

federal register

TUESDAY, JANUARY 11, 1977

PART VIII



**COUNCIL ON
ENVIRONMENTAL
QUALITY**

■
PRIVACY ACT OF 1974

Systems of Records

**COUNCIL ON ENVIRONMENTAL
QUALITY
PRIVACY ACT OF 1974
Systems of Records**

Pursuant to the provisions of the Privacy Act of 1974, Public Law 93-579, 5 U.S.C. 552a, the Council on Environmental Quality hereby publishes for comment the following notice of systems of records subject to the Privacy Act of 1974 which are maintained by the Council. Any person interested in commenting on the routine use portions of the system notices may do so by submitting comments in writing to the Office of General Counsel, Council on Environmental Quality, 722 Jackson Place, NW., Washington, D.C. 20006. Comments should be submitted on or before February 10, 1977. The routine uses of these systems of records will become effective February 10, 1977, unless the Council finds it necessary to modify them in response to comments received from the public. The remainder of the system notices are effective immediately upon publication. The Council's procedures for access to records in the systems are proposed as Title 40 Part 1516 of the Code of Federal Regulations. (See proposal document published January 5, 1977).

Dated at Washington, D.C. on December 29, 1976.

David W. Tunderman,
Acting General Counsel.

0331-0001(CEQ-1)

System name: Payroll Records—Council on Environmental Quality.

System location: General Services Administration, Region 3 Office; copies held by the Council. (GSA holds records for the Council on Environmental Quality under contract.)

Categories of individuals covered by the system: Employees and members of the Council.

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 Council and GSA employees to maintain adequate payroll information for Council employees, and otherwise by Council 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 The National Environmental Policy Act, 42 U.S.C. 4321 et seq. (P.L. 91-190).

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 the Administrative Officer, Council on Environmental Quality, 722 Jackson Place, NW., 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 a written request from an appropriate city official to the

Administrative Officer
Council on Environmental Quality
722 Jackson Place, NW.,
Washington, D.C. 20006

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 Agency Liaison Personnel and payroll, finance, and legal 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:

Administrative Officer
Council on Environmental Quality
722 Jackson Place, NW.
Washington, D.C. 20006

Notification procedure: Contact Administrative Officer of the Council and refer to the Council's access regulations contained in Part 1516 of the Code of Federal Regulations.

Record access procedures: Contact Administrative Officer of the Council and refer to the Council's access regulations contained in Part 1516 of the Code of Federal Regulations.

Contesting record procedures: The subject individual; the Council.

0331-0002(CEQ-2)

System name: General Financial Records—Council on Environmental Quality.

System location: General Services Administration, Central Office; copies held by the Council. (GSA holds records for the Council on Environmental Quality under contract.)

Categories of individuals covered by the system: Employees and members of the Council.

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 Council 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 the National Environmental Policy Act, 42 U.S.C. 4321 et seq. (P.L. 91-190).

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 Agency Liaison Personnel, and payroll, finance, and legal staff.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition.

System manager(s) and address:

Administrative Officer
Council on Environmental Quality
722 Jackson Place, NW.
Washington, D.C. 20006

Notification procedure: Contact Administrative Officer of the Council or refer to the Council's access regulations contained in Part 1516 of the Code of Federal Regulations.

Record access procedures: Contact Administrative Officer of the Council or refer to the Council's access regulations contained in Part 1516 of the Code of Federal Regulations.

Contesting record procedures: The subject individual; the Council.

0331-003(CEQ-3)

System name: General Informal Personnel Files—Council on Environmental Quality.

System location: Council on Environmental Quality.

Categories of individuals covered by the system: Employees and members of the Council, past and present.

Categories of records in the system: Personnel qualifications statements (SF 171), personnel action requests and notifications, consultant and/or expert certifications, delegations of authority, background information for security clearances (non-sensitive and critical-sensitive), statements of employment and financial interests, training materials and correspondence with the Council.

Authority for maintenance of the system: Title 5, U.S.C., generally. Also the National Environmental Policy Act, 42 U.S.C. 4321 et seq. (P.L. 91-190).

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 Agency Liaison Personnel and payroll, finance and legal staff.

Retention and disposal: Disposition of records shall be in accordance with the GSA records maintenance and disposition system.

System manager(s) and address:

Administrative Officer
Council on Environmental Quality
722 Jackson Place, NW.
Washington, D.C. 20006

Notification procedure: Contact Administrative Officer of the Council or refer to the Council's access regulations contained in Part 1516 of the Code of Federal Regulations.

Record access procedures: Contact Administrative Officer of the Council or refer to the Council's access regulations contained in Part 1516 of the Code of Federal Regulations.

Contesting record procedures: The subject individual; the Council.

APPENDIX—The Council on Environmental Quality

In the event that a system of records maintained by this agency to carry out its functions 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.

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 the 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 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 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 an investigation or settlement or a grievance, complaints, or appeal filed by an employee. A record from this system of records may be disclosed as a "routine use" to the United States Civil Service Commission in accordance with that agency's responsibility for evaluation and oversight of Federal personnel management.

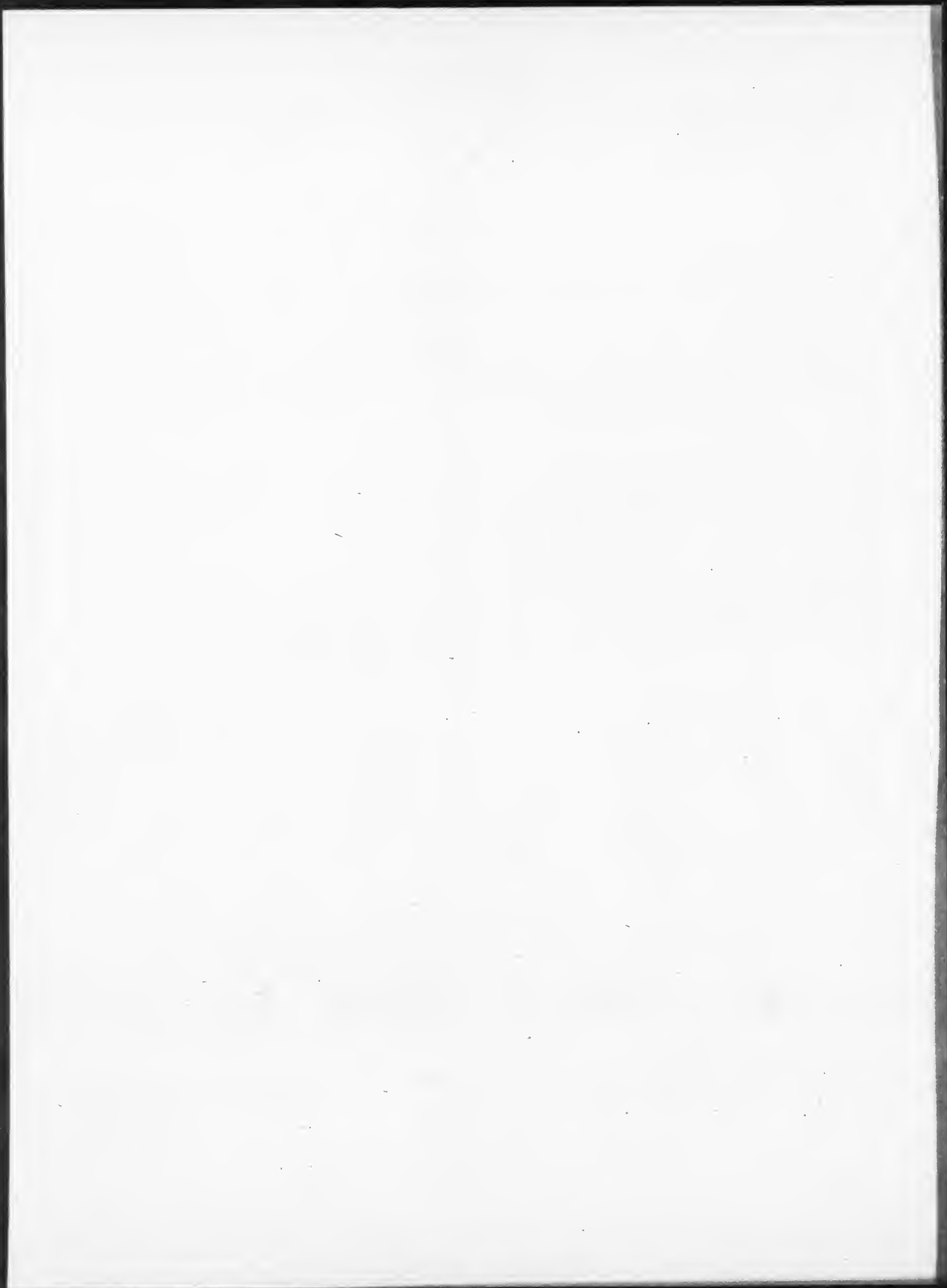
A record from this system of records may be disclosed as a "routine use" to officers and employees of a Federal agency for purposes of audit.

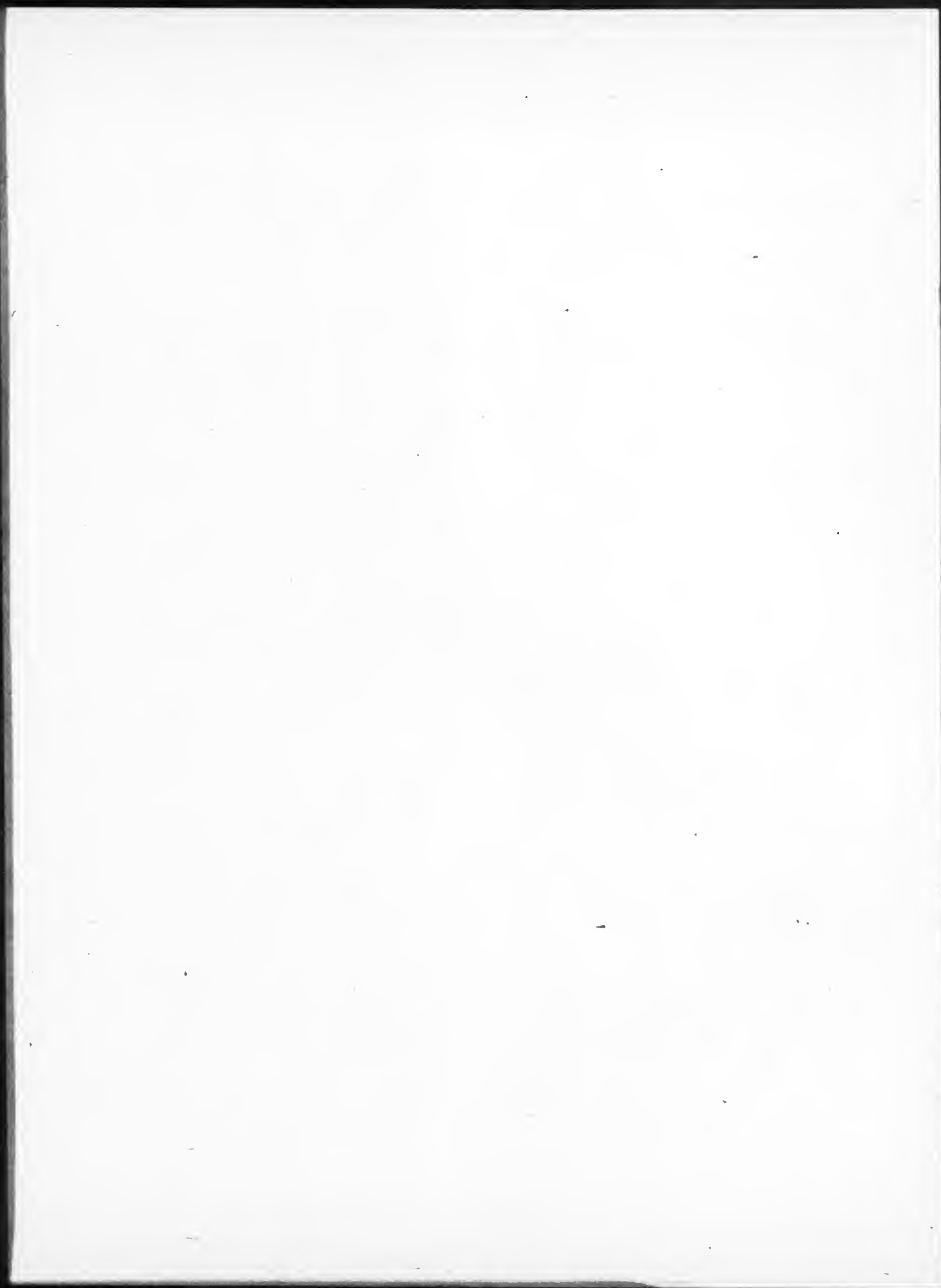
The information contained in the system of records will be disclosed as a "routine use" to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

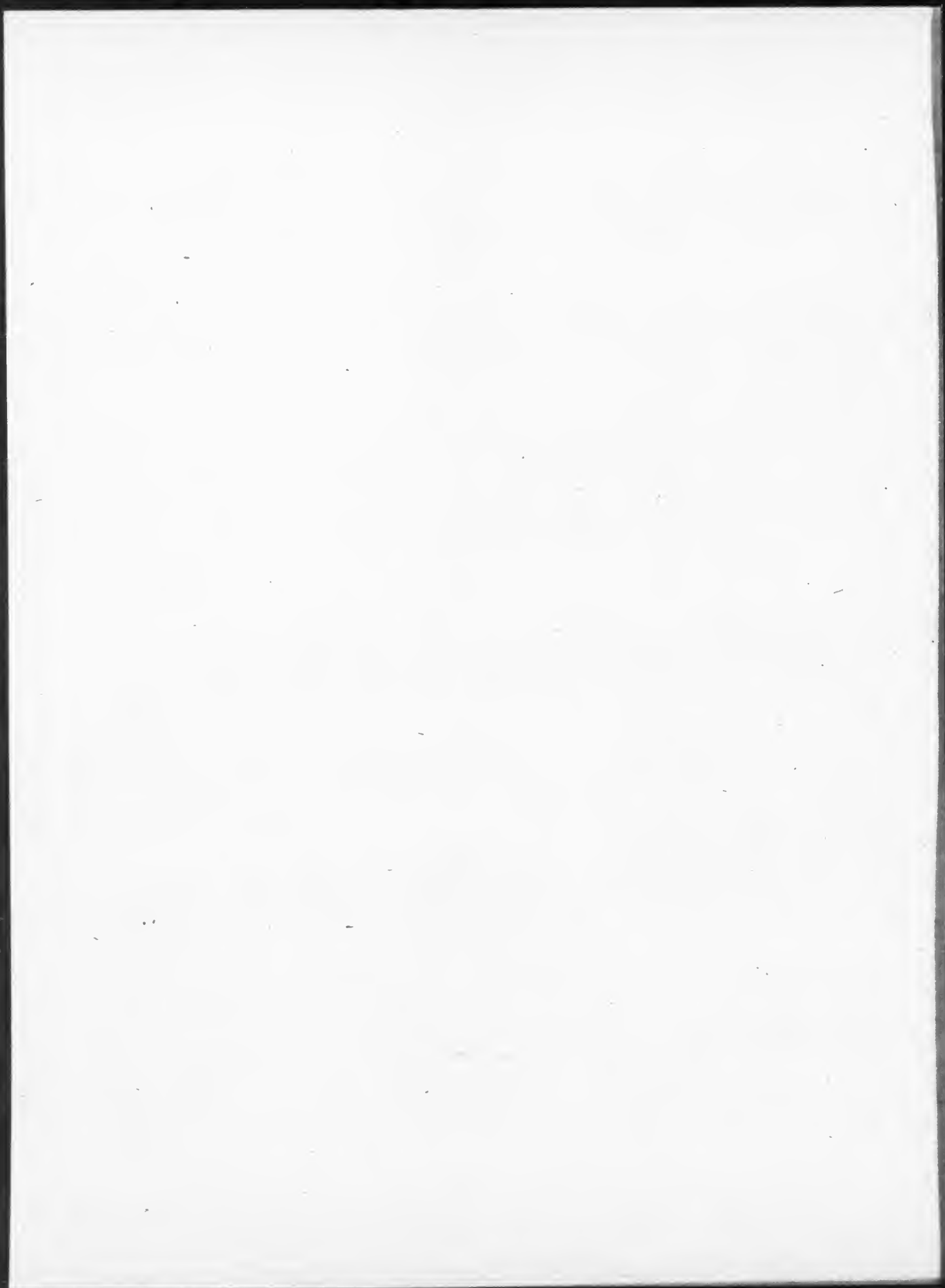
A record from this system of records may be disclosed as a "routine use" to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the request of the individual about whom the record is maintained.

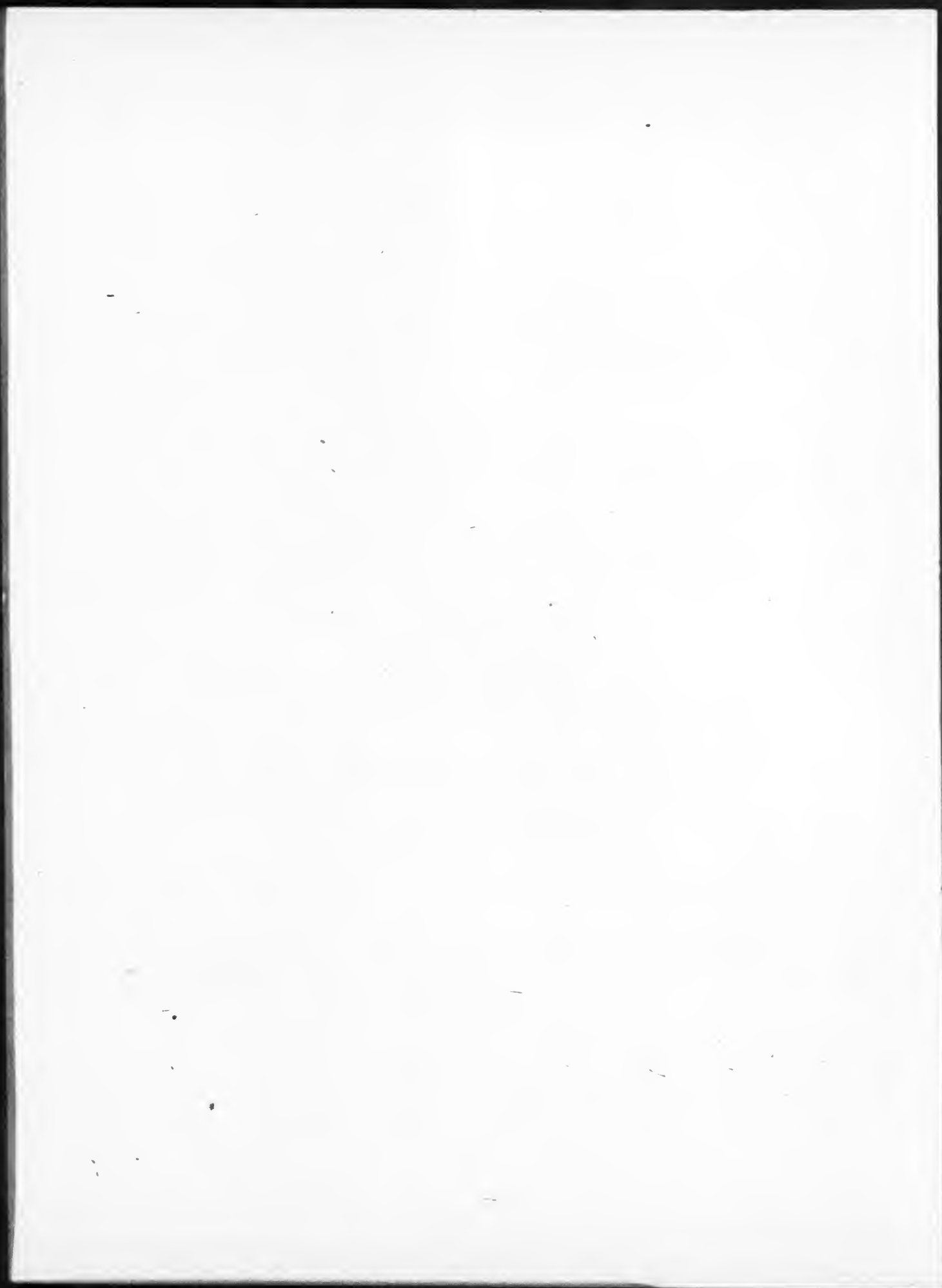
A record from this system of records may be disclosed as a "routine use" to officers and employees of the General Services Administration in connection with administrative services provided to the Council under agreement with GSA.

[FR Doc.76-38494 Filed 12-30-76;2:37 pm]





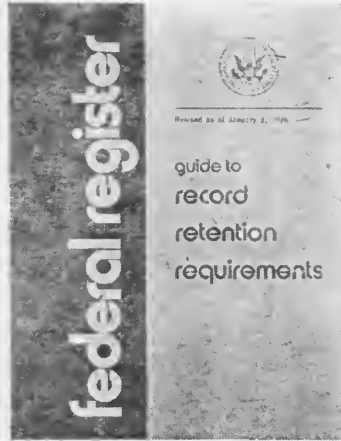




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