and this part, this part prohibits FEA from disclosing any record that is contained in a system of records by any means of communication to any person or to another agency, except pursuant to a written request by or with the prior written consent of the individual to whom the record pertains.

§ 206.2 Definitions.

"Agency" means "agency" as defined in 5 U.S.C. 551(1) and includes any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including the Executive Office of the President), or any independent regulatory agency.

"Act" means the "Privacy Act of 1974," Pub. L. 93-579, 5 U.S.C. 552a.

"FEA" means the Federal Energy Administration, including the Administrator of FEA or his delegate, and when appropriate, includes persons under contract with FEA for the operation by or on behalf of FEA of a system of records to accomplish an FEA function, and employees of such person.

"Individual" means a living person who is a citizen of the United States or an alien lawfully admitted for permanent residence. For purposes of this part, the parent of any minor, or the legal guardian of any individual who has been declared to be incompetent due to physical or mental incapacity or age by a court of competent jurisdiction, may act on behalf of the individual.

"Legal public holiday" means New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day, and any other day appointed as a national holiday by the President or the Congress of the United States.

"Maintain" includes maintain, collect, use or disseminate.

"Records" means any item, collection, or grouping of information about an individual that is maintained by the FEA in a system of records, or, if appropriate, another agency including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the

identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

"Routine use" means, with respect to the disclosure of a record, the use of such record for a purpose that is compatible with the purpose for which it was collected.

"System of records" means a group of any records under the control of the FEA or, if appropriate, another agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

"Statistical record" means a record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual except as provided by section 8 of title 13, United States Code.

Throughout this part, the use of a word or term in the singular shall include the plural and the use of the male gender shall include the female gender.

§ 206.3 Procedures for requesting information about or for access to an individual's records in a system of records.

(a) Any individual may request information regarding whether a system of records maintained by the FEA contains any information pertaining to him, and may request access to his record or to any information pertaining to him that is contained in a system of records, unless such access has been restricted by a general or specific exemption claimed by FEA, as provided in §§ 206.14 and 206.15, or by another agency. All such requests shall be directed to the Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461, or to the Privacy Act Officer at the FEA Regional Offices, at the addresses listed in § 206.18. The consideration by FEA of requests submitted by mail will be facilitated if the envelope in which the request is mailed has the words "PRIVACY ACT REQUEST" in capital letters on the front of it.

(b) (1) A request for information about a record or for access to a record or to information pertaining to him that is contained in a system of records may be made by mail or in

person during FEA's regular business hours.

(2) The regular business hours of the FEA National Office are 8 a.m. to 4:30 p.m. Requests made in person should be directed to the Privacy Act Officer, Federal Energy Administration, 12th and Pennsylvania Avenue NW., Washington, D.C., or to the Privacy Act Officer at the FEA Regional Offices, at the addresses listed in § 206.18.

(c) (1) The request, whether by mail or in person, shall be in writing and signed by the individual making the request and include (i) the full name (including the middle name) of the individual seeking the information or record, his home address and telephone number, his business address and telephone number; (ii) a certified or authenticated copy of documents establishing parentage or legal guardianship, if appropriate, and (iii) if the waiver of an exemption, as provided in § 206.15 (a) and (c), is sought in accordance with the procedures stated in such section, a statement of the grounds on which such waiver is sought.

(2) In addition, the request should (i) specify the title and identifying number of the system of records, which appears in the notice of systems published in the FEDERAL REGISTER by the FEA; (ii) provide such additional identifying information, if any, as may be required by the description of the system contained in the notice or as will assist FEA in responding to the request, e.g., location of the record as stated in the FEDERAL REGISTER; and (iii) describe the information sought or the time, place, or form of access, as appropriate.

(d) Any request not addressed and marked as specified in paragraph (a) of this section shall be forwarded immediately to the Privacy Act Officer. A request that is improperly addressed by an individual shall not have been "received" for purposes of measuring time periods in this section until actual receipt by the Privacy Act Officer. In each instance when a request so forwarded is received by the Privacy Act Officer, the individual making the request shall be notified that the request was improperly addressed and the date when the request was received by the Privacy Act Officer.

(e) When access to a record or information pertaining to the individual that is contained in a system of records is requested, the individual either will be notified in writing where and when he may obtain access to the records requested or, if further arrangements are required, will be given the name, address and telephone number of the person at FEA responsible for such arrangements.

(f) Assistance in preparing a request for information about a record or for access to a record or to information

pertaining to the individual that is contained in a system of records may be obtained from the Privacy Act Officer, Federal Energy Administration, 12th and Pennsylvania Avenue NW., Washington, D.C., 20461.

§ 206.4 Procedures for identifying the individual making the request.

(a) When a request for information about or for access to a record or to information pertaining to an individual that is contained in a system of records has been made pursuant to § 206.3, the FEA shall require reasonable identification of the individual making the request before information will be given or access will be granted, to insure that information is given or records are disclosed only to the proper person.

(b) Subject to paragraphs (c) and (d) of this section, an individual making a request may establish his identity by:

(1) Including with his request if submitted by mail, a photocopy of two identifying documents bearing his name and signature, one of which shall bear his current home or business address; or

(2) Appearing at the FEA National Office or appropriate Regional Office during the regular business hours and presenting either of the following:

(i) One identifying document bearing his photograph and signature, such as a driver's license or passport; or

(ii) Two identifying documents bearing his name and signature, one of which shall bear his current home or business address; or

(3) Providing such other proof of identity as the FEA deems satisfactory in the circumstances of a particular request.

(c) If the Privacy Act Officer or other designated FEA official determines that the information in the record is so sensitive that unauthorized access could cause harm or embarrassment to the individual whose record is involved, or if the individual making the request is unable to produce satisfactory evidence of identity under paragraph (b) of this section, the individual making the request may be required to submit a notarized statement attesting to his identity and that he is familiar with and understands the criminal penalties provided under section 1001 of Title 18 of the United States Code for making false statements to a Government agency and under section 552a(f)(3) of the Act for obtaining records under false pretenses. Copies of these statutory provisions and forms of such notarized statements may be obtained upon request from the Privacy Act Officer, Federal Energy Administration, 12th and Pennsylvania Avenue NW., Washington, D.C. 20461.

(d) *Parents of minors and legal guardians.* (1) An individual acting as the parent of a minor or the legal guardian of the individual to whom a record pertains shall establish his personal identity in the same manner prescribed in either paragraphs (b) or (c) of this section. (A parent or legal guardian may act only for a living individual, not for a decedent.)

(2) In addition to such identification, such person shall establish his identity in the representative capacity of parent or legal guardian. In the case of the parent of a minor, the proof of identity shall be a certified or authenticated copy of the minor's birth certificate. In the case of a legal guardian of an individual who has been declared incompetent due to physical or mental incapacity or age by a court of competent jurisdiction, the proof of identity shall be a certified or authenticated copy of the order from a court of competent jurisdiction.

(e) An individual shall not be required to state a reason or otherwise justify his request for information about or for access to a record or to information pertaining to him that is contained in a system of records.

§ 206.5 Disclosure of requested information to individuals.

(a) Each request for information about or for access to a record or to information pertaining to him that is contained in a system of records shall be acted upon promptly. Every effort will be made to respond within ten days (excluding Saturdays, Sundays and legal public holidays) of the date of receipt. If a response cannot be made within ten days due to unusual circumstances, FEA shall send an acknowledgment during that period providing information on the status of the request and asking for such further information as may be necessary to respond to the request. The term "unusual circumstances" as used in this section shall include circumstances where a search for and collection of requested records from inactive storage, field facilities or other establishments are required, cases where a voluminous amount of data is involved, instances where information on other individuals must be separated or expunged from the particular record, and cases where consultations with other agencies having a substantial interest in the determination of the request is necessary.

(b) (1) Any individual who has requested access to a record or to information pertaining to him that is contained in a system of records, other than medical records, in the manner prescribed in § 206.3, and has identified himself as prescribed in § 206.4, shall be permitted to review the record or information and have a copy made of all or any portion thereof in a form

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comprehensible to him upon payment of the fee, if applicable, for copying services set forth in § 206.17, unless such information or access is denied on the grounds stated in paragraph (e) of this section. Upon the request of an individual, a person of the individual's own choosing may accompany him to review the record at FEA, but the individual shall first furnish to the Privacy Act Officer a written statement authorizing discussion of that individual's record in the accompanying person's presence.

(2) The special procedures pertaining to requests for information about or access to the individual's medical records are stated in paragraph (f) of this section.

(c) Where record of a document containing information about an individual also contains information not pertaining to him, the portion not pertaining to the individual shall not be disclosed, except to the extent the information is available to any person under the Freedom of Information Act. If the record sought cannot be provided for review and copying in a meaningful form, the FEA shall provide to the individual a report of the information pertaining to the individual that is contained in the record which report shall be complete and accurate in all material aspects.

(d) *Grant of access*—(1) *Notification*. An individual shall be provided information about or granted access to a record or information pertaining to him that is contained in the system of records, unless the request has been denied in accordance with paragraph (e) of this section. The Privacy Act Officer shall notify the individual of such determination and provide the following information:

(i) Whether there is a record or information pertaining to him that is contained in a system of records;

(ii) The methods of access, as set forth in paragraph (d)(2) of this section;

(iii) The place at which the record or information may be inspected;

(iv) The earliest date on which the record or information may be inspected and the period of time that the record or information will remain available for inspection (In no event shall the "earliest date" be later than thirty days (excluding Saturdays, Sundays and legal public holidays) from the date of notification.);

(v) The estimated date by which a copy of the record could be mailed and the estimate of fees that would be charged to provide other than the first copy of the record, pursuant to § 206.17 (In no event shall the "estimated date" be later than thirty days (excluding Saturdays, Sundays and legal public holidays) from the date of notification.);

(vi) The fact that the individual, if he wishes, may be accompanied by another person during the in-person review of the record or information, subject to the procedures set forth in paragraph (b) of this section; and

(vii) Any additional requirements that must be satisfied in order to provide information about or to grant access to the requested record or information.

(2) *Methods of access*. The following methods of access to records or information pertaining to an individual that is contained in a system of records may be available to that individual depending on the circumstances of a particular request:

(i) Inspection in person may be had in the office specified by FEA during the regular business hours;

(ii) Transfer of records to a Federal facility more convenient to the individual may be arranged, but only if FEA determines that a suitable facility is available, that the individual's access can be properly supervised at that facility, and that transmittal of the records or information to that facility will not unduly interfere with operations of the FEA or involve unreasonable costs, in terms of both money and manpower; and

(iii) The requested number of copies may be mailed at the request of the individual, subject to payment of the fees prescribed in § 206.17.

(e) *Initial denial of access*. (This section does not apply to the denial of a request for waiver of an exemption made in accordance with § 206.15(a) and (c).):

(1) *Grounds*. A request by an individual for information about or access to a record or information pertaining to that individual that is contained in a system of records may be denied only upon a determination by the Privacy Act Officer that:

(i) The Record is subject to an exemption under §§ 206.14 or 206.15, or to an exemption claimed by another agency; or

(ii) The record is information compiled in reasonable anticipation of a civil action or proceeding; or

(iii) The individual unreasonably has failed to comply with the procedural requirements of this part.

(2) *Notification*. The Privacy Act Officer shall give written notice of the denial of a request for information about or access to records or information pertaining to the individual that is contained in a system of records, which notice shall include the following information:

(i) The Privacy Act Officer's name and title or position;

(ii) The date of the denial;

(iii) The reasons for the denial, including citation to the appropriate section of the Act and this part; and

(iv) The individual's right to judicial review under 5 U.S.C. 552a(g)(1)(B), as limited by § 552a(g)(5).

(f) *Special procedures for medical records*—(1) *Statement of physician or mental health professional*. When an individual requests access to records or information pertaining to him that include medical and/or psychological information, the FEA, if it deems it necessary under the particular circumstances, may require the individual to submit with the request a signed statement by his physician or a mental health professional indicating that, in his view, disclosure of the requested records or information directly to the individual will not have an adverse effect on the individual.

(2) *Designation of physician or mental health professional to receive records*. If the FEA believes, in good faith, that disclosure of medical and/or psychological information directly to an individual could have an adverse effect on that individual, the individual may be asked to designate in writing a physician or mental health professional to whom he would like the records to be disclosed, and disclosure that otherwise would be made to the individual will instead be made to the designated physician or mental health professional.

(g) The FEA shall supply such other information and assistance at the time of an individual's review of his record as is necessary to make the record intelligible to the individual.

(h) The FEA reserves the right to limit access to copies and abstracts of original records instead of the original records. This election would be appropriate, for example, when the record is in an automated data media such as tape or disc, when the record contains information on or about individuals, and when deletion of information is permissible under exemptions provided by the Act. In no event shall original records of the FEA be made available to the individual except under the immediate supervision of the Privacy Act Officer or his designee. Title 18, United States Code, section 2701(a) makes it a crime to conceal, mutilate, obliterate, or destroy any record filed in a public office, or to attempt to do any of the foregoing.

(i) Nothing in this section shall:

(1) Require the disclosure of records in systems of records subject to an exemption under §§ 206.14 or 206.15 or to an exemption claimed by another agency;

(2) Allow an individual access to any information compiled in reasonable anticipation of a civil action or proceeding or a criminal proceeding; or

(3) Require the furnishing of information or records that cannot be retrieved by the name or by some other identifying number, symbol or identi-

fyng particular of the individual making the request.

§ 206.6 Disclosure to other agencies or persons other than the individual to whom the record pertains.

(a) The FEA shall not disclose to any agency or to any person other than the individual who is the subject of the record, by any means of communication, a record pertaining to that individual that is contained in a system of records, except under the following circumstances:

(1) The individual to whom the record pertains has given his written consent to the disclosure or has made a written request for such disclosure;

(2) The disclosure is to officers and employees of the FEA who have a need for the record in the performance of their duties;

(3) The disclosure is required under the Freedom of Information Act (5 U.S.C. 552);

(4) The disclosure is for a routine use as defined in § 206.2 and described in the FEDERAL REGISTER notice for that system of records;

(5) The disclosure is made to the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13 of the United States Code;

(6) The disclosure is made to a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;

(7) The disclosure is made to the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value;

(8) The disclosure is made to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law and if the head of the agency or instrumentality has made a written request to the FEA specifying the particular portion desired and the law enforcement activity for which the record is sought;

(9) The disclosure is made to a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of such individual;

(10) The disclosure is made to either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof,

any joint committee of Congress or subcommittee of any such joint committee;

(11) The disclosure is made to the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office;

(12) The disclosure is made pursuant to the order a court of competent jurisdiction; or

(13) The disclosure is required by the Act and not covered explicitly by 5 U.S.C. 552a(b).

(b) The situations referred to in paragraph (a)(13) of this section include the following:

(1) 5 U.S.C. 552a(c)(4) requires dissemination of a corrected or amended record or notation of a disagreement statement by the FEA in certain circumstances;

(2) Section 5(e)(2) of the Act authorizes release of any records or information by the FEA to the Privacy Protection Study Commission upon request of the Chairman; and

(3) Section 6 of the Act authorizes the Office of Management and Budget to provide the FEA with continuing oversight and assistance in implementation of the Act, which may necessitate the release of records or information to that office.

(c) (1) For each system of records under its control, except disclosures made with the consent of the individual to whom the record pertains, disclosures to authorized officers and employees of FEA and disclosures required by the Freedom of Information Act, FEA shall keep an accurate accounting of:

(i) The date, nature, and purposes of each disclosure of a record made to any person or to another agency; and

(ii) The name and address of the person or agency to which the disclosure was made.

(2) The accounting shall be retained for at least five years or the life of the record, whichever is longer, after the disclosure for which the accounting is made.

(d) The accounting described in paragraph (c) of this section shall be made available to the individual named in the record upon written request to the Privacy Act Officer, Federal Energy Administration, 12th and Pennsylvania Avenue NW., Washington, D.C. 20461, except that the accounting shall not be revealed with respect to disclosures made under paragraph (a)(8) of this section, pertaining to law enforcement activity, and to disclosures involving systems of records for which FEA has claimed an exemption from certain requirements of the Act, as provided in §§ 206.14 and 206.15, or with respect to which another agency has claimed an exemption.

(e) Whenever an amendment or correction of a record or a notation of dispute concerning the accuracy of records is made by the FEA in accordance with §§ 206.8 and 206.9, FEA shall inform any person or other agency to whom the record was previously disclosed if an accounting of the disclosure was made pursuant to the requirements of paragraph (c) of this section, unless the disclosure was made pursuant to paragraph (a)(8) of this section or the disclosure involved a system of records for which FEA has claimed an exemption from certain requirements of the Act, as provided in §§ 206.14 and 206.15, or with respect to which another agency has claimed an exemption.

(f) The FEA shall make reasonable efforts to serve notice on an individual when any record containing information about such individual in a FEA system of records is made available to any person under compulsory legal process when such process becomes a matter of public record.

(g) Prior to disclosing any record about an individual to any person other than an agency, unless the disclosure is pursuant to paragraph (a)(3) of this section, FEA shall make reasonable efforts to assure that such records are accurate, complete, timely, and relevant for FEA's purposes.

§ 206.7 Request for correction or amendment of a record.

(a)(1) Any individual may request the correction or amendment of information pertaining to him that is contained in a system of records maintained by the FEA (i) if he believes such information is not relevant or not necessary to accomplish a purpose that FEA is required to accomplish by statute or by executive order of the President, or (ii) if the information is to be used by FEA in making any determination about the individual if he believes such information is not as accurate, relevant, timely or complete as is reasonably necessary to assure fairness in any determination about the individual.

(2) A request for amendment or correction may be made by mail or in person and shall be directed to the Privacy Act Officer, Federal Energy Administration, 12th and Pennsylvania Avenue NW., Washington, D.C. 20461, or to the Privacy Act Officer at the FEA Regional Offices, at the addresses listed in § 206.18. Requests made in person must be submitted during the regular business hours of the FEA National Office or Regional Office, which for the National Office are 8 a.m. to 4:30 p.m. If the request is submitted by mail the envelope in which the request is mailed should have the words "PRIVACY ACT REQUEST AMENDMENT" in capital letters on the front of it.

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(b) (1) A request for correction or amendment shall (i) be in writing and signed by the person making the request; (ii) describe the particular record to be corrected or amended with sufficient specificity to permit the record to be located among those maintained by FEA, including, if possible, the title, identifying number, and location of the system of records, as stated in the Notice of Systems of Records published in the FEDERAL REGISTER, and (iii) specify the nature of the correction or amendment sought, including the specific words to be deleted from the record or added to it, as appropriate, and the justification for the requested change, including all available supporting documents and materials that substantiate the statement. The statement of justification for the change should identify the basis for the request, that is, whether the information in the record is unnecessary, inaccurate, irrelevant, untimely or incomplete.

(2) The individual making the request may be required to provide the information specified in § 206.3 and § 206.4 to simplify identification of the record and permit verification of the identity of the person making the request.

(c) (1) Receipt of a request for correction or amendment shall be acknowledged in writing within ten days (excluding Saturdays, Sundays and legal public holidays), except that if the individual is given notice within the ten-day period that his request will or will not be complied with, no acknowledgement is required.

(2) The acknowledgement shall contain an estimate of the time within which action will be taken on the request and, if necessary, shall request such additional information as may be necessary to act on the request. The estimate of time may take into account unusual circumstances that will delay the response. "Unusual circumstances" as used in this section shall include circumstances where a search for and collection of requested records from inactive storage, field facilities or other establishments are required, cases where a voluminous amount of data is involved, instances where information on other individuals must be separated or expunged from the particular record, and cases where consultations with other agencies having a substantial interest in the determination of the request are necessary.

(3) Any request not addressed and mailed as specified in paragraph (a) of this section shall be forwarded immediately to the Privacy Act Officer. A request that is improperly addressed by an individual shall not have been "received" for purposes of measuring time periods in this section until actual receipt by the Privacy Act Offi-

cer. In each instance when a request so forwarded is received by the Privacy Act Officer, the individual making the request shall be notified that the request was improperly addressed and the date when the request was received by the Privacy Act Officer.

(d) Assistance in preparing a request to correct or amend a record may be obtained from the Privacy Act Officer, Federal Energy Administration, 12th and Pennsylvania Avenue NW., Washington, D.C. 20461.

§ 206.8 FEA review of request for correction or amendment of record.

(a) Within 30 days after acknowledging receipt of a request (excluding Saturdays, Sundays and legal public holidays), or after receiving such further information as may have been requested by FEA, or after arriving at a decision within the ten days, the Privacy Act Officer shall either:

(1) Make the requested correction or amendment and advise the individual in writing of such action, providing either a copy of the corrected or amended record, or a statement as to the means whereby the correction or amendment was accomplished in cases where a copy cannot be provided (for example, erasure of information from a record maintained only in an electronic data bank); or,

(2) Inform the individual in writing that his request is denied and provide the following information:

(i) The Privacy Act Officer's name and title and position;

(ii) The date of the denial;

(iii) The reasons for the denial, including citation to the appropriate sections of the Act and this part; and

(iv) The procedures for appeal of the denial of a request for correction or amendment as set forth in § 206.9, including the name and address of the FEA Office or official with the responsibility for considering appeals.

(3) If the Privacy Act Officer cannot make the determination within thirty days, the individual will be advised in writing of the reason therefor and of the estimated date by which the determination will be made.

(b) Whenever an individual's record is corrected or amended pursuant to a request by that individual, the Privacy Act Officer shall notify all persons and agencies to which the corrected or amended portion of the record had been disclosed prior to its correction or amendment, if an accounting of such disclosure required by the Act was made. The notification shall require a recipient agency maintaining the record to acknowledge receipt of the notification, to correct or amend the record and to apprise any agency or person to which it had disclosed the record of the substance of the correction or amendment.

(c) The following criteria will be considered by the Privacy Act Officer in running a request for correction or amendment.

(1) The sufficiency of the evidence submitted by the individual;

(2) The factual accuracy of the information;

(3) The relevance and necessity of the information in relation to the purpose for which it was collected;

(4) If such information is used in making any determination about the individual, whether the information is as accurate relevant, timely, and complete as is reasonably necessary to assure fairness to the individual in such determination;

(5) The degree of possibility that denial of the request could unfairly result in determinations adverse to the individual;

(6) The nature of the record sought to be corrected or amended; and,

(7) The propriety and feasibility of complying with the specific means of correction or amendment requested by the individual.

(d) The FEA will not undertake to gather evidence for the individual but does reserve the right to verify the evidence that the individual submits.

(e) Correction or amendment of a record requested by an individual shall be denied only upon a determination by the Privacy Act Officer that:

(1) The individual has failed to establish, by a preponderance of the evidence, the propriety of the correction or amendment in relation to the criteria stated in paragraph (c) of this section;

(2) The record sought to be corrected or amended was compiled in a terminated judicial, quasi-judicial or quasi-legislative proceeding to which the individual was a party or participant;

(3) The record sought to be corrected or amended is the subject of a pending judicial, quasi-judicial or quasi-legislative proceeding to which the individual is a party or participant.

(4) The correction or amendment would violate a duly enacted statute or promulgated regulation; or,

(5) The individual unreasonably has failed to comply with the procedural requirements of this part.

(f) If a request is partially granted and partially denied, the Privacy Act officer shall follow the appropriate procedures of this section as to the records within the grant and the records within the denial.

§ 206.9 Appeals of denial of requests for correction or amendment of a record.

(a)(1) Any individual may appeal the denial of a request made by him for correction or amendment of a record issued pursuant to § 206.8.

(2) An appeal shall be filed within 30 days after the service of the denial.

When an appeal is filed by mail, the postmark is conclusive as to timeliness. (Service by FEA of the denial of a request may be by personal service or by registered, certified or regular United States Mail. Service upon an individual's duly authorized representative shall constitute service upon the individual.)

(b)(1) The appeal shall be in writing and shall be filed with the Office of Exceptions and Appeals, Federal Energy Administration, Washington, D.C. 20461. The consideration by FEA of appeals submitted by mail will be facilitated if the envelope in which the appeal is mailed has the words "PRIVACY ACT APPEAL" in capital letters on the front of it.

(2) An appeal not addressed and marked as specified in paragraph (b)(1) of this section shall be forwarded immediately to the Office of Exceptions and Appeals, an appeal that is not properly addressed by an individual shall not have been "received" for purposes of measuring the time periods in this section until actual receipt of the appeal by the Office of Exceptions and Appeals. In each instance when an appeal so forwarded is received, the individual filing the appeal shall be notified that the appeal was improperly addressed and the date when the appeal was received by the Office of Exceptions and Appeals.

(c) *Content of appeal.* (1) The appeal shall include the following: (i) A copy of the original request for correction or amendment; (ii) a copy of the initial denial; and (iii) a statement of the reasons why the initial denial is believed to be in error. The appeal shall be in writing and shall be signed by the individual.

(2) The record requested to be corrected or amended will be supplied to the Office of Exceptions and Appeals by the Privacy Act Officer who issued the initial denial. While such record normally will comprise the entire record on appeal, the Office of Exceptions and Appeals may seek such additional information as is necessary to assure that the final determination is fair and equitable and, in those such instances, the additional information will be disclosed to the individual making the appeal and, consistent with the time periods provided in paragraph (e) of this section, an opportunity will be provided for comment thereon.

(d) No personal appearance or hearing on appeal will be allowed.

(e) The Office of Exceptions and Appeals shall act upon the appeal and issue a final determination in writing no later than thirty days (excluding Saturdays, Sundays and legal public holidays) from the date on which the appeal is received; provided that the Director of the Office of Exceptions and Appeals may extend the thirty-day period upon a determination that a fair and equitable review cannot be made within that period, but only if the individual is advised in writing of

the reason for the extension. The notice of extension shall include the estimated day by which a final determination will be issued, which shall not be later than the sixtieth day (excluding Saturdays, Sundays and legal public holidays) after receipt of the appeal unless unusual circumstances, as defined in § 206.7(c)(2), are present.

(f) If the appeal is granted, that determination shall include the specific corrections or amendments to be made and a copy thereof shall be transmitted promptly both to the individual and to the Privacy Act Officer who issued the initial denial. Upon receipt of that determination, the Privacy Act Officer promptly shall take the actions set forth in §§ 206.6(e) and 206.8(b).

(g) If the appeal is denied, the final determination shall be transmitted promptly to the individual and shall state the reasons for the denial. The notice of that determination also shall include the following information:

(1) The right of the individual to file with the Office of Exceptions and Appeals a concise signed statement of reasons for disagreeing with the final determination, receipt of which statement shall be acknowledged by the Office of Exceptions and Appeals;

(2) The fact that any such disagreement statement filed by the individual shall be noted in the disputed record and that a copy of the statement shall be provided by the Privacy Act Officer to persons and agencies to which the record is disclosed subsequent to the date of receipt of such statement;

(3) The fact that the FEA shall append to any such disagreement statement filed by the individual a copy of the final determination or summary thereof that also will be provided to persons and agencies to which the disagreement statement is disclosed; and,

(4) The right of the individual to judicial review of the final determination under 5 U.S.C. 552a(g)(1)(A), as limited by 5 U.S.C. 552a(g)(5).

(h) In deciding the appeal, the Office of Exceptions and Appeals shall determine whether the denial of the request was erroneous in fact or in law.

(i) If an appeal is partially granted and partially denied, the Office of Exceptions and Appeals shall follow the appropriate procedures of this section as to the records within the grant and the records within the denial.

(j) Although a copy of the final determination or a summary thereof will be treated as part of the individual's record for purposes of disclosure in instances where the individual has filed a disagreement statement, it will not be subject to correction or amendment by the individual.

§ 206.10 Content of systems of records.

(a) The FEA shall maintain in its records only such information about an individual as is relevant and necessary to accomplish a purpose FEA is required to accomplish by statute or by

executive order of the President, unless an exemption to this requirement has been claimed by FEA, as provided in §§ 206.14 and 206.15, or by another agency.

(b) The FEA shall maintain no record describing how any individual exercises rights guaranteed by the First Amendment unless expressly authorized by statute or by the individual about whom the record is maintained or unless pertinent to and within the scope of an authorized law enforcement activity.

(c) The FEA shall maintain all records that are used by it in making any determination about any individual with such accuracy, relevance, timeliness and completeness as is reasonably necessary to assure fairness to the individual in such determination.

§ 206.11 Collection of information by FEA about an individual for a system of records.

(a) The FEA shall collect information, to the greatest extent practicable, directly from the subject individual when the information may result in adverse determinations about an individual's rights, benefits and privileges under Federal programs, unless an exemption from the Act to this requirement has been claimed by FEA as provided in §§ 206.14 and 206.15, or by another agency.

(b) Unless an exemption from the Act has been claimed by FEA, as provided in §§ 206.14 and 206.15, or by another agency, FEA shall inform each individual whom it asks to supply information by a statement on the form or other means by which it uses to collect the information, or on a separate form that can be retained by the individual, of the following:

(1) The authority (whether granted by statute or by executive order of the President) that authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary;

(2) The principal purpose or purposes for which the information is intended to be used;

(3) The routine uses that may be made of the information, as published in the FEDERAL REGISTER pursuant to the requirements of the Act; and

(4) The effect on him, if any, of not providing all or any part of the requested information.

§ 206.12 Public notice of systems of records.

(a)(1) The FEA shall publish in the FEDERAL REGISTER at least annually a notice of the existence and character of each of its system of records, which notice shall include:

(i) The name and location of the system;

(ii) The categories of individuals on whom records are maintained in the system;

(iii) The categories of records maintained in the system;

(iv) Each routine use of the records contained in the system, including the categories of users and the purpose of

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such use, subject to paragraph (c) of this section;

(v) The policies and practices of the FEA regarding storage, retrievability, access controls, retention, and disposal of the records;

(vi) The title and business address of the FEA official who is responsible for the system of records;

(vii) The procedures whereby an individual can be notified at his request if the system of records contains a record pertaining to him;

(viii) The procedures whereby an individual can be notified at his request how he can gain access to any record pertaining to him contained in the system of records, and how he can contest its content; and

(ix) The categories of sources of records in the system.

(2) Notwithstanding the requirements of paragraph (a)(1) of this section, the notice of such systems of records shall not include the information in paragraphs (a)(1)(vii)-(ix) of this section if FEA has claimed a general or specific exemption from the requirements of the Act, as provided in §§ 206.14 and 206.15, or such exemptions have been claimed by another agency.

(b) Copies of the notices as printed in the FEDERAL REGISTER shall be available in the FEA National Office and in each Regional Office: Locations of the Regional offices are listed in § 206.18. Requests by mail should be sent to Privacy Act Officer, Federal Energy Administration, Washington, D.C. 20461. The first copy will be furnished free of charge. A charge reflecting the costs of printing and handling may be made for each additional copy.

(c) At least 30 days (including Saturdays, Sundays, and legal public holidays) prior to the implementation of any new routine use of a record in a system of records, or at least 30 days prior to publication of the annual notice of such routine uses, as provided in paragraph (a)(1) of this section, FEA shall publish in the FEDERAL REGISTER notice of any new routine use or intended routine use of a record in the system of records, and shall provide an opportunity for interested persons to submit written comments consisting of data, views, or arguments regarding such use to FEA.

§ 206.13 Criminal penalties.

(a) The Act provides, in pertinent part, that: Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000. (5 U.S.C. 552a(i)(3))

(b) A person who falsely or fraudulently attempts to obtain records under the Act also may be subject to prosecution under such other criminal statutes as 18 U.S.C. 494, 495, and 1001.

§ 206.14 General exemptions. [Reserved]

§ 206.15 Specific exemptions.

The specific exemptions determined to be necessary and proper with respect to systems of records maintained by the FEA, including the parts of each system to be exempted, the provisions of the Act from which they are exempted, and the justification for the exemption are as follows:

(a)(1) *Exempt under 5 U.S.C. 552a(k)(2)*. The systems of records exempt are:

(i) FEA-1: FEA Personnel Records and Management Information System (only personnel investigative records concerning current and former FEA employees and applicants for employment by FEA);

(ii) FEA-6: Personnel Security Records (only the memoranda specifically identified as OS forms DPA 24 and 24A); and

(iii) FEA-7: Investigative Report Records (only investigative report records concerning current and former FEA employees and applicants for employment by FEA).

(2) The foregoing are exempted from 5 U.S.C. 552a(c)(3) (accounting of disclosures), (d) (access to records), and (e)(1) (type of information maintained). The reasons for asserting the exemption are to prevent subjects of investigation from frustrating the investigatory process, to insure the proper functioning and integrity of law enforcement activities, to prevent disclosure of investigative techniques and to maintain the ability to obtain necessary information.

(3)(i) Notwithstanding the exemption from the Act's requirement that FEA upon request, provide an individual with information about or access to his record or to any information pertaining to him that is contained in the systems of records identified in paragraphs (a)(1) (i), (ii) and (iii) of this section, access to investigatory materials compiled for law enforcement purposes shall be provided to an individual upon his request, made in accordance with § 206.3, if such individual is denied any right, privilege, or benefit that he would otherwise be entitled to by Federal law, or for which he would otherwise be eligible, as a result of the maintenance of such material by the FEA, except to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence.

(ii) *Waiver of exemption.* (A) FEA may, upon request filed in accordance with § 206.3, waive the exemption from the requirement to grant access with respect to any record in the systems of records identified in paragraphs (a)(1)(i), (ii) and (iii) of this section, subject to the limitation as to records that would reveal the identity of certain sources as stated in paragraph

(a)(3)(ii)(B) of this section, for good cause shown. The exercise of FEA's discretion with respect to waiver of the exemption shall be final.

(B) FEA may, upon request made in accordance with § 206.3, waive the exemption from the requirement to grant access with respect to records identified in paragraphs (a)(1)(i), (ii) and (iii) of this section containing material or information that would reveal the identity of a source who was given an assurance of confidentiality if such source consents to the release of such material or information to the individual, or if FEA determines that such material or information is not adverse or detrimental to the individual, or for good cause shown. The exercise of FEA's discretion with respect to waiver of the exemption shall be final.

(b)(1) *Exempt under 5 U.S.C. 552a(k)(4)*. The system of records exempt is the FEA-10 Minority Group Data File.

(2) The foregoing is exempted from 5 U.S.C. 552a(c)(3) (accounting of disclosures), (d) (access to records) and (f) (procedures for access). The system of records is used for statistical research or reporting purposes only and is not used in whole or in part in making any determination about the rights, benefits or entitlements identifiable with the individual, except as provided by section 8 of title 18 of the United States Code.

(c)(1) *Exempt under 5 U.S.C. 552a(k)(5)*. The systems of records exempt are:

(i) FEA-1: FEA Personnel Records and Management Information System (only personnel investigative records concerning current and former FEA employees and applicants for employment by FEA);

(ii) FEA-6: Personnel Security Records (only the memoranda identified as OS forms DPS 24 and 24A); and

(iii) FEA-7: Investigative Report Record (only investigative report records concerning current and former FEA employees and applicants for employment by FEA).

(2) The foregoing are exempted from 5 U.S.C. 552(c)(3) (accounting of disclosures) (d) (access to records), and (e)(1) (type of information maintained); but only to the extent that the disclosure of the investigatory materials would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. The reasons for asserting the exemption are to maintain the ability to obtain candid and necessary information, to fulfill commitments made to sources to protect the confidentiality of information, to avoid endangering these sources and, ultimately to facilitate proper selection or continuance of the best applicants or persons for a given position or contract.

(3) *Waiver of exemption.* FEA, may, upon request made in accordance with § 206.3, waive the exemption from the requirement to grant access to records identified in paragraphs (c)(1)(i), (ii) and (iii) of this section containing material or information that would reveal the identity of a source who was given an assurance of confidentiality if such source consents to the release of such material or information to the individual, or if FEA determines that such material or information is not adverse or detrimental to the individual, or for good cause shown. The exercise of FEA's discretion with respect to the waiver of the exemption shall be final.

§ 206.16 Fees.

(a) The only fees to be charged to or collected from an individual under the provisions of this part are for copying records at the request of the individual. The fee charged may not exceed the direct cost of making the copy (i.e. printing, typing, or photocopy and related personnel and equipment costs).

(1) No fees shall be charged or collected for the following: search for and retrieval of the records review of the records, copying by the FEA incident to granting access, copying at the initiative of the FEA without a request from the individual, transportation of records and personnel, and first class postage.

(2) It is the policy of the FEA to provide an individual with one copy of each record corrected or amended pursuant to request without charge.

(3) As required by the United States Civil Service Commission in its published regulations implementing the Act, the FEA will charge no fee for a single copy of a personnel record covered by that Commission's Government-wide published notice of systems of records.

(b) The schedule of fees is as follows:

(1) \$0.10 per each copy of each page, when the aggregate of fees for copying is more than \$3.00.

(2) For other forms of copying and other forms of materials (e.g., cassettes, computer materials), the direct cost of the materials, personnel, and equipment, shall be charged, but only with prior specific approval of the person making the request.

(c) The FEA may, upon application by an individual, furnish any records without charge or at a reduced rate, if it determines that such waiver or reduction of fee is in the public interest.

(d) Requests for copies of documents should be addressed to Privacy Act Officer, Federal Energy Administration, Washington, D.C., 20461, or to the Privacy Act Officer at the FEA Regional Offices, at the addresses listed in § 206.18.

(e) Payment should be made by check or money order payable to the Treasury of the United States.

(f) Advance payment of all or part of the fee may be required at the discretion of the FEA. Unless the individual requesting the copies specifically states that he is willing to pay what-

ever fees are assessed by FEA for meeting the request or alternatively specifies an amount in excess of \$25 that he is willing to pay and which in fact covers the anticipated fees for meeting the request, a request that is expected to involve assessed fees in excess of \$25 shall not be deemed to have been received, for purposes of the time periods specified in §§ 206.5(a), 206.7(c)(1) and 206.9(e), until the individual making the request is advised of the anticipated cost, agrees to bear it, and makes any advance deposit required. Such notification shall be made by the Privacy Act Officer promptly upon receipt of the request.

§ 206.17 Exceptions, exemptions and interpretations, rulings and rulemaking.

(a) Applications for exceptions, exemptions or requests for interpretations relating to this part shall be filed in accordance with the procedures provided in Subparts D, E and F, respectively, of Part 205 of this chapter. Rulings shall be issued in accordance with the procedures of Subpart K of Part 205 of this chapter. Rulemakings shall be undertaken in accordance with the procedures provided in Subpart L of Part 205 of this chapter.

(b) As used in this section, the term—

"Exception" means the waiver or modification of the requirements of a regulation, ruling or generally applicable requirement under a specific set of facts.

"Exemption" means the release from the obligation to comply with an entire part, or subpart thereof, of Part 206 of this chapter.

"Interpretation" means a written statement issued by the FEA General Counsel, in response to a written request, that applies the regulations, rulings, and other precedents previously issued by the FEA to the particular facts of a prospective or completed act or transaction.

"Ruling" means an official interpretative statement of general applicability issued by the FEA General Counsel and published in the FEDERAL REGISTER that applies the FEA regulations to a specific set of circumstances.

§ 206.18 Addresses of FEA Regional Offices.

REGION 1

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont; Regional Office, Federal Energy Administration, 150 Causeway Street, Room 700, Boston, Massachusetts 02114, (617) 223-3701.

REGION 2

New Jersey, New York, Puerto Rico, Virgin Islands; Regional Office, Federal Energy Administration, 26 Federal Plaza, Room 3206, New York, New York 10007, (212) 264-1021.

REGION 3

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia; Regional Office, Federal Energy Administration,

Federal Office Building, 1421 Cherry Street, Room 1001, Philadelphia, Pennsylvania 19102, (215) 597-3890.

REGION 4

Alabama, Canal Zone, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee; Regional Office, Federal Energy Administration, 1655 Peachtree Street, N.E., 8th Floor, Atlanta Georgia 30309, (404) 526-4484.

REGION 5

Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin; Regional Office, Federal Energy Administration, 175 West Jackson Street, Third Floor, Chicago, Illinois 60604, (312) 353-0540.

REGION 6

Arkansas, Louisiana, New Mexico, Oklahoma, Texas; Regional Office, Federal Energy Administration, P.O. Box 35228, 2626 West Mockingbird Lane, Dallas, Texas 75235, (214) 749-7345.

REGION 7

Iowa, Kansas, Missouri, Nebraska; Regional Office, Federal Energy Administration, Federal Office Building, P.O. Box 2208, 112 East 12th Street, Kansas City, Missouri 64142, (816) 374-2061.

REGION 8

Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming; Regional Office, Federal Energy Administration, Post Office Box 26247, Belmar Branch, 1075 South Yukon Street, Lakewood, Colorado 80226, (303) 234-2420.

REGION 9

American Samoa, Arizona, California, Guam, Hawaii, Nevada, Trust Territory of the Pacific Islands; Regional Office, Federal Energy Administration, 111 Pine Street, Third Floor, San Francisco, California 94111, (415) 556-7216.

REGION 10

Alaska, Idaho, Oregon, Washington; Regional Office, Federal Energy Administration, Federal Office Building, 915 Second Avenue, Room 1992, Seattle, Washington 98174, (206) 442-7280.

Title 39—Postal Service

CHAPTER I—UNITED STATES POSTAL SERVICE

PART 261—RECORDS AND INFORMATION MANAGEMENT

Sec.

- 261.1 Purposes and scope.
- 261.2 Authority.
- 261.3 Policy.
- 261.4 Responsibility.

AUTHORITY: 39 U.S.C. 401.

§ 261.1 Purpose and scope.

As a result of the Postal Reorganization Act, 39 U.S.C. 410, the United States Postal Service is no longer subject to the provisions of the Federal Records Act of 1950, or any of its supporting regulations which provide for the conduct of records management in Federal agencies. The objective of Parts 261 through 268 is to provide the basis for a Postal Service-wide records and information management program affecting all organizational components having the custody of any form of information and records.

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§ 261.2 Authority.

(a) 39 U.S.C. 401(5) states that the Postal Service has the power to acquire property it deems necessary or convenient in the transaction of its business and to hold, maintain, sell, lease or otherwise dispose of such property.

(b) 39 CFR 224.3(b)(3) assigns to the Management Information Systems Department responsibility for the management of records and to the Postal Service Records Officer located within that Department responsibility for retention, security and privacy of Postal Service records and the power to authorize the disclosure of such records and their disposal by destruction or transfer. Included is the authority to issue records management policy and to delegate to take appropriate action if the policy is not adhered to or if questions of interpretation of procedure arise.

§ 261.3 Policy.

It is the policy of the Postal Service:

(a) To, as appropriate, create, preserve, protect and disclose records which contain adequate and proper documentation of the organization, functions, policies, decisions, operations, procedures, activities and transactions of the Postal Service.

(b) To reduce to an absolute minimum the records holdings of the Postal Service by strict adherence to established records retention schedules.

(c) To transfer records to appropriate storage areas as soon as they become inactive or are no longer of value to the Postal Service.

§ 261.4 Responsibility.

(a) The Records Officer administers the Postal Service Records and Information Management program through a headquarters organizational component and through contacts in each headquarters department, Postal Service Region, district, data processing center and other major Postal Service installations.

(b) Postal Service managers are responsible for administering records and information management policies and for complying with all handbooks, directives, and instructions in support of this policy.

PART 262—RECORDS AND INFORMATION MANAGEMENT DEFINITIONS

Sec

- 262.1 Custodian.
- 262.2 Records.
- 262.3 Non record material.
- 262.4 Information.
- 262.5 Information system (System of records).
- 262.6 Information system executive.

AUTHORITY 39 U.S.C. 401, Pub. L. 93-579, 88 Stat 1896.

§ 262.1 Custodian.

The Postmaster or other head of a facility such as a Postal Data Center,

mailbag depository, management sectional center, district office or Regional Headquarters, or a group or department of Headquarters, who maintains USPS records.

§ 262.2 Records.

Any medium, regardless of form or characteristics (paper, film, magnetic surfaces, etc.), that contains information developed or received by the United States Postal Service in connection with the transaction of its business and retained in its custody.

(a) *Types of Records.*—(1) *Official Record*—primary copy of any record created or the original received by any Postal Service organizations component in the line of its duties or function.

(2) *Duplicate Records*—additional copies of the official record.

(3) *Historical Records*—Postal Service records which may have value beyond their scheduled destruction date or which are required to be permanently retained.

(4) *Vital Records*—Records which are necessary for the effective operation of the Postal Service or the protection of its interests, its employees, its contractors or the general public.

(b) *Categories of Records.* (1) *Records (Active)*—records for which the retention period has not yet expired and which are in regular use.

(2) *Records (Inactive)*—records for which the retention period has not yet expired and which are not in regular use.

§ 262.3 Non-record material.

Includes blank forms and surplus publications, handbooks, circulars, bulletins, announcements, and other directives, as well as any material not directly associated with the transactions of Postal Service business.

§ 262.4 Information.

A combination of data which has the potential to service a useful purpose.

(a) *Types of Information.* (1) *General Information.* that information which is available to the public without restriction.

(2) *Restricted Information*—that information which because of federal statute or USPS regulation, cannot be released to the public. (Includes, but is not limited to, personal and national defense information.)

(3) *Discretionary Information*—that information which is available to the public only on a selective basis.

(4) *Critical Information*—that information for which integrity must be assured in order for the Postal Service to effectively perform its mission, or to prevent significant financial loss. (This information is contained within Vital Records.)

(5) *Sensitive Information*—that information which is either restricted, discretionary or critical in nature.

§ 262.5 Information system (system of records).

A methodology which receives, accesses and processes groups of records

in an efficient manner for the purpose of producing useable output records.

§ 262.6 Information system executive.

The Postal Service Manager who prescribes the existence of and the policies for an information system.

PART 263—RECORDS RETENTION AND DISPOSITION

Sec.

- 263.1 Purpose and scope.
- 263.2 Policy.
- 263.3 Responsibility.
- 263.4 Records retention schedules.
- 263.5 Records disposal.

AUTHORITY: 39 U.S.C. 401

§ 263.1 Purpose and scope.

This part contains the policy and general regulations pertaining to the retention and disposition of records and information throughout all organizational levels and components.

§ 263.2 Policy.

It is the policy of the United States Postal Service to establish and maintain schedules specifying the retention periods required for all official and duplicate record copies. Furthermore, it is the policy that all duplicate record copies and non record material will be disposed of as soon as they have served their purpose.

§ 263.3 Responsibility.

(a) *Records Officer.* The Records Officer has the responsibility for providing for the establishment of retention schedules and has the authority to approve them. Furthermore, he has the authority to dispose of Postal Service records by transfer or destruction.

(b) *Custodians.* Custodians are responsible for the retention and prompt disposal of records in their custody and for delegating in writing, persons to perform these duties.

§ 263.4 Records retention schedules.

The following retention schedules will be maintained within the Postal Service

- (a) General schedule.
- (b) Headquarters schedule.
- (c) Regional schedule.
- (d) District schedule.
- (e) Inspection service schedule.
- (f) Postal data centers schedule.
- (g) Automatic data processing centers schedule
- (h) Post Office schedule.
- (i) Other facility schedules.

§ 263.5 Records disposal.

All disposals of records containing sensitive information, i.e. transfers to records storage centers, destruction, transfers external to the USPS, and maintenance of accounting records regarding such disposal, must be accomplished in accordance with procedures issued by the Records Officer.

PART 264—VITAL RECORDS

- Sec.
- 264.1 Purpose and scope.
- 264.2 Policy.
- 264.3 Responsibility.
- 264.4 Protection of vital records.

AUTHORITY: 39 U.S.C. 401.

§ 264.1 Purpose and scope.

The reconstruction costs of certain necessary information would be financially prohibitive and certain records are so critical to the continuity of operations of the Postal Service that their loss could paralyze operations. Therefore, to protect this information from loss, specific controls are required which affect all organizational components having the custody of information and records defined as being "vital".

§ 264.2 Policy.

It is the policy of the United States Postal Service to maintain duplicate record copies of all records and information considered vital to the continuity of its operations and the protection of its interests and those of its employees, contractors, and the general public. Vital record copies will be maintained at protected locations accessible to management and operating personnel in times of emergency.

§ 264.3 Responsibility.

(a) *Records Officer.* The Records Officer, in cooperation with the Chief Inspector, is responsible for the establishment of the vital records program, has the authority to categorize records as vital, and to ensure Postal Service-wide compliance with supportive procedures.

(b) *Custodians.* Custodians have the responsibility to ensure that vital records procedures are followed and that vital record copies are deposited at the designated emergency relocation centers.

§ 264.4 Protection of vital records.

Complete procedures concerning the identification, processing, protection, and transfer of vital records are provided by the Records Officer.

PART 266—PRIVACY OF INFORMATION

- Sec.
- 266.1 Purpose and scope.
- 266.2 Policy.
- 266.3 Responsibility.
- 266.4 Collection and disclosure of personal information.
- 266.5 Notification.
- 266.6 Procedures for requesting inspection and copying.
- 266.7 Procedures for requesting amendment.
- 266.8 Schedule of fees.
- 266.9 Exemptions.

AUTHORITY 39 U.S.C. 401; Pub. L. 93-579, 88 Stat. 1896

§ 266.1 Purpose and scope.

This part is intended to protect individual privacy and affects all personal

information collection and usage activities of the entire U.S. Postal Service. This includes the information interface of Postal Service employees to other employees, to individuals from the public at large, and to any private organization or governmental agency.

§ 266.2 Policy.

It is the policy of the U.S. Postal Service to insure that any record within its custody that identifies or describes any characteristic or provides historical information about an individual or that affords a basis for inferring personal characteristics, or things done by or to such individual; and the record of any affiliation with an organization or activity, or admission to an institution, is accurate, pertinent, complete, timely, relevant, and reasonably secure from unauthorized access. Additionally, it is the policy to provide the means for individuals to know: (a) Of the existence of all Postal Service personal information systems, (b) the recipients and usage made of such information, (c) what personal information is optional or mandatory to provide to the Postal Service, (d) the procedures for individual review and update of all relevant personal information, (e) the reproduction fees for personal records, and (f) the procedures for individual legal appeal in cases of dissatisfaction.

§ 266.3 Responsibility.

(a) *Records Officer.* The Records Officer will insure Postal Service-wide compliance to this policy.

(b) *Custodian.* Custodians are responsible for adherence to this part within their respective units and in particular for affording individuals their rights to inspect and obtain copies of records concerning them.

(c) *Information System Executive.* These managers are responsible for reporting the existence of personal records systems, changes to the contents of those systems, and changes of routine use to the Records Officer and also for establishing the relevancy of information within those systems.

§ 266.4 Collection and disclosure of personal information.

(a) The following rules govern the collection of personal information throughout Postal Service operations:

- (1) The Postal Service will:
 - (i) Collect, solicit and maintain only such personal information as is relevant and necessary to accomplish a purpose required by statute or Executive Order,
 - (ii) Collect information, to the greatest extent practicable, directly from the subject individual when such information may result in adverse determinations about an individual's rights, benefits or privileges,
 - (iii) Inform any individual requested to disclose personal information whether that disclosure is mandatory or voluntary, by what authority it is solicited, the principal purposes for

which it is intended to be used, the routine uses which may be made of it, and any penalties and specific consequences for the individual, which are known to the Postal Service, which will result from nondisclosure.

(2) The Postal Service will not discriminate against any individual who fails to provide personal information unless that information is required or necessary for the conduct of the system or program in which the individual desires to participate.

(3) No information will be collected (or maintained) describing how individuals exercise rights guaranteed by the First Amendment unless the Postmaster General specifically determines that such information is relevant and necessary to carry out a statutory purpose of the Postal Service.

(4) The Postal Service will not require disclosure of any individual's Social Security account number or deny a right, privilege or benefit because of the individual's refusal to disclose the number unless disclosure is required by Federal law.

(b) *Disclosures.* (1) Disclosure: Limitations On. The Postal Service will not disseminate personal information unless reasonable efforts have been made to assure that the information is accurate, complete, timely and relevant and unless:

- (i) The individual to whom the record pertains has requested in writing that the information be disseminated, or
- (ii) It has obtained the prior written consent of the individual to whom the record pertains, or
- (iii) The dissemination is in accordance with subsection (2) hereof.

(2) Dissemination of personal information may be made:

- (i) To a person pursuant to a requirement of the Freedom of Information Act (5 U.S.C. 552);
- (ii) To those officers and employees of the Postal Service who have a need for such information in the performance of their duties;
- (iii) For a routine use as contained in the system notices published in the **FEDERAL REGISTER**;
- (iv) To a recipient who has provided advance adequate written assurance that the information will be used solely as a statistical reporting or research record, and to whom the information is transferred in a form that is not individually identifiable;
- (v) To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13, U.S. Code;
- (vi) To the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value;
- (vii) To a person pursuant to a show-

ing of compelling circumstances affecting the health or safety of an individual, if upon such disclosure notification is transmitted to the last known address of such individual.

(viii) To a Federal agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity, if such activity is authorized by law and if the head of the agency or instrumentality has made a written request to the Postal Service specifying the particular portion of the record desired and the law enforcement activity for which the record is sought.

(ix) To either House of Congress or its committees or subcommittees to the extent of matter within their jurisdiction;

(x) To the Comptroller General or any of his authorized representatives in the course of the performance of the duties of the General Accounting Office;

(xi) Pursuant to the order of a court of competent jurisdiction.

(3) *Names and Addresses of Postal Customers.* The disclosure of lists of names or addresses of Postal customers or other persons to the public is prohibited (39 U.S.C. 412) Names or addresses will be disclosed only in those cases permitted by 39 CFR 265.6(d) relating to the Release of Information.

(4) *Employee Job References.* A credit bureau or commercial firm from which an employee is seeking credit may be given the following information upon request: length of service, job title, and salary

(5) *Employee Job References.* Prospective employers of a Postal employee or a former Postal employee may be furnished with the information in § 266.4(b)(4) above, in addition to the date and reason for separation if applicable.

(c) *Correction Disclosure.* Any person or other agency to which a personal record has been or is to be disclosed shall be informed of any corrections or notations of dispute relating thereto affecting the accuracy, timeliness or relevance of that personal record.

(d) *Recording of Disclosure* (1) An accurate accounting of each disclosure will be kept in all instances except those in which disclosure is made to Postal Service employees in the performance of their duties or is required by the Freedom of Information Act (5 U.S.C. 552).

(2) The accounting will be maintained for at least five (5) years or the life of the record, whichever is longer

(3) The accounting will be made available to the individual named in the record upon inquiry except for disclosures made pursuant to provision 4(b)(2)(viii) above relating to law enforcement activities

§ 266.5 Notification.

(a) *Notification of Systems* The following procedures permit individuals

to determine the types of personnel records systems maintained by the Postal Service.

(1) Upon written request, the Postal Service will notify any individual whether a specific system named by him contains a record pertaining to him. See § 266.6 for suggested form of request.

(2) The Postal Service shall publish annually in the FEDERAL REGISTER a notice of existence and character of all personal systems of records. This notice will contain the following information:

(i) Name and location of the system,
(ii) Nature and purposes of the system,

(iii) Categories of individuals on whom personal information is maintained and categories of personal information generally maintained in the system,

(iv) Confidentiality requirements and the extent to which access controls apply to such information,

(v) Postal Service policies and standards regarding the safeguarding and disclosure of information, information storage, duration of retention of information, and elimination of such information from the system,

(vi) Routine uses made by the Postal Service of the personal information contained in the system, including the categories of users and the purpose of the use,

(vii) Title and official address of the custodian,

(viii) Procedures by which an individual can be informed if a system contains personal information pertaining to him gain access to such information, and contest the accuracy, completeness, timeliness, relevance and necessity for retention of the information,

(ix) Categories of sources of such personal information,

(x) System status—either developmental or operational.

(b) *Notification of Disclosure.* The Postal Service shall make reasonable efforts to serve notice on an individual before any personal information on such individual is made available to any person under compulsory legal process when such process becomes a matter of public record. (Also see § 266.4(b) (1)(ii) and (2)(vii).)

(c) *Notification of Amendment.* (See § 266.7 (b)(3) relating to amendment of records upon request.)

(d) *Notification of New Use.* Any newly intended use of personal information maintained by the Postal Service will be published in the FEDERAL REGISTER thirty (30) days before such use become operational. Public views may then be submitted to the Records Officer.

(e) *Notification of Exemptions.* The Postal Service will publish within the FEDERAL REGISTER its intent to exempt any system of records and shall specify the nature and purpose of that system.

§ 266.6 Procedures for requesting inspection and copying.

The purpose of this section is to provide procedures by which an individual may have access to personal information within a comprehensible format.

(a) *Submission of Requests for Access.* (1) Manner of Submission. Inquiries regarding the contents of records systems or access to personal information should be in writing and directed to the custodian of the official record, if known, or to the Records Officer, United States Postal Service, Washington, DC 20260. Inquiries should be clearly marked. "Privacy Act Request". Any inquiry concerning a specific system of records should provide the Postal Service with the information contained under "Notification" for that system as published in the FEDERAL REGISTER. If the information supplied is insufficient to locate or identify the record, the requester will be notified promptly and, if possible, informed of additional information required. If the requester is not a Postal Service employee, he should designate the post office at which he wishes to review or obtain copies of records.

(2) Third Party Inquiries. Anyone desiring to review or copy records pertaining to another person must have the written consent of that person.

(3) Period for Response by Custodian. Upon receipt of an inquiry, the custodian will respond with an acknowledgement of receipt within ten (10) days. If the inquiry requires the custodian to determine whether a particular record exists, the inquirer shall be informed of this determination as a part of the acknowledgement letter.

(b) *Compliance with Request for Access.* (1) Notification of Time and Place for Inspection. When a requested record has been identified and is to be disclosed, the custodian shall ensure that the record is made available promptly and shall immediately notify the requester where and when the record will be available for inspection or copying. Postal Service records will normally be available for inspection and copying during regular business hours at the postal facilities at which they are maintained. The custodian may, however, designate other reasonable locations and times for inspection and copying of some or all of the records within his custody.

(2) Identification of Requester. The requester must present personal identification sufficient to satisfy the custodian as to his identity prior to record review. Examples of sufficient identification are a valid driver's license, medicare card, and employee identification cards.

(3) Responsibilities of Requester. The requester shall assume the following responsibilities regarding the review of official personal records,

(1) Requester must agree not to leave Postal Services premises with official records unless specifically given a copy

for that purpose by the custodian or his representative.

(ii) Requester must sign a statement indicating he has reviewed a specific record(s) or category of record.

(iii) Requester may be accompanied by a person he so chooses to aid in the inspection of information; however, requester must furnish the Postal Service with written authorization for such review in that person's presence.

(4) **Special Rules for Medical Records.** A medical record shall be disclosed to the requester to whom it pertains unless, in the judgment of the custodian, access to such record could have an adverse effect upon such individual. When the custodian, in consultation with a medical doctor, determines that the disclosure of medical information could have an adverse effect upon the individual to whom it pertains, the custodian will transmit such information to a medical doctor named by the requesting individual.

(5) **Limitations on Access.** Nothing in this section shall allow an individual access to any information compiled in reasonable anticipation of a civil action or proceeding. Other limitations on access are those specifically addressed in §§ 266.6(b)(4) above and 266.9 below.

(c) **Response When Compliance Is Not Possible.** A reply denying a written request to review a record shall be in writing signed by the custodian or other appropriate official and shall be made only if such a record does not exist or does not contain personal information relating to the requester, or is exempt from disclosure. This reply shall include a statement regarding the determining factors of denial, and the right to obtain judicial review in a district court.

§ 266.7 Procedures for requesting amendment.

(a) **Submission of Requests for Amendment.** Upon review of a personal record pertaining to an individual, that individual may submit a request to amend the record. This request will be submitted in writing to the custodian and will include a statement of the amendment requested and the reasons therefor which normally will relate to such characteristics as relevance, accuracy, timeliness or completeness.

(b) **Action to be Taken by the Custodian.** Upon receiving an amendment request, the custodian shall promptly:

(1) Acknowledge in writing receipt of the request within ten (10) working days.

(2) Make such inquiry as is necessary to determine whether the amendment is appropriate, and

(3) Correct or eliminate any information that is found to be incomplete, inaccurate, not relevant to a statutory purpose of the Postal Service, or not timely, and notify the requester when this action is complete, or

(4) Not later than thirty (30) working days after receipt of a request to amend, notify the requester of a deter-

mination not to amend and of the individual's right to appeal.

(c) **Appeal Procedure.** (1) If a request to inspect, copy, or amend a record is denied, in whole or in part, or if no determination is made within the period prescribed by this part, the requester may appeal to the U.S. Postal Service Privacy Appeals Officer, U.S. Postal Service, Washington, D.C. 20260.

(2) The requester should submit his appeal in writing within thirty (30) days of the date of denial, or within ninety (90) days of such request if the appeal is from a failure of the custodian to make a determination. The letter of appeal should include, as applicable:

(i) Reasonable identification of the record access to which or the amendment of which was requested.

(ii) A statement of the Postal Service action or failure to act and of the relief sought.

(iii) A copy of the request, of the notification of denial and of any other related correspondence.

(3) Any record found on appeal to be incomplete, inaccurate, not relevant, or not timely, shall within thirty (30) working days of the date of such findings be appropriately amended.

(4) The decision of the U.S. Postal Service Privacy Appeals Officer, constitutes the final decision of the Postal Service on the right of the requester to inspect, copy, change, or update a record. The decision on the appeal shall be in writing and in the event of a denial shall set forth the reasons for such denial and state the individual's right to obtain judicial review in a district court. An indexed file of decisions on appeals shall be maintained by the Records Officer.

(d) **Submission of Statement of Disagreement.** If the final decision does not satisfy the requester, any statement of reasonable length provided by that individual setting forth a position regarding the disputed information, will be accepted and included in the relevant personal record.

(e) **Availability of Assistance in Exercising Rights.** The USPS Records Officer is available to provide an individual with assistance in exercising rights pursuant this part.

§ 266.8 Schedule of fees.

(a) **Policy.** The purpose of this section is to establish fair and equitable fees to permit reproduction of records to concerned individuals while substantially covering the direct costs incurred by the Postal Service.

(b) **Reproduction.** (1) For reproducing any paper or micrographic record or publication, the fee is \$.10 per page. Computer reports will be provided at \$.015 per page. No charge will be made if the total fees authorized by this Part in compliance with a request or series of related requests is less than \$1.00.

(2) The Postal Service may at its dis-

cretion make coin-operated copy machines available at any location. In that event, the requester will be given the opportunity to make copies at his own expense.

(3) The Postal Service will not normally furnish more than one copy of any record.

(c) **Limitations.** No fee will be charged to any individual for the process of retrieving, or amending records.

§ 266.9 Exemptions.

(a) Subsections 552a (j) and (k) of Title 5, U.S. Code, empower the Postmaster General to exempt systems of records meeting certain criteria from various other subsections of section 552a. With respect to systems of records so exempted, nothing in this part shall require compliance with provisions hereof implementing any subsections of section 552a from which those systems have been exempted.

(b) Pursuant to, and to the extent permitted by, subsection 552a (j) and (k) of title 5, United States Code, the following systems of records maintained by the Postal Service are exempted from the designated subsections of section 552a of title 5, United States Code:

(1) Postal Inspection Service Investigative Files System from 5 U.S.C. 552a (c)(3) and (4), (d)(1)-(4), (e)(1)-(3), (e)(4) (G) and (H), (e) (5) and (8), (f), (g), and (m).

(2) Postal Inspection Service Mail Cover Program Records from 5 U.S.C. 552a (c) (3) and (4), (d)(1)-(4), (e)(1)-(3), (e)(4) (G) and (H), (e)(5), (e)(8), (f), (g) and (m).

(3) Postal Service Personnel Investigations Records from 5 U.S.C. 552a (d)(1)-(4) and (e)(1) to the extent that information in the system is subject to exemption under 5 U.S.C. 552a(k)(5) as relating to the identity of a source who furnished information to the Government in confidence as a part of an investigation conducted solely for the purpose of determining suitability, eligibility, or qualifications of an individual for employment.

(4) Postal Service Recruiting, Examining and Placement Records from 5 U.S.C. 552a (d)(1)-(4), (e)(1), (e)(4) (G) and (H), and (f) to the extent that information in the system is subject to exemption pursuant to 5 U.S.C. 552a(k) (5) and (6) as relating to testing or examination material as to the identity of a source who has furnished information to the Government in confidence as a part of an investigation conducted solely for the purpose of determining suitability, eligibility or qualifications of an individual for employment.

(5) Postal Service Research and Test Validating Records from 5 U.S.C. 552a (d)(1)-(4), (e)(4) (G) and (H), and (f) to the extent that information in the system is subject to exemption pursuant to 5 U.S.C. 552a(k)(6) as relating to testing and examination material.

PRIVACY ACT ISSUANCES

(6) Postal Service Equal Employment Opportunity Discrimination Complaint Investigations and Counselings from 5 U.S.C. 552a (d)(1)-(4), (e)(4) (G) and (H), and (f) to the extent that information in the system is subject to exemption pursuant to 5 U.S.C. 552a(k)(5) as material compiled for law enforcement purposes

(7) Postal Service Postmaster Selection Program Records from 5 U.S.C. 552a(d)(1)-(4) and (e)(1) to the extent that information in the system is subject to exemption under 5 U.S.C. 552a(k)(5) as relating to the identity of a source who furnished information to the Government in confidence as a part of an investigation conducted solely for the purpose of determining suitability, eligibility or qualifications of an individual for employment

PART 267—PROTECTION OF INFORMATION

Sec.

267.1 Purpose and scope

267.2 Policy

267.3 Responsibility

267.4 Information security standards

AUTHORITY: 39 U.S.C. 401 Pub. L. 93-579 88 Stat. 1896.

§ 267.1 Purpose and scope.

This Part addresses the protection of information and records in the custody of the Postal Service throughout all phases of information flow and within all organization components, and includes micromated, manual and data processing information.

§ 267.2 Policy.

Consistent with the responsibility of the Postal Service to make its official records available to the public to the maximum extent required by the public interest, and to insure the security, confidentiality and integrity of official records containing personal information, it is the policy of the Postal Service to maintain definitive and uniform information security safeguards. These safeguards will have as their purpose:

(a) Insuring the effective operation of the Postal Service through appropriate controls over critical information, and

(b) Protecting personal privacy and the public interest by limiting unauthorized access to restricted and discretionary information.

§ 267.3 Responsibility

(a) *Chief Postal Inspector and USPS Records Officer.* The Chief Inspector and the Records Officer will insure within their respective areas of jurisdiction:

(1) Postal Service wide compliance with this policy and related standards and procedures, and

(2) that remedial action is taken when violations or attempted violations of these standards and procedures occur.

(b) *Custodians.* All custodians are responsible for insuring that information security standards and procedures are followed and that all relevant employees participate in the information security awareness programs.

§ 267.4 Information security standards.

(a) The Postal Service will operate under a uniform set of information security standards which address the following functional aspects of information flow and management:

- (1) Information system development,
- (2) Information collection,
- (3) Information handling and processing,
- (4) Information dissemination and disclosure,
- (5) Information storage and destruction.

(b) Supplementing this list are information security standards pertaining to the following administrative areas:

- (1) Personnel selection and training,
- (2) Physical environment protection,
- (3) Contingency planning,
- (4) Information processing or storage system procurement,
- (5) Contractual relationships.

PART 268—PRIVACY OF INFORMATION—EMPLOYEE RULES OF CONDUCT

Sec.

268.1 General Principles.

268.2 Consequences of Non-Compliance.

AUTHORITY: 39 USC 401; Pub. L. 93-579, 88 Stat. 1896.

§ 268.1 General Principles.

In order to conduct its business, the Postal Service has the need to collect various types of personal information pertaining to its customers and employees. Information of this nature has been entrusted to the Postal Service, and employees handling it have an ethical obligation to hold it in confidence and to actively protect it from uses other than those compatible with the purpose for which the information was collected. This obligation is legally imposed by the Privacy Act of 1974, which places specific requirements upon all Federal agencies, including the Postal Service, and their employees. In implementation of these requirements, the following rules of conduct apply:

(a) Except as specifically authorized in § 266.4(b)(2) of this chapter, no employee shall disclose, directly or indirectly, any personal record to any person or organization. Managers are to provide guidance in this regard to all employees who must handle personal information.

(b) No employee will maintain a

secret system of personal records. All personal records systems must be reported to the Records Officer.

(c) All employees shall adhere strictly to the procedures established by the United States Postal Service to ensure the confidentiality and integrity of personal information collected, maintained and used for official Postal Service business. Employees shall be held responsible for any infractions and or violation of these procedures.

§ 268.2 Consequences of Non-Compliance

(a) The Privacy Act authorizes any individual, whether or not an employee, to bring a civil action in United States District Court to obtain judicial review of the failure of the Postal Service to comply with the requirements of the Act or its implementing regulations. In certain instances of willful or intentional non-compliance, the plaintiff may recover damages from the Postal Service in the minimum amount of \$1,000 together with costs of the action and attorney fees

(b) The Act provides criminal sanctions for individuals, including employees, who violate certain of its provisions.

(1) Any officer or employee who by virtue of his employment or position, has possession of, or access to official records which contain individually identifiable information and who knowing that disclosure of the specific material is prohibited by Postal Service regulations, willfully discloses the material to a person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(2) Any officer or employee who willfully maintains a system of records without meeting the notice requirements set forth in Postal Service regulations shall be guilty of a misdemeanor or fined not more than \$5,000.

(3) Any person who knowingly and willfully requests or obtains any record concerning another individual from the Postal Service under false pretense shall be guilty of a misdemeanor and fined not more than \$5,000.

(c) In addition to the criminal sanctions, any employee violating any provisions of these rules of conduct is subject to disciplinary action which may result in dismissal from the Postal Service.

PART 447—CODE OF ETHICAL CONDUCT FOR POSTAL EMPLOYEES

§ 447.91 Statutes and Regulations Applicable to Postal Employees.

(jj) Privacy Act of 1974 (5 U.S.C. 552a).





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