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PART V:

POSTAL SERVICE

PRIVACY ACT OF 1974

Systems of Records

**POSTAL SERVICE
PRIVACY OF INFORMATION
Systems of Records**

The primary purpose of this document is to publish the annual notice under 5 U.S.C. 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 previously proposed changes in Postal Service systems of records. These changes include the establishment of a new system of records, the modification of two previously established systems of records, the deletion of a superseded system of records, and the expansion of a routine use of a system of records. This document also makes editorial corrections and revisions in the notices of several previously identified systems of records.

Postal Service regulations concerning the privacy of information, 39 C.F.R. Part 266, were published in the Federal Register on October 2, 1975 (40 FR 45721), and amended in minor respects on June 18, 1976 (41 FR 24709). Those Postal Service systems of records which are exempt from certain provisions of the Privacy Act are listed in 39 C.F.R. 266.9(b).

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;
- (3) Audit by Postal Inspectors to insure that Postal Service managers are maintaining their systems of records in accordance with the requirements of the Privacy Act;

(4) Storage at GSA Federal Records Centers when the records become inactive, before destruction.

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."

NOTICE OF ADDITIONAL SYSTEM OF RECORDS

On May 13, 1976, the Postal Service published for comment in the Federal Register (41 FR 19924) initial notice of its intention to establish a new system of records. One public comment was received after the time for comment had expired. In addition to being late, this comment was irrelevant to the privacy impact of the proposed system. Accordingly, after a review of the proposed text, the Postal Service has determined to make final, effective immediately its previously published notice of the existence and character of this system. USPS 130.040, Philately—Philatelic Product Sales and Distribution. This document constitutes final notice of the existence and character of this system, which appears in the list of Postal Service systems of records published at the end of this document.

MODIFICATION OF SYSTEMS OF RECORDS DELETION OF SUPERSEDED SYSTEM

On July 30, 1976, the Postal Service published for comment in the Federal Register (41 FR 32203) initial notice of its intention to modify earlier inadequate descriptions of two Postal Service systems of records. No adverse comments were received regarding these proposed modifications. Accordingly, after a review of the proposed text, the Postal Service has determined to make final, effective immediately, its previously published, modified notice of the existence and character of the following two systems.

- (1) USPS 160.010, Special Mail Services—Registered Mail Inquiry for Delivery or Application for Indemnity,
- (2) USPS 160.020, Special Mail Services—Request for Payment of Domestic Postal Insurance (Claim) Records.

This document constitutes final notice of the existence and character of these systems, which appear in the list of systems at the end of this document.

The review of the operation of these two systems has further indicated that they supersede and make obsolete a third system of records, USPS 070.030, Inquiries and Complaints—Inquiry for Loss or Rifling of Mail Matter. Tentative Postal Service notice regarding this system was published in the Federal Register on August 28, 1975 (40 FR 39814), final notice, with amendments, on October 8, 1975 (40 FR 47422, 47423), and notice of additional routine uses on January 15, 1975 (41 FR 2287), and March 26, 1976 (41 FR 12840).

Accordingly, Postal Service maintenance of system USPS 070.030 is no longer relevant and necessary to the accomplishment of a purpose of the Postal Service. The Postal Service has therefore determined under 5 U.S.C. 552a(e)(1) effective immediately, to delete this system from its list of systems of records. This document constitutes final notice of this deletion, and former system USPS 070.030 does not appear in the list of systems at the end of this document.

ROUTINE USE OF SYSTEM OR RECORDS

On July 28, 1976, the Postal Service published for comment in the Federal Register (41 FR 31431) initial notice of its intention to expand a routine use of a system of records maintained by the Postal Service. This system, USPS 050.020, Finance Records—Payroll System, contains general payroll information pertaining to postal employees. The Postal Service proposed to expand a routine use of this system to permit the Postal Service to furnish pertinent information to groups other than financial organizations such as charitable organizations, which receive salary allotments at the election of the employee. No adverse comment was received regarding the proposed change. Accordingly, after a review of the proposed text, the Postal Service has determined to make final, effective immediately, its previously published notice of the expanded routine use, which appears in the notice of system USPS 050.020 contained in the list of systems at the end of this document.

EDITORIAL CORRECTIONS AND REVISIONS

The Postal Service has also determined it is necessary to make certain editorial corrections and revisions to several systems of records. The editorial corrections and revisions, all of which have been incorporated into the list of systems at the end of this document, and none of which changes the general character or purpose of an affected system, are as follows:

USPS 010.030

System location: CHANGE TO READ, "District Offices, Sectional Centers, Post Offices, Postal Data Centers."

USPS 050.010

System location: CHANGE TO READ, "Postal Data Centers, Postal Service Personnel Offices."

Notification procedure: CHANGE TO READ, "Requests for information should be presented to employee's personnel officer furnishing name and social security number."

USPS 050.020

System location: CHANGE TO READ, "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."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: CHANGE USE NUMBER 3 TO READ, "3 Unemployment Compensation Data—To reply to State Unemployment Offices at the request of separated USPS employees."

USPS 090.020

Notification procedure: CHANGE TO READ, "A customer wishing to know whether information about him is maintained in this system of records should address inquiries to the postmaster of the office where a passport application was made. Inquiries should contain the full name and address of the customer."

USPS 110.010

Categories of records in the system: CHANGE TO READ, "Records controlling the issuance of accountable Postal Service property such as equipment, credentials, and controlled documents."

Retrievability: CHANGE TO READ, "Name of recipient of accountable property and types of equipment."

System manager(s) and address: CHANGE TO READ, "(1) Chief Postal Inspector, Headquarters; (2) APMG, Procurement and Supply Department Headquarters."

USPS 120.040

System name: CHANGE TO READ, "Personnel Records—Employee Job Bidding Records, 120.040."

System location: CHANGE TO READ, "Bidding system records are located and maintained in most Departments, facilities and certain contractor sites of the Postal Service."

System manager(s) and address: CHANGE TO READ, "APMG, Labor Relations Department, Headquarters."

USPS 120.070

System location: DELETE FROM LOCATION, "Civil Service Commission."

Notification procedure: ADD TO NOTIFICATION, "Former employees should submit requests to any Postal Service Personnel Officer, giving name, date of birth and social security number."

USPS 120.110

System location: CHANGE TO READ, "Post Offices/Facilities; Regional and National Headquarters."

Categories of individuals covered by the system: CHANGE TO READ, "Postal employees and applicants for employment."

Categories of records in the system: CHANGE TO READ, "Replies from character references; former employers and local police records."

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: CHANGE PURPOSE TO READ, "To determine suitability of employment."

Storage: CHANGE TO READ, "Information is maintained on preprinted forms and correspondence."

Retention and disposal: CHANGE TO READ, "Records are destroyed upon termination of employment if the employment is terminated before the end of the probationary period; or if the employee is retained beyond the probationary period, either at the end of the probationary period or upon receipt of the investigatory report from the Civil Service Commission—whichever comes later."

Record source categories: CHANGE TO READ, "Information is obtained from local police records, former employers, and character references."

USPS 120.120

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: DELETE USE NUMBER 5.

USPS 120.140

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: CHANGE TO READ, "Purpose—Providing counselors with information to maintain caseload and follow-up counseling of individuals under Program. Used as a management data source for statistical reporting on the Program. DELETE FROM USE, "1. Used as a management data source for statistical reporting on the Program."

USPS 120.190

Categories of records in the system: CHANGE TO READ, "Records consist primarily of summaries or extractions from the following other personnel systems: 120.036, 120.070, 120.150, 120.180, 120.210: In addition, records may consist of other Postal Service documents."

USPS 150.010

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: DELETE USE NUMBER 1.

System manager(s) and address: CHANGE TO READ, "Postal Service Records Officer, Headquarters."

USPS 150.020

System name: DELETE FROM NAME, "(Proposed System)"

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: DELETE USE NUMBER 1.

System manager(s) and address: CHANGE TO READ, "Postal Service Records Officer, Headquarters."

USPS 150.025

System location: CHANGE TO READ, "Postal Service National Headquarters."

System manager(s) and address: CHANGE TO READ, "Postal Service Privacy Appeals Officer, Headquarters."

This document constitutes final notice of these editorial corrections and revisions.

General questions regarding this publication or the Postal Service Privacy regulations may be directed to:

Records Officer
U.S. Postal Service
Washington, DC 20260

Roger P. Craig,
Deputy General Counsel.

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 is retained for two years from the effective date while related documents are retained one year. All records are disposed of by shredding or burning.

b. Information on magnetic tape is retained one year from the effective date and 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 Joint Venture program exists, 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.

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.

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 employee's 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.

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 020.020

System name: Communications (Public Relations)—Children's Art Contest, 020.020

System location: Customer Services Department, Headquarters

Categories of individuals covered by the system: Children of USPS employees who participated in the Children's Art Contest.

Categories of records in the system: Records contain the child's name, address, age, school and the signature of one parent.

Authority for maintenance of the system: Public Law 93-179

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To administer the Children's Art Program.

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: Stored in filing equipment, information is contained on an application form.

Retrievability: Records are maintained by contestant name within state.

Safeguards: Normal physical security with access limited to members of the Children's Art Program.

Retention and disposal: Maintained until audited by the Inspection Service, then destroyed by shredding.

System manager(s) and address: APMG, Customer Services Department, Headquarters

Notification procedure: Inquiries should be addressed as above, providing individual's name and state.

Record access procedures: See SYSTEM MANAGER above.

Contesting record procedures: See SYSTEM MANAGER 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 USC. 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.

Categories 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 Civil Service Commission to adjudicate complaints of alleged discrimination.

Use—

1. Disclosed by USPS to U.S. Civil Service Commission to adjudicate complaints of alleged discriminations.

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 investigation 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.

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

Storage: Information is maintained in letter form from complainants, affidavits, interviews and investigative forms.

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: Information is maintained in file cabinets in locked rooms.

Retention and disposal: Current files are purged quarterly and sent to local storage where they are retained indefinitely.

System manager(s) and address: 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.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" 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.

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 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 & 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: USPS Vehicle Operators and private individuals responsible for damages to postal vehicles.

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.

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

Storage: Records are maintained on printed forms, punched cards and magnetic tapes.

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 paid 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.

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.

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 State and local government agencies having taxing authority pertinent records, relating to individual employees, including name, home address, social security account number (in accordance with Section 7 of Pub. L. No. 93-579) and 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 in-

dividual 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.

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.

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 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 in this system of records consists of name, social security number, designation code, 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. Information may be furnished to employee organizations in the event of complaints or grievance on the part of an employee.

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.

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.

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, Section 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.

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.

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—Patrons 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 name: Inspection Requirements—Investigative File System, 080.010.

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.

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.

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.

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 090.010

System name: Non-Mail Services—Food Coupon Program Records, 090.010

System location: Post Offices in 17 states (IL, MI, KY, GA, SC, NC, OK, TX, CA, WA, AK, MT, NM, CO, AR, OR, MA) 2316 Post Offices, Stations and Branches; (Locations are subject to frequent change.)

Categories of individuals covered by the system: Persons authorized to purchase food coupons.

Categories of records in the system: Name, address, and number of food coupons.

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 provide local distribution of food coupons authorized by the state governments listed in location above.

Use—

1. Transfer relevant records to the U. S. Department of Agriculture and to appropriate State or local administering authority.

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.

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

Storage: These records are stored in file cabinets located in the Accounting Unit; some information is maintained on tape as well.

Retrievability: Name of purchaser and number of card issued by the State.

Safeguards: Records are maintained on secured premises in file cabinets.

Retention and disposal: Information in this system of records is maintained for thirty days and then returned to the State.

System manager(s) and address: APMG, Customer Services, 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 upon location of the record purchasers will be required to produce the State-issued card authorizing purchase.

Record access procedures: See "NOTIFICATION" above.

Contesting record procedures: See "NOTIFICATION" above.

Record source categories: The State and purchasers of the food coupons.

USPS 090.020

System name: Non-Mail Services—Passport Application Records, 090.020

System location: 886 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, phone number, address, 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 in this system is maintained for two years and destroyed by shredding.

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 office where a passport application was made. 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 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.

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 100.030

System name: Office Administration—Pre-Paid Pass Program—Massachusetts Bay Transit Authority (MBTA), 100.030

System location: Boston Post Office

Categories of individuals covered by the system: USPS Employees in the Boston Post Office who volunteered to join the Massachusetts Bay Transit Authority pre-paid pass program to ride the busses and subways in Boston.

Categories of records in the system: Records information consists of names, addresses, plan number and amount of monthly deductions.

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 list of those employees participating in the pre-paid plan, to identify which plan and the amount of payroll deduction.

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.

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

Storage: Information is kept on magnetic tape, punched cards, pre-printed forms and computer printouts.

Retrievability: Information is retrieved on employee's Social Security Number.

Safeguards: Information is protected by computer center physical security.

Retention and disposal: Computerized records and hard copy records are retained for two years then destroyed by scratching or shredding.

System manager(s) and address: Postmaster, Boston, MA

Notification procedure: Name and Social Security Number

Record access procedures: Write or contact "SYSTEM MANAGER" above.

Contesting record procedures: Write or contact "SYSTEM MANAGER" above.

Record source categories: Information in this system of records is obtained from the applicant.

USPS 100.040

System name: Office Administration—Response to General Services Administration (GSA) Basic Order Agreement (BOA) Solicitations, 100.040

System location: Management Information Systems Department, USPS Headquarters

Categories of individuals covered by the system: Contractor personnel skilled and experienced in information systems.

Categories of records in the system: Personnel and professional resumes together with statements of company capabilities and rates.

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 postal managers with information on the skills, experience and education of contractor personnel so that a selection may be made to fill a specific job.

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: In original typed, printed or handwritten form.

Retrievability: Filed by employee name and organized by contractor.

Safeguards: Records are maintained in closed filing drawers within a secured facility.

Retention and disposal: Records are maintained through the length of the contract, non-selected companies and individuals may be retained if under consideration for future contracts. Destroyed by shredding.

System manager(s) and address: APMG, Management Information Systems Department, Headquarters

Notification procedure: Individuals 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 the name of the company that has bid his/her services.

Record access procedures: See "SYSTEM MANAGER" above.

Contesting record procedures: See "SYSTEM MANAGER" above.

Record source categories: Companies listed on G.S.S. B.O.A. responding to solicitations.

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.

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 information 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 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-engineers which have potential for selection and award of a contract to perform architect-engineering 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 Bank 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.

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

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: USPS Headquarters, Employee Relations Department; Regional Headquarters; District Offices; Sectional Centers; Post Offices; Bulk Mail Centers; Postal Data Centers.

Categories of individuals covered by the system: All postal employees that have an accident that involves

100 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. USPS safety and health officers and personnel in the course of their inspections.

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.

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 for five years following the end of the calendar year to which they relate.

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

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 unit employees in the Postal Service (PS), Postal Management Salary (PMS), Postal Executive Salary (PES) (except officers) and Fourth-Class Salary (FCS) Schedules, 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.

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.

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.

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 case 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.

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. 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 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: APMG, Employee Relations 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

recommendation and all information relative to Federal employment including pre-postal employment and current postal employment history.

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—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, such as licenses, if necessary to obtain relevant information or other pertinent information 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.

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: Maintained until employee is separated, then portions are sent to the Federal Records Center, St. Louis for processing and storage. Folders for employees who transfer to other Federal agencies are sent to the agency where employee is re-employed.

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 above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Employee, references, and past employers.

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: The file contains the Minority Designation Code, date of birth, and social security Numbers of all 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. 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.

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 authentication and physical security.

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 information about them is maintained in this system of records 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: Personnel Office of employing facility for present employee records, and the National Personnel Records Center, St. Louis, MO 63118 for former employee records.

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 USC 401, 1001

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Purpose—To process medical records which are kept on each postal employee.

Use—

1. Information in these records is provided to the Civil Service Commission and is used to make the following determinations:

- a. Veterans Preference
- b. Disability retirement
- c. Postal Service seniority
- d. Disabled child
- e. Competency
- f. "Insurable interest" survivor annuity elections
- g. Health benefit eligibility
- h. Disputed health benefit claim validity
- i. Suitability for employment or continued employment of individuals
- j. Benefit entitlement
- k. Medical Counseling

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 Workmen 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 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: Preprinted forms and paper files.

Retrievability: Charts filed alphabetically by name.

Safeguards: No one sees records without employee's written permission.

Retention and disposal: Records are destroyed the 6th year after employee leaves the USPS. All records are shredded after sixth year.

System manager(s) and address: APMG, Employee Relations Department, Headquarters.

Notification procedure: 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 above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: USPS employees and medical staff.

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.

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—Personnel Investigations 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.

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.

Policies and practices for storing, retrieving, accessing, retaining, and 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: Records are destroyed upon termination of employment if the employment is terminated before the end of the probationary period; or if the employee is retained beyond the probationary period; either at the end of the probationary period or upon receipt of the investigatory report from the Civil Service Commission—whichever comes later.

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: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information is obtained from local police records, former employers, and character references.

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.

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. To furnish selection boards with necessary information to make Postmaster selection.

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: Printed, typed or handwritten forms.

Retrievability: Employee name and Postal facility where employed.

Safeguards: Locked file cabinets in a secured facility.

Retention and disposal: These records are maintained for two years and then destroyed by shredding.

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 Regional Postmaster General in the area of vacancy where application was made. Inquiries should contain full name and the Postal facility to which application was made, title, and place of employment.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information is obtained from the employee, postal background personnel data, and from forms completed by the employee.

USPS 120.140

System name: Personnel Records—Program for Alcoholic Recovery (PAR), 120.140

System location: USPS Headquarters; Regional Headquarters.

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—

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: 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: Records are maintained for two years then destroyed by shredding. Historical Case Record Card is maintained indefinitely.

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: Employee, correspondence from hospital and/or doctor, and USPS PAR counselors.

USPS 120.150

System name: Personnel—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 resumes, personal applications, test scores, academic transcripts, letters of recommendation notes and comments from interviews, investigations and related correspondence; employee grade, promotion, merit forms, including those for Management Associate and Management Trainee Programs.

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 managers and supervisors information in recruiting and recommending appointment of qualified persons to any grade level.

Use—

1. To refer applicants to USPS officials for purposes of consideration for placement in positions for which an applicant has applied and is qualified.

2. To exchange or furnish information to other employees or employment reference services.

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 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.

5. 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.

6. 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.

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.

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: a. Register of eligibles—Transferred to Federal Records Center one year after date of termination. Destroyed five years after date of termination.

- b. Index cards—Destroyed when no longer needed.
 c. Cancelled and ineligible applications—Destroyed two years after date of establishment of register or when register is terminated, whichever is shorter.
 d. Examination record cards—Transferred to Federal Records Center ten years after initiated; destroyed five years later.
 e. Inquiries and replies thereto regarding availability for appointment—Destroyed after pertinent information has been recorded.
 f. Certificates of transfer reinstatement of change in status of Federal employees—Destroyed one year after date of certificate.

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" above.

Contesting record procedures: See "NOTIFICATION" 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.

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.

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 Discretionary 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 primarily of summaries or extractions from the following other personnel system: 120.036, 120.070, 120.150, 120.180, 120.210. In addition, records may consist of other Postal Service documents.

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.

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: Retained for the duration of the subject's employment as needed. Records pertaining to employee counseling must be destroyed after one year if the incident that precipitated the counseling is not reported during a 12 month period.

System manager(s) and address: APMG, Employee Relations Department, Headquarters.

Notification procedure: Employees wishing to know whether this system of records contain 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 above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Other personnel records systems, supervisor notes, subject employees.

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—

- To provide GSA and USPS driver credentials.
- 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.
- 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.
- 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.
- 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: 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 130.010

System name: Philately—Ben Franklin, Stamp Club Sponsors Records, 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:

- To assist sponsors in forming stamp clubs.
- Making contact with clubs to assist in program presentation and USPS cooperation at stamp shows and philatelic exhibits.
- Responsiveness to philatelic sales requests.
- 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—Elementary School Teacher Records File, 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 130.030

System name: Philately—Philatelic Automatic Distribution Service (PADS), 130.030

System location: Customer Services Department, Headquarters

Categories of individuals covered by the system: Customers who have opened subscription accounts for souvenir pages with first-day cancellations.

Categories of records in the system: Subscriber name and account number, address, and funds on deposit.

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 operate a deposit account system for customers who place money on deposit for a particular philatelic product.

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 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.

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 and on magnetic tape and computer printouts.

Retrievability: Records filed by customer name and by account number.

Safeguards: Records are maintained in closed filing cabinets under general scrutiny of personnel of Philatelic Sales Division and on magnetic tapes protected by the Headquarters Management Information Systems Department.

Retention and disposal: Records are maintained until such time a subscription is cancelled. Records for cancelled accounts are destroyed after two years.

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 and address.

Record access procedures: See "SYSTEM MANAGER" above.

Contesting record procedures: See "SYSTEM MANAGER" above.

Record source categories: Customers who open subscriptions.

USPS 130.040

System name: Philately—Philatelic Product Sales and Distribution, 130.040

System location: Customer Services Department, Headquarters.

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 souvenir pages with first day cancellations; or (4) requesting products unsolicited in nonstructured correspondence, such as letters.

Categories of records in the system: Subscribers or customer name and account number, address, funds on deposit, product type code, and products purchased history.

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.

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 microfilm, and on magnetic tape or disk and computer printouts.

Retrievability: Records are indexed by customer name and by account number, if assigned.

Safeguards: Paper and microfilmed records are maintained in closed filing cabinets under general scrutiny of personnel of Philatelic Sales Division and the Building Guard Force, and when maintained on magnetic tape and disk, the information is protected by ADP physical, software and administrative security of the Headquarters Data Center or by contractors providing similar protection which is subject to audit and inspection of the USPS Inspection Service.

Retention and disposal: (1) Information received is destroyed after it is converted to ADP or microfilm media. (2) Converted records are maintained for two years after the individual has failed to make a purchase or has indicated no other interest. These

records are then destroyed after two years by burning, shredding or obliterating readability.

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.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION 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 local 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: Five years or the life of the requested record and then disposed of in accordance with that record.

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.

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—Registered Mail Inquiry for Delivery and/or Application for Indemnity, USPS 160.010

System location: Rates and Classification Department, USPS Headquarters, Post Offices, Postal Data Center, St. Louis, Mo; New York, New Orleans, San Francisco, Chicago Post Offices (international mail inquiries).

Categories of individuals covered by the system: Registered mail claimant.

Categories of records in the system: Name, address and description of claim.

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 domestic and foreign registered 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.

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

Storage: Printed forms, magnetic tape, punched cards, computer printed reports.

Retrievability: Box number, batch number or vendor number and name.

Safeguards: Computer access control and locked offices.

Retention and disposal: Domestic inquiries are maintained for 2 years, International inquiries are maintained for 3 years. 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: Inquiries should be addressed to the facility head at which claim was made and should contain claim number, date of claim, name of sender and addressee, address of sender and addressee, and insured number of article mailed.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information obtained from the individual completing the claim form.

USPS 160.020

System name: Special Mail Services—Request for Payment of Postal Insurance (Claim) Records, 160.020.

System location: Rates and Classification Department, USPS Headquarters; Post Offices; New York, New Orleans, San Francisco, Chicago Post Office (international mail claim).

Categories of individuals covered by the system: Insured Mail Claimant.

Categories of records in the system: Name, address and description of claim.

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 domestic and foreign insured 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. 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. 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.

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

Storage: Printed forms.

Retrievability: Box number, batch number or vendor number and name.

Safeguards: Maintained in closed file cabinets within secured facilities.

Retention and disposal: Domestic inquiries are maintained for 2 years, International inquiries are maintained for 3 years and destroyed by shredding.

System manager(s) and address: APMG, Rates and Classification Department, Headquarters.

Notification procedure: Inquiries should be addressed to the facility head at which claim was made and should contain claim number, date of mailing, date of claim, name of sender and addressee, address of sender and addressee, and insured number of article mailed.

Record access procedures: See NOTIFICATION above.

Contesting record procedures: See NOTIFICATION above.

Record source categories: Information obtained from the individual completing the claim form.

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.

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.

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.

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.

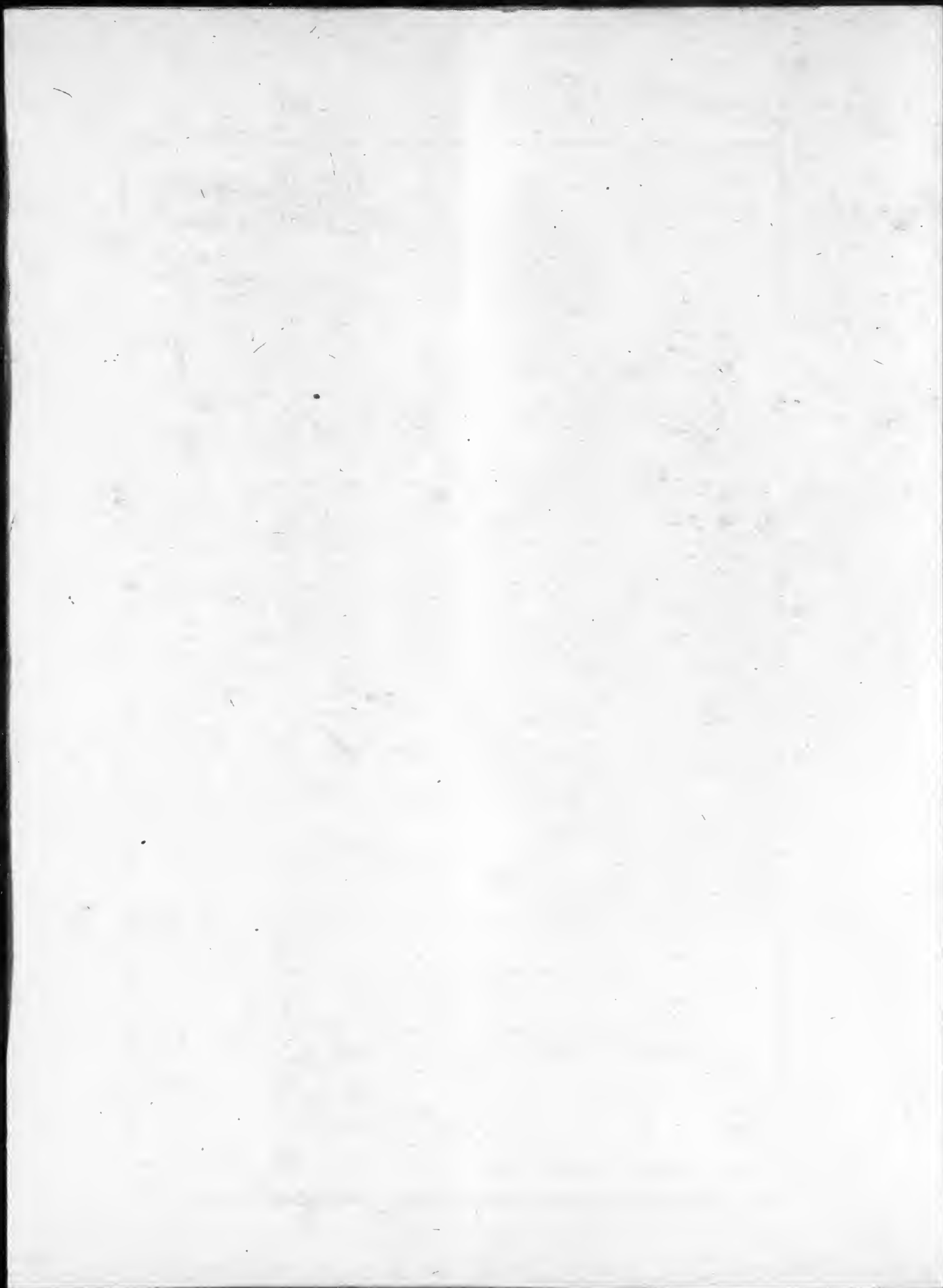
St. Louis, 5800 Phantom Drive, Hazelwood, MO 63042.

San Francisco, 2501 Rydin Road, Richmond, CA 94850.

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