federal register

WEDNESDAY, AUGUST 27, 1975

PART II:

SECTION 3

PRIVACY ACT OF 1974

■

VARIOUS AGENCIES

Proposed Rules and Notices of Systems of Records

FOREIGN CLAIMS SETTLEMENT COMMISSION

PRIVACY ACT OF 1974

Notice of Systems of Records

Pursuant to the requirements of Sections (e)(4) and e(11) of the Privacy Act of 1974, Public Law 93-579, 88 Stat. 1896, notice is hereby given of the existence and character of the systems of records maintained by the Foreign Claims Settlement Commission (FCSC) and of the routine uses thereof. Interested persons are invited to submit written data, views, or arguments prior to September 19, 1975, to the Executive Director (Privacy Officer), Foreign Claims Settlement Commission, 1111 20th Street, NW, Washington, DC 20579.

Signed the 18th day of August 1975.

Wayland D. McClellan,
General Counsel

FCSC—1

System name: BULGARIA, CLAIMS AGAINST (1sr Program)—FCSC

System location: Washington National Records Center, GSA, 4205 Suitland Road, Wash., DC 20409. Alphabetical Index to system maintained at Foreign Claims Settlement Commission, 1111 20th Street, NW, Washington, DC 20579.

Categories of individuals covered by the system: U.S. Nationals who suffered certain property losses or damages in Bulgaria prior to Aug. 9, 1955.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title III, International Claims Settlement Act of 1949, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifica tions of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law enforcement; In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful. This system of records was retired to the Washington National Records Center after the completion of the claims program on Aug. 9, 1959.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—2

System name: BULGARIA, CLAIMS AGAINST (2nd PROGRAM)—FCSC

System location: Washington National Records Center, 4205 Suitland Road, Washington, DC 20409.

Categories of individuals covered by the system: US Nationals who suffered property losses in Bulgaria between Aug. 9, 1955, and July 2, 1963.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title III, International Claims Settlement Act of 1949, as amended, and US-Bulgarian Claims Agreement of July 2, 1963.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any; to Treasury Department for payment by authorized FCSC personnel; names and other date furnished by claimants used for verifying citizenship status with INS. Law Enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, cirminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful. This system of records was retired to the Washington National Records Center after the completion of the claims program on Aug. 9, 1959.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—3

System name: CERTIFICATIONS OF AWARDS—FCSC

System location: Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: INDIVIDUALS receiving awards under the International Claims Settlement Act of 1949, and War Claims Act of 1948.

Categories of records in the system: Names and addresses of claimants and amounts of awards certified to Treasury Department for payment. Name and address of claimant's representatives, if any, also included in certification voucher.

Authority for maintenance of the system: International Claims Settlement Act of 1949, as amended, and War Claims Act of 1948, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Award certifications prepared by authorized FCSC personnel and forwarded to Treasury Department for payment in accordance with statutory authority and Treasury Department regulations and procedures.

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

Storage: Contained in file folders

Retrievability: By voucher number and date of certification.

Safeguards: Records are maintained in file cabinets in locked rooms.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: From award portion of decisions as determined by FCSC.

FCSC—4

System name: CHINA, CLAIMS AGAINST COMMUNIST - FCSC

System location: Washington National Records Center, 4205 Suitland Road, Washington, DC 20409. Alphabetical Index to system maintained at Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579.

Categories of individuals covered by the system: US nationals who suffered property losses, death and disability in mainland China arising since Oct. 1, 2949.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization of claimant; nature and amount of claim; description, ownership and value of property; and evidence to support claim.

Authority for maintenance of the system: Title V, International Claims Settlement Act of 1949, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Adjudication of claim, issuance of decisions as to the validity and amounts of claims and issuance of certifications to each individual claimant as to amount determined by FCSC officials and personnel. Such amounts and copies of FCSC decisions are certified to the Secretary of State pending conclusion of any claims settlement agreement between US and China. Law Enforcement: in the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the Above.

Record source categories: Individual on whom the record is maintained.

FCSC—5

System name: CIVILIAN INTERNEES (VIETNAM)—FCSC

System location: Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: American citizens held by a hostile force in Southeast Asia during Vietnam conflict.

Categories of records in the system: Claim application form contains name and address, date and place of birth , birth certificates. Verification of internment furnished by State Department contains names, addresses and inclusive dates of internment.

Authority for maintenance of the system: Sec. 5(i), War Claims Act of 1948, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Adjudication of claims of American citizens and certification of awards to Treasury Department for payment by authorized FCSC personnel. Law enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed by claim number. Cross-referenced by alphabetical index cards.

Safeguards: Security guards in building. Records maintained in file cabinets in locked rooms accessible only to authorized Commission personnel.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom record is maintained.

FCSC—6

System name: CORRESPONDENCE (GENERAL) - FCSC

System location: Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: Generally, US nationals suffering losses in foreign countries, also inquiries from Congressmen. EF Correspondence containing names and addresses of individual, description and location of property or other types of losses. Inquiries generally are related to claims, Commission procedures and other related matters not included under the 'Correspondence (Inquiries concerning claims in foreign countries)' system.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For dissemination of requested information to individuals by FCSC personnel. Correspondence may be referred to other concerned agencies on matters not within the jurisdiction of FCSC.

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

Storage: Alphabetical in file cabinets.

Retrievability: By name.

Safeguards: Security guards in building. Records maintained in file cabinets in locked rooms accessible only to authorized Commission personnel.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—7

System name: CORRESPONDENCE (INQUIRIES CONCERNING CLAIMS IN FOREIGN COUNTRIES)—FCSC

System location: Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: US nationals suffering losses in foreign countries, inquiries from Congressmen.

Categories of records in the system: Correspondence containing names and addresses of individuals and description and location of property or other types of losses. Inquiries generally are related to claims programs administered by FCSC. Records also include those transferred from State Department which may relate to such programs.

Authority for maintenance of the system: 5 U.S.C. 301, sec. 4(d) International Claims Settlement Act of 1949, as amended, and sec. 216, War Claims Act of 1948, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For dissemination of information to individual making inquiries by authorized FCSC personnel concerning various claims programs authorized under the International Claims Settlement Act of 1949, as amended, the War Claims Act of 1948, as amended, international claims agreements, and for notifications purposes for newly authorized claims programs which individuals may be affected.

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

Storage: Alphabetical in file cabinets.

Retrievability: By name.

Safeguards: Security guards in building. Records maintained in file cabinets in locked rooms accessible only to authorized Commission personnel.

Retention and disposal: Records maintained under 5 U.S.C 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commissio n, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—8

System name: CUBA, CLAIMS AGAINST—FCSC

System location: Washington National Records Center, GSA, 4205 Suitland Road, Washington, DC 20409. Alphabetical index to system maintained at Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: US nationals who suffered property losses, death and disability in Cuba since January 1, 1959.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization of claimant; nature and amount of claim; description, ownership and value of property; and evidence to support claim, including medical and death records in claims involving death and disability.

Authority for maintenance of the system: Title V, International Claims Settlement Act of 1949, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Adjudication of claim, issuance of decisions as to the validity and amounts of claims and issuance of certification s to each individual claimant as to amount determined by FCSC officials and personnel. Such amounts and copies of FCSC decisions are certified to the Secretary of State pending conclusion of any claims settlement agreement between US and Cuba. Law Enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—9

System name: CZECHOSLOVAKIA, CLAIMS AGAINST—FCSC

System location: Washington National Records Center, GSA, 4205 Suitland Road, Wash., DC 20409. Alphabetical index to system maintained at Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: US nationals who suffered property losses in Czechoslovakia after January 1, 1945.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiveing compensation.

Authority for maintenance of the system: Title IV, International Claims Settlement Act of 1949, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by

claimants used for verifying citizenship status with INS. Law enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the sytem:
Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual on whom record is maintained.

FCSC—10

System name: EAST GERMANY, REGISTRATION OF CLAIMS AGAINST—FCSC

System location: Foreign Claims Settlement Commission, 1111 20th St., NW,

Categories of individuals covered by the system: US nationals who suffered certain property losses in East Germany

Categories of records in the system: Claim registration form containing name and address of claimant and representative, if any, date and place of birth or naturalization, description, ownership, date of loss and value of property lost.

Authority for maintenance of the system: Title I, International Claims Settlement Act of 1949.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information received from individuals on registration forms is for use in the preparation of statistical reports which will form the basis for further discussions by the State Department for negotiations between the Governments of the United States and the German Democratic Republic for the settlement of claims of US nationals not otherwise settled. Registration forms filed will be used by FCSC personnel in the distribution of formal claim application forms in case a claims settlement agreement is reached at a future date.

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

Storage: Numerical order in file cabinets. Cross-reference alphabetical index.

Retrievability: By name.

Safeguards: Building employs security guards. Records are maintained in locked room accessible only to authorized FCSC personnel.

Retention and disposal: Records amintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as above.

Contesting record procedures: Same as Above.

Record source categories: Individual on whom the record is maintained.

FCSC—11

System name: FEDERAL REPUBLIC OF GERMANY, QUESTIONAIRE INQUIRIES FORM—FCSC

System location: Foreign Claims Settlement Commission, 1111 10th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: Individuals suffering losses in Eastern European countries, including Germany.

Categories of records in the system: Questionairs from Federal Republic of Germany

Categories of records in the system: Questionaire from Federal Republic of Germany (augleichsamt) containing name, address, date and place of birth or naturalization discription and location of property. Such information was furnished to Federal Republic of Germany by US residents who filed claims under the West German Federal Compensation Laws (BEG).

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To inform Federal Republic Of Germany Equalization of Burdens offices whether individuals who filed claims for losses compensable under the West German Federal Compensation Laws (BEG) also filed claims with the Foreign Claims Settlement Commission under US claims statutes and received compensation under such statutes for the same losses. Information furnished to FRG obtained from FCSC decisions or claim applications from individuals who filed claims with FCSC.

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

Storage: Paper records in file cabinets.

Retrievability: By name.

Safeguards: Building security guards. Records are maintained in locked room accessible only to authorized FCSC personnel.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301- 3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as above.

Contesting record procedures: Same as above.

Record source categories: Questionaire from Federal Republic of Germany (Equalization of Burdens Office).

FCSC—12

System name: PAYROLL RECORDS—FCSC

System location: General Services Administration, Region 3 Office; copies held by the Commission (FSA holds records for Commission under contract.)

Categories of individuals covered by the system: Past and present Commission employees.

Categories of records in the system: Varied payroll records, including, among other documents, time and attendance cards; payment vouchers; comprehensive listing of employees; health benefits records; requests for deductions; tax forms; W2 forms; overtime requests; leave data; retirement records. Records are used by Commission and GSA employees to maintain adequate payroll information for Commission employees and otherwise by Commission and GSA employees who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See appendix under General Personnel Fils. Records also are released to GAO for audits; to the Internal Revenue Service for invistigation; and to private attorneys, pursuant to a power of attorney.

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

Storage: Paper and microfilm.
Social Security Number.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Diector, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: The subject individual; the Commission.

FCSC—13

System name: GENERAL PERSONNEL FILES—FCSC

System location: General Services Administration, Central Office; copies held by the Commission (FSA holds records for Commission under contract).

Categories of individuals covered by the system: Commission employees.

Categories of records in the system: General personnel information, including, among other data, training and travel records, applications, suggestions position descriptions, request for and notification of personnel action, directory of attorneys, employee performance ratings and promotion appraisals, time and attendance records, security clearances, titles, SCD, DOB, grade, salary, employment history, home address, age, marital status, SSN, home telephone number, resume, and letters of recommendation. System contains copies of Civil Service Commission and GSA personnel forms, including, among others: property pass, fingerprint chart, security investigation data for sensitive position, data for nonsensitive or noncritical-sensitive position, US savings bond authorization, physical fitness inquiry for motor vehicle operators, application for leave, personal qualifications statement, operational emergencies relocation site, caeer objectives statement, employee record, recommendation for performance recognition, employee appraisal, employment staffing report, payroll change slip, roster of GSA officials, nationwide retirement eligibility report, alpha list of employees by service, organizational roster, notice of injury or occupational disease, claim for reimbursement for expenditures, individual manhour record, statement of earnings, promotion appraisal, and receipt for

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Appendix. Completion of agency forms for requests for personnel actions, security clearances, training authorizations, travel authorizations, time and attendance records, reports, etc. Also used for issuing passes, etc. Information is used 'in house' for personnel evaluation and management. Information is disclosedo persons outside the agency for verifying employment/salary, preparing letters of reference at the request of the employee making travel and training arrangements, supplying data to non-Federal attorneys directories, and furnishing copies of performance appraisals to other government agencies when employees have applied for jobs elsewhere.

APPENDIX

In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violaiton of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a 'routine use' to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator of other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with the agency's responsibility for evaluation and oversight of federal personnel management.

A record from this system of records may be disclosed to officers and employees of a federal agency for purposes of audit. Used by Executive Director and other authorized agency employees. Used for convenient reference to personnel information needed on a daily basis to complete reports, amke payroll adjustments, take personnel action, and meet other administrative requirements within the Commission and GSA. Used also to supply information, as requested by employees, to persons outside the agency.

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

Storage: Paper files, computer printouts, and supervisors' card indices.

Retrievability: Manual by name, grade, title.

Safeguards: Filed in guarded buildings; records are available to authorized persons only.

Retention and disposal: Paragraph 9B25 of OAD P 1820.2.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Contact system manager listed above.

Contesting record procedures: Same as the above.

Record source categories: Official personnel records, Commission and GSA Personnel and Finance Offices, Supervisors, letters of reference or commendation furnished by agency officials or persons from private industry, educational information supplied by colleges and universities, the individual.

FCSC—14

System name: GENERAL FINANCIAL RECORDS—FCSC

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

Categories of individuals covered by the system: Commission employees

Categories of records in the system: SF1038, Application and account for advance of funds; Vendor register and vendor payment tape. Information is used by accounting technicians to maintain adequate financial information and by other officers and employees of GSA and the Commission who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., generally; (also, Reorganization Plan No. 1 of 1954, 68 Stat. 1279).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Appendix under General Personnel Files. Records also are released to GAO for audits; to the IRS for investigation; and to private attorneys, pursuant to a power of attorney.

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

Storage: Paper and tape.

Retrievability: Manual and automated by name.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition or records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Contact system manager listed above.

Contesting record procedures: Same as above.

Record source categories: The subject individual; the Commission.

FCSC—15

System name: HUNGARY, CLAIMS AGAINST (1st PROGRAM)—FCSC

System location: Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: US nationals who suffered certain property losses or damages in Hungary prior to Aug. 9, 1955.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title III, International Claims Settlement Act of 1949, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law enforcement; In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system or records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigation or prosecuting such violation or charge with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. Alphabetical index used for identification of claim.

Safeguards: Building employs security guards. Records are maintained in locked room accessible only to authorized FCSC personnel.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longes useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—16

System name: HUNGARY, CLAIMS AGAINST (2nd PROGRAM)—FCSC

System location: Foreign Claims Settlement Commission, 1111 20th ST., NW, Washington, DC 20579

Categories of individuals covered by the system: US nationals who suffered certain property losses in Hungary between Aug. 9, 1955, and March 6, 1973.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title III, International Claims Settlement Act of 1949, as amended, and US-Hungarian Claims Agreement of March 6, 1973.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law Enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil or criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. Alphabetical index used for identification of claim.

Safeguards: Building employs security guards. Records are maintained in locked room accessible only to authorized FCSC personnel.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be in accordance with 44 U.S.C 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual on whom the record is maintained.

FCSC—17

System name: INDEXES OF CLAIMANTS (ALPHABETICAL)—FCSC

System location: Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: Maintained on all individuals who filed claims for compensation under the statutes administered by the Foreign Claims Settlement Commission.

Categories of records in the system: 3 x 5 Index cards and data processing print-out indexes containing names of claimants, claim and decision numbers, date and disposition of claims, addresses and dates of date and disposition of claims. Addresses and dates of birth on index cards.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by authorized Commission personnel for identificat identification of individual claims and to obtain information concerning disposition of claims where record systems have been destroyed.

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

Storage: Paper index cards contained in metal cardex containers. Data processing index print-outs stored on shelves in cardboard binders.

Retrievability: By name.

Safeguards: Security guards in building. Records maintained in locked rooms accessible only to authorized Commission personnel.

Retention and disposal: Permanent records. Disposition will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individuals on whom record is maintained and information obtained by actions taken by the Foreign Claims Settlement Commission as a result of adjudication of individual claims.

FCSC—18

System name: ITALY, CLAIMS AGAINST (lst PROGRAM)—FCSC

System location: Washington National Records Center, GSA, 4205 Suitland Road, Washington, DC 20409. Alphabetical index to system maintained at Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: US nationals who suffered losses to property attributable to Italian military action arising out of World War II.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of

claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title III, International Claims Settlement Act of 1949, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenshp status with INS. Law enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 R.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful. This system of records was retired to The Washington National Records Center after the completion of the claims program on Aug. 9, 1959.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash. DC 20579. 202/382-3137.

Notification procedure: Same as the above

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—19

System name: ITALY, CLAIMS AGAINST (2nd PROGRAM)—FCSC

System location: Washington National Records Center, GSA, 4205 Suitland Road, Wash,. DC 20409. Alphabetical index to system maintained at Foreign Claims Settlement Commission, 1111 20th St, NW, Wash., DC 20579.

Categories of individuals covered by the system: US nationals who suffered certain property losses attributable to military action arising out of World War II. Benefits extended to late US nationals, persons who did not file under the 1st Italian Claims Program and for property losses arising in territory ceded pursuant to the Treaty of Peace with Italy, which claims had been excluded under the 1st program.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title III, International Claims Settlement Act of 1949, amended by Public Law 85-604.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of right to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law enforcement; In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign charged with the responsebility of investigating or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful. This system of records was retired to the Washington National Records Center after the completion of the claims program on December 24, 1971.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—20

System name: MICRONESIA, CLAIMS ARISING IN—FCSC

System location: Micronesian Claims Commission, P.O. Box 242, Saipan, Mariana Islands 96950.

Categories of individuals covered by the system: Inhabitants of Micronesia, including US nationals, who suffered damages to property, disability and death arising out of World War II and arising during the period from the dates of the securing of the various islands of Micronesia to July 1, 1951.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth nature and amount of claim; description, ownership and value of property; and evidence to support claim for purpose of receiving compensation.

Authority for maintenance of the system: Micronesian Claims Act of 1971.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under authority of the Micronesian Claims Act of 1971; notifications to claimants' right to appeal; and preparation of certifications of awards, if any, to Secretary of Interior for payment by authorized personnel of Foreign Claims Settlement Commission assigned to duty in the Trust Territory of the Pacific Islands and locally hired employees of the Micronesian Claims Commission Upon completion of the program, the Commission is required under the Micronesian Claims Act to certify to the FCSC, the Secretary of the Interior, and the Congress of the United States (1) a list of all claims allowed and the amount awarded, (2) a list of all claims disallowed and (3) a copy of the decision rendered in each case.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. Name index used to identify claim.

Safeguards: Security guard in building. Records are maintained in locked room accessible only to authorized Commission personnel.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful or necessary.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individuals on whom the record is maintained.

FCSC—21

System name: PANAMA, CLAIMS AGAINST—FCSC

System location: Washington National Records Center, 4205 Suitland Road, Washington, DC 20409.

Categories of individuals covered by the system: US nationals who suffered loss of property in Panama as a result of a judgement of the Supreme Court of Panama on October 20, 1931, nullifying title to certain land in Panama.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; description , ownership, and value of property, and evidence to support claim for the purpose of receiveing compensation.

Authority for maintenance of the system: Title I, International Claims Settlement Act of 1949 and Panamanian Claims Convention of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regultion or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically be claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful. This system of records was retired to the Washington National Records Center after completion of the claims program on December 31, 1954.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—22

System name: POLAND, REGISTRATION OF CLAIMS—FCSC

System location: Washington National Records Center, 4205 Suitland Road, Washington, DC 20409.

Categories of individuals covered by the system: US nationals who suffered property losses in Poland due to nationalization or other taking of such property.

Categories of records in the system: Claim registration form containing name and address of claimant and representative, if any, date and place of birth or naturalization, description, ownership, date of loss and value of property lost.

Authority for maintenance of the system: Title I, International Claims Settlement Act of 1949.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information received from individuals on registration form used in the preparation of statistical reports used for the basis of discussions by the State Department for negotiations between the Governments of the United States and Poland for the settlement of claims of US nationals. Registration forms also used by authorized Commission personnel for distribution of formal application forms upon conclusion of Polish Claims AGreement of July 6, 1960.

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

Storage: Paper records maintaind in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301- 3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—23

System name: POLAND, CLAIMS AGAINST—FCSC

System location: Washington National Reocrds Center, 4205 Suitland Road, Washington, DC 20409

Categories of individuals covered by the system: US nationals who suffered property losses in Poland due to nationalization or other taking of such property.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title I, International Claims Settlement Act of 1949, as amended, and US-Poland Claims Agreement of July 16, 1960.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and Whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful. This system of records was retired to the Washington National Records Center after the completion of the claims program on March 31, 1966.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—24

System name: PRISONERS OF WAR (PUEBLO) - FCSC

System location: Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: Members of the US Armed Forces or any persons (military or civilian) assigned to duty on the USS Pueble who were captured by military forces of North Korea on January 23, 1968, held prisoner by such forces.

Categories of records in the system: Claim application form containing name and address of claimants, dates and places of birth, branch of service and military service number. In case of death, date place and name of spouse, names, address and date of birth of surviving children, name and address of parents and VA claim number. Proof of death if no VA claim.

Authority for maintenance of the system: Section 6(e), War Claims Act of 1948, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records used for adjudication of claims for detention benefits, issuance of decisions concerning eligibility of claimant to receive compensation; notifications to claimants of rights to appeal; and preparation of certifications of awards to Treasury Department for payment by authorized Commission personnel. Verifications from State Department include names and addresses and inclusive dates of detention.

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

Storage: Paper records in file folders.

Retrievability: By claim number. Cross-referenced by alphabetical index cards which contain claim numbers.

Safeguards: Security guards in building. Records are maintained in locked rooms accessible only to authorized Commission personnel.

Retention and disposal: Records maintained under 5 U.S.C 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—25

System name: PRISONERS OF WAR (VIETNAM)—FCSC

System location: Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: Members of Armed Forces of the United States who were captured and held by a hostile force during the Vietnam conflict beginning February 28, 1961.

Categories of records in the system: Claim application form containing name and address of claimant; date and place of birth, branch of service and military service number. In case of death, date, place, name of spouse, names, addresses and dates of birth of surviving children, name and address of parents and VA claim number.

Authority for maintenance of the system: Section 6(f), War Claims Act of 1948, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records used for adjudication of claims for detention benefits; issuance of decisions concerning eligibility of claimant to receive compensation; notification to claimant to rights of appeal; and preparation of certification of awards to Treasury Department for payment by authorized Commission personnel. Verification of capture status obtained from rosters or casualty reports furnished by the respective military establishments.

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

Storage: Paper records in file folders.

Retrievability: By claim number. Cross-referenced by alphabetical index cards which contain claim numbers.

Safeguards: Security guards in building. Records are maintained in locked rooms accessible only to authorized Commission personnel.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—26

System name: ROSTERS OF PRISONERS OF WAR AND CIVILIAN INTERNEES—FCSC

System location: Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. Rosters on completed programs located at Washington National Records Center, 4205 Suitland Road, Washington, DC 20409.

Categories of individuals covered by the system: Members of the US Armed Forces and civilian American citizens who were captured and held by an enemy force during World War II, Korean conflict, Vietnam conflict and the USS Pueblo incident.

Categories of records in the system: Data processing print-outs containing names, rate or rank military service number, military organization and inclusive dates of internment. Civilian internee listings include names and addresses and inclusive dates of internment.

Authority for maintenance of the system: Sections 5 and 6, War Claims Act of 1948, as amended, and 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records used to verify detention status in adjudication of claims be authorized Commission personnel.

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

Storage: Paper records in file cabinets or storage boxes.

Retrievability: By subject. Records retrieved from Records Center by accession number and description of record.

Safeguards: Security guards in building. Locked file cabinets in locked rooms accessible only to authorized Commission personnel.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—27

System name: RUMANIA, CLAIMS AGAINST (1st PROGRAM)—FCSC

System location: Washington National Records Center, GSA 4205 Suitland Road, Washington, DC 20409. Alphabetical index to system maintained at Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: US nationals who suffered certain property losses or damages in Rumania prior to August 9, 1955.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title III, International Claims Settlement Act of 1949, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions

concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numberically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security sa?eguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301- 3314 when such records are determined no longer use?ul. This system of records was retired to the Washington National Records Center after the completion of the claims program on Aug. 9, 1959.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—28

System name: RUMANIA, CLAIMS AGAINST (2nd PROGRAM)—FCSC

System location: Washington National Records Center, GSA, 4205 Suitland Road, Wash., DC 20409. Alphabetical Index to system maintained at Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579.

Categories of individuals covered by the system: US nationals who suffered certain property losses in Rumania between Aug. 9, 1955, and March 30,1960.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title III, International Claims Settlement Act of 1949, as amended, US-Rumania Claims Agreement of March 30,1960.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implemanting the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security sa?eguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful. This system of records was retired to the Washington National Records Center after the completion of the claims program on December 24, 1971.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—29

System name: SOVIET UNION, CLAIMS AGAINST—FCSC

System location: Washington National Records Center, GSA, 4205 Suitland Road, Wash., DC 20409, Alphabetical Index to system maintained at Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579.

Categories of individuals covered by the system: US nationals suffering loss of property in Russia prior to November 16, 1933, and claims by individuals based upon liens acquired with respect to property in the US assigned to US Government by the Soviet Government under Latvinov Assignment of November 16, 1933.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title III, International Claims Settlement Act of 1949, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful. This system of records was retired to the Washington National Records Center after the completion of the claims program on August 9, 1959.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—30

System name: YUGOSLAVIA, CLAIMS AGAINST (1st PROGRAM)—FCSC

System location: Washington National Records Center , GSA, 4205 Suitland Road, Washington, DC 20409. Alphabetical Index to system maintained at Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: US nationals who suffered property losses in Yugoslavia prior to July 19, 1948.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title I, International Claims Settlement Act of 1949, and US-Yugoslavia Claims Agreement of July 19, 1948.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the Act; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Under GSA security safeguards at Washington National Records Center.

Retention and disposal: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful. This system of records was retired to the Washington National Records Center after the completion of the claims program on December 31, 1954.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St. NW, Wash., DC 20579. 202/382-3137.

Notification procedure: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Individual on whom the record is maintained.

FCSC—31

System name: YUGOSLAVIA, CLAIMS AGAINST (2nd PROGRAM)—FCSC

System location: Washington National Records Center, GSA, 4205 Suitland Road, Washington, DC 20409. Alphabetical index to system maintained at Foreign Claims Settlement Commission, 1111 20th St., NW, Washington, DC 20579.

Categories of individuals covered by the system: US nationals who suffered losses in Yugoslavia which occurred between July 19, 1948, and November 5, 1964.

Categories of records in the system: Claim application form containing name and address of claimant and representative, if any; date and place of birth or naturalization; nature and amount of claim; description, ownership, and value of property; and evidence to support claim for the purpose of receiving compensation.

Authority for maintenance of the system: Title I, International Claims Settlement Act of 1949, as amended, and US-Yugoslavia Claims Agreement of November 5, 1964.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used for the purpose of adjudicating claims of individuals; issuance of decisions concerning eligibility to receive compensation under the ACt; notifications to claimants of rights to appeal; and preparation of certifications of awards, if any, to Treasury Department for payment by authorized FCSC personnel. Names and other data furnished by claimants used for verifying citizenship status with INS. Law enforcement: In the event that a system of records maintained by FCSC to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

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

Storage: Paper records maintained in file folders.

Retrievability: Filed numerically by claim number. File folders retrieved from Records Center by claim number. Alphabetical index used for identification of claim.

Safeguards: Records maintained under 5 U.S.C. 301. Disposal of records will be made in accordance with 44 U.S.C. 3301-3314 when such records are determined no longer useful. This system of records was retired to the Washington National Records Center after the completion of the claims program on July 15, 1969.

System manager(s) and address: Executive Director, Foreign Claims Settlement Commission, 1111 20th St., NW, Wash., DC 20579. 202/382 3137.

Notification procedure: Same as the above.

[FR Doc.75-22488 Filed 8-26-75;8:45 am]

FEDERAL MEDIATION AND CONCILIATION SERVICE

[29 CFR Part 1410]

PRIVACY ACT OF 1974

Proposed Implementation Procedures

Pursuant to the Privacy Act, 5 U.S.C. 552a as enacted December 31, 1974 (Pub. L. 93-579) which requires agencies to publish rules for access, amendment and exemption of systems of records under sections (f) and (k), it is proposed to amend Chapter XII of Title 29 of Code of Federal Regulations by adding Part 1410 to read as set forth below.

Part 1410 contains the Federal Mediation and Conciliation Service's rules which set forth agency procedures regarding an individual's access to and amendment of records pertaining to him within a system of records maintained by the agency or within its custody and also rules exempting disclosure of the identity of confidential sources of certain records.

Interested persons are invited to submit comments, data or arguments until September 26, 1975 to: The Office of the General Counsel, Federal Mediation and Conciliation Service, 14th and Constitution Avenue, NW., Washington, D.C., 20427. The comments, data, views, and arguments will be available for public inspection at the above address, between the hours of 9 a.m. and 4 p.m., Monday through Friday (except holidays), as received until September 26, 1975.

Dated: August 15, 1975.

W. J. USERY, Jr.,
National Director.

The proposed new Part 1410 reads as follows:

PART 1410—PRIVACY

§ 1410.1 Purpose and Scope.
§ 1410.2 Definitions.
§ 1410.3 Individual Access Requests.
§ 1410.4 Requirements for Identification of Individuals Making Requests.
§ 1410.5 Special Procedures: Medical Records.
§ 1410.6 Request for Correction or Amendment to Records.
§ 1410.7 Agency Review of Refusal to Amend a Record.
§ 1410.8 Notation of Dispute.
§ 1410.9 Fees.
§ 1410.10 Penalties.
§ 1410.11 Standards of Review.
§ 1410.12 Specific Exemptions.

AUTHORITY: Privacy Act 1974, Pub. L. 93-579, 88 Stat. 1896 (5 USC 552a).

§ 1410.1 Purpose and scope.

(a) The purpose of this part is to set forth rules to inform the public about information maintained by the Federal Mediation and Conciliation Service about individuals, to inform those individuals how they may gain access to and correct or amend information about themselves, and to exempt disclosure of identity of confidential sources of certain records.

§ 1410.2 Definitions.

For the purposes of this part, unless otherwise required by the context—

(a) "Individual" means a citizen of the United States or an alien lawfully admitted for permanent residence.

(b) "Maintain" means maintain, collect, use or disseminate.

(c) "Record" means any item, collection or grouping of information about an individual that is maintained by the Federal Mediation and Conciliation Service including, but not limited to, his education, financial transactions, medical history, and criminal or employment history, that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print, or a photograph.

(d) "System of records" means a group of any records under the control of Federal Mediation and Conciliation Service from which information is retrieved by the name of the individual or by some identifying particular assigned to the individual.

§ 1410.3 Individual access requests.

(a) Individuals who desire to know whether the agency maintains a system of records containing records pertaining to him may submit a written request to the Director of Administration, Federal Mediation and Conciliation Service, Washington, D.C. 20427. The request must include the name and address of the requestor. The Director of Administration, or his designated representative, will advise the requestor in writing within 10 working days whether the records are so maintained and the general category of records maintained within the system.

(b) Any individual who desires to inspect or receive copies of any record maintained within the system concerning him shall submit a written request to the Director of Administration, Federal Mediation and Conciliation Service, Washington, D.C. 20427, reasonably identifying the records sought to be inspected or copied.

(c) The individual seeking access to his record may also have another person accompanying him during his review of the records. If the requestor desires another person to accompany him during the inspection, the requestor must sign a statement, to be furnished to the Service representative at the time of the inspection authorizing such other person to accompany him. Except as required under the Freedom of Information Act, permitted as a routine use as published in the agency's annual notice, or for internal agency use, disclosure of records will only be made to the individual to whom the record pertains, unless written consent is obtained from that individual. The Director of Administration will verify the signature of the individual requesting or consenting to the disclosure of a record prior to the disclosure thereof to any other person by a comparison of signatures, if the request or consent is not executed within the presence of a designated Service representative.

(d) The Director of Administration or his designated representative will advise the requestor in writing within 10 working days of receipt of the request whether, to what extent, and approximately when and where access shall be granted. Within 30 days of receipt of the request, the records will be made available for review at the FMCS National Office in Washington, D.C., or one of the Regional Offices. The following is a list of the Regional Office locations:

Region 1—Federal Mediation and Conciliation Service, 2937 Federal Building, 26 Federal Plaza, New York, NY 10007.
Region 2—Federal Mediation and Conciliation Service, 401 Mall Building, 4th and Chestnut Streets, Philadelphia, PA 19106.
Region 3—Federal Mediation and Conciliation Service, Suite 400, 1422 W. Peachtree Street, N.W., Atlanta, GA 30309.
Region 4—Federal Mediation and Conciliation Service, 1525 Superior Building, 815 Superior Avenue, Cleveland, OH 44114.
Region 5—Federal Mediation and Conciliation Service, 1402 Dirksen Building, 219 South Dearborn Street, Chicago, IL 60604.
Region 6—Federal Mediation and Conciliation Service, Chromalloy Plaza—Fifth Floor, 120 South Central, St. Louis, MO 63105.
Region 7—Federal Mediation and Conciliation Service, Box 36007, 450 Golden Gate Avenue, San Francisco, CA 94102.
Region 8—Federal Mediation and Conciliation Service, 644 Federal Building, 915 Second Avenue, Seattle, WA 98174.

§ 1410.4 Requirements for identification of individuals making requests.

Satisfactory identification (i.e., employ identification number, current address, and verification of signature) must be provided to FMCS prior to review of the record. The requestor will be provided the opportunity to review the records during normal business hours.

§ 1410.5 Special procedures: Medical records.

(a) If medical records are requested for inspection which, in the opinion of the Director of Administration, may be harmful to the requestor if personally inspected by him, such records will be furnished only to a licensed physician, designated to receive such records by the requestor. Prior to such disclosure, the requestor must furnish a signed written authorization to the Service to make such disclosure and the physician must furnish a written request to the Director of Administration for the physician's receipt of such records.

(b) Verification of the requestor's signature will be accomplished by a comparison of signatures if such authorization is not executed within the presence of a Service representative.

§ 1410.6 Requests for correction or amendment of records.

(a) If the individual disagrees with the information in the record, he may request that the record be amended by addition or deletion. Such a request must be in writing and directed to the Director of Administration, Federal Mediation and Conciliation Service, Washington, D.C., 20427. The request must also specifically outline the amendment sought. The Director of Administration or his

designated representative will acknowledge receipt of the request within 10 working days from the date of receipt of such request. Under normal circumstances, not later than 30 days after receipt of the request for amendment, the Director of Administration will either:

(1) Amend the record and notify the requestor in a written letter of determination to what extent the record is amended; or

(2) If the amendment or correction is denied in whole or in part, notify the requestor in a written letter of determination the reason for denial and the requestor's right to request review by the Deputy National Director.

(b) Routine requests of arbitrators maintained on the Service's roster of arbitrators to amend records for such matters as address, experience, fees charged, may be made in writing to the Director of Arbitration Services, Washington, D.C., 20427. If such routine requests are not granted or involve other types of amendments, then the procedure to be followed is that which includes a request in writing to the Director of Administration.

§ 1410.7 Agency review of refusal to amend a record.

(a) The requestor may appeal any determination of the Director of Administration not to amend a record by submitting a written request for review of refusal to amend a record to the Deputy National Director, Washington, D.C. 20427. Such a request shall indicate the specific corrections or amendments sought. Not later than 30 days from receipt of a request for review (unless such period is extended by the National Director for good cause shown), the Deputy National Director will complete such a review and make a final determination on the request, and shall advise the requestor in a written letter of determination whether, and to what extent the correction or amendment will be made. If the correction or amendment is denied, in whole or in part, the letter of determination will specify the reasons for such denial.

(b) If the Deputy National Director makes a final determination not to amend the record, the individual may provide to the Service a concise written statement explaining the reasons for disagreement with the refusal.

(c) In addition, the individual may file a civil action in the U.S. District Court to seek an order compelling the Service to amend the record as requested.

§ 1410.8 Notation of dispute.

After an individual has filed a statement of disagreement as described in § 1410.7(b), any disclosure of the contested records must contain a notation of the dispute. In addition, a copy of the individual's statement will be provided to the person or agency to whom the disputed record is disclosed. The Service may also, but it is not required to, provide a statement reflecting the agency's reasons for not making the requested amendments.

§ 1410.9 Fees.

Upon request, the Service will provide a photostatic copy of the records to the individual to whom they pertain. There will be a charge of $.20 per page.

§ 1410.10 Penalties.

Any person who knowingly and willfully requests or obtains any record concerning an individual from the Service under false pretenses shall be guilty of a misdemeanor and fined not more than $5,000.

§ 1410.11 Standards of review.

Upon a request for inspection of records or a determination on a request for amendment, the Director of Administration, his designated representative, or the Deputy National Director will review the pertinent records and discard any material in them that is not:

(a) Relevant and necessary to accomplish a statutory purpose or a purpose not authorized by executive order.

(b) Accurate, relevant, timely, and complete, to assure fairness to the individual.

§ 1410.12 Specific exemptions.

With regard to Agency Internal Personnel Records and Arbitrator Personal Data Flues, separately described in the system notices, such records will be exempted from Section (d) of the Act as follows:

Investigatory material maintained solely for the purposes of determining an individual's qualification, eligibility, or suitability for employment in the Federal civilian service, Federal contracts, or access to classified information, but only to the extent that disclosure of such material would reveal the identity of the source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence.

In order to obtain accurate information pertaining to employee or arbitrator eligibility, the nondisclosure of the identity of such a confidential source is essential.

Dated: August 15, 1975.

W. J. USERY, Jr.,
National Director.

[FR Doc.75-22079 Filed 8-25-75;8:45 am]

FEDERAL MEDIATION AND CONCILIATION SERVICE

PRIVACY ACT OF 1974

Notices of Systems of Records

Pursuant to the Privacy Act, 5 USC 552a (e), (4), (11), as enacted December 31, 1974 (Public Law 93-579), the Federal Mediation and Conciliation Service proposes to adopt the notices of the existence and character of the systems of records set forth herein, including the routine use of such systems.

Interested persons are invited to submit written comments, data, views, or arguments until September 27, 1975 to: The Office of the General Counsel, Federal Mediation and Conciliation Service, 14th and Constitution Avenue, N.W., Washington, D.C. 20427. Such comments, data, views, and arguments received on or before September 27, 1975 will be considered prior to final publication of notices. The comments, data, views, and arguments will also be available for public inspection at the above address, between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday (except holidays), as received until 4:00 p.m. September 27, 1975.

Dated: August 15, 1975.

W. J. Usery, Jr.,
National Director

INDEX OF SYSTEM NAMES

System
FMCS/I Agency Internal Personnel Record—Agency Employee
FMCS/II Agency Pay Records—Agency Employee
FMCS/III Agency Personnel Security Records—Agency Employee
FMCS/IV Arbitrator Personal Data File—Arbitrator/Arbitrator Applicant

FMCS—I

System name: Agency Internal Personnel Records

System location: National Office
Federal Mediation and Conciliation Service
Washington, D.C. 20427
Region 1
Federal Mediation and Conciliation Service
2937 Federal Building
26 Federal Plaza
New York, NY 10007
Region 2
Federal Mediation and Conciliation Service
401 Mall Building
4th and Chestnut Streets
Philadelphia, PA 19106
Region 3
Federal Mediation and Conciliation Service
Suite 400
1422 W. Peachtree Street, N.W.
Atlanta, GA 30309
Region 4
Federal Mediation and Conciliation Service
1525 Superior Building
815 Superior Avenue, N.E.
Cleveland, OH 44114
Region 5
Federal Mediation and Conciliation Service
1402 Dirksen Building
219 S. Dearborn Street
Chicago, IL 60604
Region 6
Federal Mediation and Conciliation Service
Chromalloy Plaza—Fifth Floor
120 S. Central
St. Louis, MO 63105
Region 7
Federal Mediation and Conciliation Service
Box 36007
450 Golden Gate Avenue
San Francisco, CA 94102
Region 8
Federal Mediation and Conciliation Service
Federal Building, Room 644
915 Second Avenue
Seattle, WA 98174

Categories of individuals covered by the system: Agency Employees

Categories of records in the system: The records in this system are Agency internal operating records used in the tion of the Agency's personnel management program. This record system contains the following files:

1. Personnel Folders—correspondence and other documents relating to employee debt, station transfer, employee evaluations, background information, and recommendations for promotion.
2. Station Transfer Requests—request forms and related documents.
3. Performance Evaluation Files—evaluations of new employees.
4. Applicant Files—where applicable, employment applications, personal resumes, correspondence relating to medical examination and conditions, qualifications or suitability for employment. documents related to verifying qualifications, rating sheet for years of qualifying experience, and interview reports of FMCS staff.
5. Employee Conduct Files—records relating to employee performance, code of conduct, and possible disciplinary/corrective action.
6. Employee Productivity Statistics—self explanatory.

Authority for maintenance of the system: Title II, Labor Management Relations Act, 1947, As Amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A. In the event that the above system of records maintained by this Agency to carry out its functions indicates a violation or potential violation of law, whether civil criminal or regulatory in nature, and whether arising by general statute or particular oroqram statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulations or order issued pursuant thereto.

B. Information within this system of records is referred to appropriate sources from which information is requested in the course of an investigation as to suitability for initial or continued employment 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.

C. Information within this system of records is referred to members of Congress to the extent necessary to answer routine letters of inquiry concerning employment applications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the sytem: These records are stored in both locked and unlocked file cabinets, depending upon the nature of the record and availability of filing equipment. Data may be retrieved by an individual's name. Access to these records is restricted to appropriate employees of the National Office and the Regional Office. Files are retained indefinitely, subject to periodic review.

System manager(s) and address:

Director of Administration
Federal Mediation and Conciliation Service
Washington, D.C. 20427

Notification procedure: Individuals seeking knowledge of whether the system contains information about them should direct their inquiries in writing to the Director of Administration, FMCS at the aforementioned address. All such inquiries should include the requestor's name and any other information that may be helpful in locating the files.

Record access procedures: See Notification

Record source categories: Information is obtained directly from the individual concerned, whenever possible. However, also included is information obtained from Agency personnel and occasionally from sources outside the Agency.

Systems exempted from certain provisions of the act: In order to preserve the accuracy of information necessary for determining suitability for employment, the identity of a confidential source is exempted from disclosure under 5 USC 552 (a) (k) (5). The exemption is published in this issue of the Federal Register.

FMCS—II

System name: Agency Pay Records

System location:

Federal Mediation and Conciliation Service
Washington, D.C. 20427

Categories of individuals covered by the system: Agency Employees

Categories of records in the system: The records in this system are used to administer the agency pay system. The records in an employee's pay file may be copies of a personnel action form, tax withholdino certificates, notification of check mailing address, allotment forms. health and life insurance forms, retirement forms, and the salary clearance form. The travel records consist of a request for travel, travel authorization, travel vouchers, transportation requests, authorizations, and reimbursements for expenses incurred in connection with an official change of duty station. The stystem also contains comouter listings reflecting pay data, leave records, and time and attendance records.

Authority for maintenance of the system: 5 USC Chapters 51, 53, and 57

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

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the sytem: These records are maintained ino original/duplicate document form and filed by an individual's name. The files are contained in regular file cabinets. access to which is restricted to Budget and Finance Division personnel only. These records are maintained and disposed of in accordance with the Federal Property Management Regulation 101-11.4 (General Records Schedules 2, 6, and 9).

System manager(s) and address:

Director of Administration
Federal Mediation and Conciliation Service
Washington, D.C. 20427

Notification procedure: Individuals seeking knowledge of whether the system contains information about them should direct their inquiries to the Director of Administration, FMCS, at the aforementioned address. All such inquiries should indicate name, and any other information that may be helpful in locating the file.

Record access procedures: See Above

Record source categories: Information is obtained directly from the individual concerned.

FMCS—III

System name: Agency Personnel Security Records

System location:

Federal Mediation and Conciliation Service
Washington, D.C.

Categories of individuals covered by the system: Agency Employees

Categories of records in the system: Various information pertaining to the background investigation and issuance of clearances.

Authority for maintenance of the system: Executive Order 10450 and 10501, or other Statutory/Regulatory requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A. A record from this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

B. The existence and date of rity clearance are furnished to government agencies or private firms dealing in classified matters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the sytem: These records are maintained in orignal/duplicate document form and filed by an individual's name. They are used by agency management officials in determining suitability for employment and in issuing security clearances. The files are contained in locked security file cabinets, access to which is restricted. The Agency Personnel Security Officer determines personnel who are authorized to review these records. These records are maintained and disposed of in accordance with the Federal Personnel Manual and the Federal Property Management Regulation 101-11.4 (General Records Schedule 18).

System manager(s) and address:

Agency Personnel Security Officer
Federal Mediation and Conciliation Service
Washington, D.C. 20427

Notification procedure: Individuals seeking knowledge of whether the system contains information about them should direct their inquiries to the Agency Personnel Security Officer at the above address.

Record access procedures: All inquiries relating to the Civil Service Commission background reports or national agency checks should be addressed to Director, Bureau of Personnel Investigations, U.S. Civil Service Commission, 1900 E Street, Washington, D.C. All other requests for agency security records should be directed in writing to the Director of Administration at the address provided above. All such inquiries should indicate name and any other information that may be helpful in locating the file.

Record source categories: Information is obtained directly from the individual on an application for background investigation which is furnished to the Civil Service Commission.

FMCS—IV

System name: Arbitrator Personal Data File

System location:

Federal Mediation and Conciliation Service
Washington, D.C. 20427

Categories of individuals covered by the system: Arbitrator Applicants and Arbitrators

Categories of records in the system: The first category of records consists of arbitrator applicant records (those not accepted). These records contain personal resumes, the personal data questionnaire listing education, professional background and experience, confidential and other recommendations as to acceptability, and correspondence pertaining to rejection from placement on the panel. The second category of records consists of current arbitrator files (those currently on the roster), and contain the same information as in the applicant files. In addition, such files include correspondence with an arbitrator regarding standard fee, interest in only certain cases, complaints, and other correspondence related to case handling procedures, and biographical sketches summarizing information contained in the personal data questionnaire.

Authority for maintenance of the system: Title II Labor Management Relations Act, 1947, As Amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Biographical sketches are furnished to the parties requesting the referral of a panel of arbitrators.

They are also furnished to persons conducting research on the arbitration process in a particular area.

Data furnished by the applicant or arbitrator and other sources listed above is routinely disclosed to appropriate persons or organizations outside the agency in the course of verification or evaluation for the purpose of admittance to or retention on the roster. Data furnished by any source in the nature of a complaint or inquiry about the arbitrator's performance or qualifications are routinely referred to the appropriate person outside the agency in the course of investigating an arbitrator's eligibility for retention on the roster.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the sytem: These records are maintained in original/duplicate document form and computer tape. In either case, they are retrieved by an individual name or identification number. Access is restricted to Office of Arbitration personnel, and Management Systems personnel on a limited basis only. These files are used for purposes of referring arbitration panels to labor/management. Presently, the files are stored in lateral file cabinets. Files on active arbitrators are maintained as long as the individual is utilized for referral of panels. Arbitrator applicant files are maintained for two years. After the two year retention period, a separate listing of rejected arbitrator applicants is prepared and the file is destroyed.

System manager(s) and address:

Director of Office of Arbitration Services
Federal Mediation and Conciliation Service
Washington, D.C. 20427

Notification procedure: Individuals seeking knowledge of whether the system contains information about them should direct their inquiries in writing to the Director of Administration, FMCS, or Director of Arbitration Services, FMCS, at the aforementioned address. All such inquiries should indicate name and any other information that may be helpful in locating the file.

Record access procedures: See Notification

Record source categories: Direct from the individual, sources furnished by the individual, or obtained by FMCS.

Systems exempted from certain provisions of the att: In order to preserve the accuracy of information necessary for determing appointment to the roster for arbitration records, the identity of a confidential source is empted from disclosure under 5 USC 552 (a) (k) (5). The exemption is published in this issue of the Federal Register.

[FR Doc.75-22080 Filed 8-26-75;8:45 am]

FEDERAL TRADE COMMISSION

NOTICE OF PROPOSED RULEMAKING

Systems of Records Containing Information About Individuals—Proposed Notices Implementing the Privacy Act of 1974

The Commission proposes to adopt the following notices of systems of records containing information about individuals to implement the Privacy Act of 1974 (P.L. 93-579, 5 U.S.C. section 552a). Public notice of the existence and character of each system of records maintained by an agency is prescribed by section 552a (e)(4) of the Privacy Act.

The Civil Service Commission is issuing proposed notices of government-wide systems of personnel records on behalf of all agencies maintaining such records, and regulations specifying the manner in which the agencies shall permit access to them and take other actions required by the Privacy Act. Other than for those systems of personnel records of which notice will be published by the Civil Service Commission, the attached proposed notices embrace all systems of records maintained by the Commission subject to the Privacy Act.

Pursuant to sections 552a (e)(4)(D) and (e)(11) of the Privacy Act, interested persons may submit written data, views, or arguments pertaining to the routine uses set forth in each of these notices. Comments on these routine uses received by the Commission on or before Sept. 26, 1975, will be considered by the Commission before taking final action on the notices of routine uses. Such comments should be addressed to the Secretary, Federal Trade Commission, Washington, D.C. 20580.

Issued by direction of the Commission dated August 15, 1975.

VIRGINIA M. HARDING,
Acting Secretary.

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FEDERAL TRADE COMMISSION

SYSTEMS OF RECORDS CONTAINING INFORMATION ABOUT INDIVIDUALS—PROPOSED NOTICES IMPLEMENTING THE PRIVACY ACT OF 1974

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FTC—1

System name: Biographies of Commissioners and Key Staff Members—FTC

System location:

Office of Public Information—Room 496
Federal Trade Commission
6th Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: Commissioners and key Federal Trade Commission staff members.

Categories of records in the system: Contains name, biographical data (such as education, employment, etc.), and in some cases a photograph and/or news release on the individual's appointment.

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Resource material for writing news releases and FTC publications, and for filling requests for information from members of the media; used by OPI staff members.

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

Storage: Written documents and glossy photographs in manila folders in lockable file cabinet.

Retrievability: Indexed by name.

Safeguards: Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Retained until individual is no longer a staff member or Commissioner, and requests for the data are no longer received. Disposed of in wastebasket.

System manager(s) and address:

Office Manager
Office of Public Information
Room 496, Federal Trade Commission
6th & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual whose biography and/or picture is contained in the system.

FTC—2

System name: Call for Comment Mailing List—FTC

System location:

Division of Consumer Education
Federal Trade Commission
633 Indiana Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: Representatives of businesses and firms, trade and commercial associations, professional organizations, cooperatives and unions, mass media, educational organizations and institutions, consumer organizations, organizations not classified elsewhere and governments which receive Call for Comment.

Categories of records in the system: Contains names and organization mailing addresses.

Authority for maintenance of the system: Federal Trade Commission Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To mail Call for Comment material. Used by Division of Consumer Education personnel.

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

Storage: Lists maintained in 8 inch by 10 1/2 inch file folders

Retrievability: Indexed by category

Safeguards: Records are maintained in Division of Consumer Education and access is limited to agency personnel whose responsibilities require access.

Retention and disposal: Records are to be maintained and updated until such time as the Call for Comment program is dispensed with.

System manager(s) and address:

Assistant Director for Consumer Education
Federal Trade Commission
633 Indiana Avenue, N.W.
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Lists are compiled from public documents or from requests by organizations that their membership receive Call for Comment material.

FTC—3

System name: Case/Project Tracking System—FTC

System location:

Computer Sciences Corporation
Infonet Computer Center
Chicago, Illinois

Categories of individuals covered by the system: All FTC Professional and Semi-professional Employees and some clerical employees

Categories of records in the system: Contains name, FTC ID number, organization, salary, occupation category, all cases and projects assigned history of work activity.

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Management and budgeting tool within Commission. Responses to congressional inquiries.

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

Storage: Magnetic disk and tape

Retrievability: By case, program, organization, individual (ID no. or name)

Safeguards: Password. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Perpetual retention

System manager(s) and address:

Executive Director
Federal Trade Commission
6th and Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual weekly activity reports.

FTC—4

System name: Claimants Under Federal Tort Claims Act and Military Personnel and Civilian Employees' Claims Act—FTC

System location:

Federal Trade Commission
Room 555
6th Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: Individuals who have claimed reimbursement from FTC under Federal Tort Claims Act and Military Personnel and Civilian Employees' Claims Act

Categories of records in the system: Information relating to traffic accidents and other accidents in which the FTC may be liable for property damage or loss.

Authority for maintenance of the system: Federal Tort Claims Act, 28 U.S.C. Sec. 2671 et seq. Military Personnel and Civilian Employees' Claims Act, 31 U.S.C. Sec. 241 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To determine whether the FTC should honor claims for loss or damage to property in incidents involving FTC employees. Referral to Department of Justice, GSA, or other federal agency when the matter comes within the jurisdiction of such agency. Used by Tort Claims Officer, other FTC personnel reviewing claim, and personnel of other agencies to whom a matter is referred.

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

Storage: Stored in manila file folders in file cabinet.

Retrievability: The system is filed alphabetically by name of the FTC employee involved in each accident.

Safeguards: The files are stored in an unlocked file cabinet in the Office of the Tort Claims Officer. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: The records are stored for 10 years and then deposited in a wastebasket.

System manager(s) and address:

Executive Director
Federal Trade Commission
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Information is obtained from claimant, FTC employee involved in incident, official police report (if any), witnesses, and insurance company representing claimant (if any).

FTC—5

System name: Commission Minutes—FTC

System location:

Federal Trade Commission
6th Street & Pennsylvania Avenue, N.W.
Room 174
Washington, D.C. 20580

Categories of individuals covered by the system: Individual respondents and proposed respondents in Commission proceedings and investigations, individuals requesting advisory opinions, and those subject to Commission disciplinary proceedings and Commission orders.

Categories of records in the system: Information on individuals generally concerns relations or transactions with or knowledge about respondents, or general business and isolated personal information on individual respondents, and other items of information relating to the individual's involvement in the matter in question.

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For use by the Commissioners and their staff, staff of the Secretary's Office, and the staff of the General Counsel's Office, as history and record of Commission actions.

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

Storage: Bound volumes

Retrievability: Indexed by respondents' names

Safeguards: Kept in locked safe. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Permanent retention

System manager(s) and address:

Secretary
Room 174
Federal Trade Commission
6th Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Commission records

FTC—6

System name: Complaint Cards, Dallas Regional Office—FTC

System location:

Federal Trade Commission
500 S. Ervay Street
Room 452-B
Dallas, Texas 75201

Categories of individuals covered by the system: Individuals who have filed complaints or requested information

Categories of records in the system: Contains name and location of company complained about, violation, date complaint was received, correspondence number, preliminary investigation file number and 7-digit file number, and information about individual proprietor when proprietorship is involved.

Authority for maintenance of the system: Federal Trade Commission Act; FTC Administrative Manual, 1-201.1; Federal Records Act, Sec. 506(a); GSA Regulation (Sec. 101-11.209-3)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This card is used by Dallas Regional Office personnel to identify companies complained about, number of complaints received on a company and to identify problems in a particular industry.

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

Storage: Maintained on cards

Retrievability: Indexed by name of proposed respondent, either company or individual

Safeguards: Records are maintained in a card file box at receptionist's desk. Access restricted to those agency personnel whose responsibilities require access.

System manager(s) and address:

Regional Director
Federal Trade Commission
500 S. Ervay Street
Room 452-B
Dallas, Texas 75201

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual filing complaint.

FTC—7

System name: Congressional Correspondence, Office of General Counsel—FTC

System location:

Congressional Liaison
Room 585
Office of General Counsel
Federal Trade Commission
Washington, D.C. 20580

Categories of individuals covered by the system: Members of Congress, Congressional Committees, and constituents.

Categories of records in the system: Letters and constituent referrals from members of Congress and responses relating to the FTC or matters within the FTC's authority.

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: Manila folders in lockable room

Retrievability: Indexed by name of Congressman

Safeguards: Stored in metal cabinets. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Transferred to Federal Records Center at end of each Congress.

System manager(s) and address:

Congressional Liaison
Office of General Counsel
Federal Trade Commission
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above. *ongressmen and constituents*

FTC—8

System name: Congressional Inquiry Files, Dallas Regional Office—FTC

System location:

Dallas Regional Office
500 S. Ervay Street
Room 452-B
Dallas, Texas 75201

Categories of individuals covered by the system: Constitutents who have written their congressional representative for aid in resolving consumer problems and members of Congress

Categories of records in the system: Contains consumer letter, letter from member of Congress transmitting the complaint, FTC's acknowledgement of the complaint, and the FTC's reply to the congressional representative

Authority for maintenance of the system: FTC Administrative Manual, 1-201.1; Federal Records Act, Section 506(a); GSA Regulations (Sec.101-11.209-3). Federal Trade Commission Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdication of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: Maintained generally on letterhead forms

Retrievability: Indexed by name of member of Congress

Safeguards: Records are maintained in a file cabinet locked by key. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Records are retained indefinitely

System manager(s) and address:

Regional Director
Federal Trade Commission
Dallas Regional Office
500 S. Ervay Street
Room 452-B
Dallas, Texas 75201

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual on whom record is maintained, members of Congress.

FTC—9

System name: Consultant Files, Division of National Advertising; Bureau of Consumer Protection—FTC

System location:

Division of National Advertising
Federal Trade Commission
Star Building
1101 Pennsylvania Avenue, N.W.
Washington, D.C.

Categories of individuals covered by the system: Consultants consisting of experts in various fields including medical and scientific.

Categories of records in the system: Contains name, curriculum vitae, resume of employment, lists of publications in field, copies of application forms submitted to FTC.

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Identification of medical doctors, scientists and other experts who are available on a consultant basis to advise professional staff members of Division of National Advertising, FTC. Used by staff members of the Division.

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

Storage: Letter size files in regulation cabinet

Retrievability: Indexed by name

Safeguards: Secured as are other files by locking of office door at night. Building guard stationed at building entrance. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Maintained indefinitely for future reference

System manager(s) and address:

Assistant Director
Division of National Advertising
Federal Trade Commission
Room 6124
Star Building
1101 Pennsylvania Avenue, N.W.
Washington, D.C.

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual on whom record is maintained.

FTC—10

System name: Consumer and Industry Correspondence Files, Division of Special Statutes; Bureau of Consumer Protection—FTC

System location:

Division of Special Statutes
633 Indiana Avenue, N.W.
Washington, D.C.

Categories of individuals covered by the system: Consumer and Industry Correspondents

Categories of records in the system: Correspondence

Authority for maintenance of the system: Federal Trade Commission Act, Truth in Lending Act, Fair Credit Reporting Act, Hobby Protection Act, Textile, Wool & Fibers Act, Fair Packaging and Labeling Act, Equal Credit Opportunity Act, Fair Credit Billing Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: Maintained in folders

Retrievability: Indexed by name—usually corporate name

Safeguards: Maintained in file cabinets. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Retained indefinitely

System manager(s) and address:

Assistant Director for Special Statutes
Bureau of Consumer Protection
633 Indiana Avenue, N.W.
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual

FTC—11

System name: Consumer Complaint Files, Atlanta Regional Office—FTC

System location:

Atlanta Regional Office
730 Peachtree Street, N.E., Room 800
Atlanta, Georgia 30308

Categories of individuals covered by the system: Members of the general public.

Categories of records in the system: Consists of letters from individuals filing complaints as to unsatisfactory commercial transactions and practices of various firms, businesses and individuals. System also includes a complaint log identifying individual complainants and a card file naming individual complainants.

Authority for maintenance of the system: Federal Trade Commission Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: Maintained in letter size file folders and 3 inch by 5 inch index cards

Retrievability: Filed alphabetically by name

Safeguards: Filed in metal file cabinet. Office locked when unattended. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Retained for a minimum of one year and destroyed by delivering to and placing the material in local government operated incinerator

System manager(s) and address:

Regional Director
Atlanta Regional Office
730 Peachtree Street, N.E., Room 800
Atlanta, Georgia 30308

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: From individual members of the public and occasionally from other federal agencies.

FTC—12

System name: Consumer Complaint Files, Cleveland Regional Office—FTC

System location:

Cleveland Regional Office
1339 A. J. Celebrezze Federal Office Building
1240 East 9th Street
Cleveland, Ohio 44199

Categories of individuals covered by the system: Individual consumers who filed a complaint.

Categories of records in the system: Contains name of complainant, nature of complaint, identifies respondent and product.

Authority for maintenance of the system: Federal Trade Commission Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: 9 inch by 12 inch file folders

Retrievability: Filed by name of complainant and name of respondent

Safeguards: Filed in steel file drawers. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Retained for one year, disposed by incinerator

System manager(s) and address:

Regional Director
Cleveland Regional Office
1339 A. J. Celebrezze Federal Office Building
Cleveland, Ohio 44199

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individuals who file complaints.

FTC—13

System name: Consumer Complaint Files, Division of Marketing Practices; Bureau of Consumer Protection—FTC

System location:

Division of Marketing Practices
Bureau of Consumer Protection
Federal Trade Commission
Washington, D.C. 20580

Categories of individuals covered by the system: Individuals filing complaints or requesting information

Categories of records in the system: Name; address; transaction history with persons, partnerships or corporations

Authority for maintenance of the system: Section 5 of the Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: Varied size documents

Retrievability: Name, company involved, or alleged practice

Safeguards: Filing cabinets in secure buildings. Access restricted to those agency personnel whose responsibilities require access

Retention and disposal: Records maintained until enforcement action is final and then removed to General Service Administration for permanent storage

System manager(s) and address:

Assistant Director for Marketing Practices
Bureau of Consumer Protection
Federal Trade Commission
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, ad-

dressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above

Contesting record procedures: Same as above

Record source categories: Consumer; federal, state or local enforcement agencies; private organizations (e.g., Better Business Bureaus, consumer hot lines) that receive consumer complaint letters

FTC—14

System name: Consumer Complaint Files, Los Angeles Regional Office— FTC

System location:

Federal Trade Commission
11000 Wilshire Boulevard, Room 13209
Los Angeles, California 90024

Categories of individuals covered by the system: Consumer complaint letters and forms relating to companies, practices, individuals in the Los Angeles Office area.

Categories of records in the system: Contains information about the practices, activities, policies of organizations or individuals submitted by various complainants.

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: File folders

Retrievability: Indexed in log book by name of complainant.

Safeguards: Stored in file cabinets. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Retained for one year, then disposed of in wastepaper basket.

System manager(s) and address:

Assistant Regional Director
Federal Trade Commission
11000 Wilshire Boulevard, Room 13209
Los Angeles, California 90024.

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above

Contesting record procedures: Same as above

Record source categories: Consumers and business complainants.

FTC—15

System name: Consumer Complaint Files, New Orleans Regional Office— FTC

System location:

New Orleans Regional Office
Federal Trade Commission
333 St. Charles Street
1000 Masonic Temple Building
New Orleans, Louisiana 70130

Categories of individuals covered by the system: Complainant.

Categories of records in the system: Contains name and address of complainant, nature of complaint, name of party complained about

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: Maintained on sheets submitted by complaint

Retrievability: Indexed by name of party complained about

Safeguards: Maintained in file cabinet containing a lock. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Records maintained until referred to another agency. Records kept for 1 year if not referred and then destroyed.

System manager(s) and address: Director, New Orleans Regional Office.

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Complaining party.

FTC—16

System name: Consumer Complaint Letters, Seattle Regional Office—FTC

System location: Seattle Regional Office, Federal Trade Commission, 2840 Federal Building, 915 Second Avenue, Seattle, Washington 98174

Categories of individuals covered by the system: Those persons who direct a consumer complaint or request for assistance or information to the Seattle Regional Office, FTC, or those forwarding a complaint from a consumer such as a member of the media or another federal, state or local agency.

Categories of records in the system: The nature of the consumer's complaint, the name and location of the party complained of, and the supporting documents where provided.

Authority for maintenance of the system: Federal Trade Commission Act; FTC Operating Manual provides for processing of consumer complaints.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: Maintained alphabetically in file cabinet

Retrievability: Alphabetical by name

Safeguards: Files are maintained in folders in a file cabinet; responsibility of file clerk. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Held two years and then destroyed

System manager(s) and address: Regional Director, Seattle Regional Office, 2840 Federal Building, 915 Second Avenue, Seattle, Washington 98174.

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Those consumers who have submitted a complaint or a request for assistance or information.

FTC—17

System name: Consumer Mailing List, Los Angeles Regional Office—FTC

System location:

Federal Trade Commission
11000 Wilshire Boulevard, Room 13209

Los Angeles, California 90024

Categories of individuals covered by the system: Mailing addresses of consumer organizations, legal firms, private individuals and others who have requested Los Angeles Regional Office publications.

Categories of records in the system: Name and mailing address of recipients of Los Angeles Regional Office publications.

Authority for maintenance of the system: Federal Trade Commission Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to mail Los Angeles Regional Office publications to listed names. Used by Regional Office personnel.

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

Storage: Lexitron Tape

Retrievability: By name.

Safeguards: Lexitron Tape file. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: By tape erasure when consumer no longer desires publications.

System manager(s) and address:

Assistant Director
Los Angeles Regional Office
Federal Trade Commission
11000 Wilshire Boulevard, Room 13209
Los Angeles, California 90024

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individuals on whom the record is maintained.

FTC—18

System name: Consumer Redress Lists, Compliance Division; Bureau of Consumer Protection—FTC

System location:

Compliance Division
Bureau of Consumer Protection
Federal Trade Commission
1726 M Street, Suite 1100
Washington, D.C. 20036

Categories of individuals covered by the system: Consumers entitled to redress pursuant to Commission or court order.

Categories of records in the system: Name, address, and other information pertinent to identifying consumers qualifying for consumer redress in specific proceedings.

Authority for maintenance of the system: Federal Trade Commission Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To identify consumers qualifying for consumer redress pursuant to Commission or court order. Used by Compliance Division personnel, other FTC personnel, and personnel of other federal agencies participating in proceedings involving consumer redress.

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

Storage: Manila file folders

Retrievability: Indexed by name

Safeguards: Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Records maintained until consumer redress is completed, then disposal

System manager(s) and address:

Assistant Director for Compliance
Division of Compliance
Bureau of Consumer Protection
Federal Trade Commission
1726 M Street, Suite 1100
Washington, D.C. 20036

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580. In order for personal information in this system to be retrieved, a request must specify the name of the firm or proceeding.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Affected consumers and other members of the public; persons, partnerships, or corporations subject to consumer redress orders.

FTC—19

System name: Correspondence With Compliance Division, Bureau of Consumer Protection, Concerning Parties Subject to Commission Orders—FTC

System location:

Compliance Division
Bureau of Consumer Protection
Federal Trade Commission
1726 M Street, N.W., Suite 1100
Washington, D.C. 20036

Categories of individuals covered by the system: Persons corresponding with Compliance Division concerning parties subject to Commission orders

Categories of records in the system: Correspondence

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any further law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: Manila file folders

Retrievability: Indexed by name of correspondent within file of each compliance matter.

Safeguards: Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Records maintained until civil penalty action or other proceedings terminated, then shipped to Legal and Public Records Division of FTC

System manager(s) and address:

Assistant Director of Compliance
(address same as System Location)

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580. In order for personal information in this system to be obtained, a request must specify the name of the firm or proceeding.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individuals corresponding with Compliance Division.

FTC—20

System name: Correspondence With Members of Congress and Agency Officials—FTC

System location:

Division of Legal and Public Records
Office of the Secretary
Federal Trade Commission
6th & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: Congressmen and officials of executive and independent regulatory agencies.

Categories of records in the system: Correspondence concerning FTC matters and inquiries directed to the FTC; internal memoranda expressing recommendations.

Authority for maintenance of the system: Federal Trade Commission Act; Executive Order No. 10450 dated 8-5-54

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred.

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

Storage: Maintained in standard letter size file cabinets, in Record Center Storage Containers, on microfilm or microfiche.

Retrievability: Indexed by subject matter, and in some instances by individual's name.

Safeguards: Unlocked file cabinets and normal building security, record center storage and security. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Destroyed after five years, historical records transferred to National Archives.

System manager(s) and address:

Secretary, Federal Trade Commission
(address same as System Location)

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual on whom the record is maintained.

FTC—21

System name: Counseling Records—FTC

System location:

Division of Personnel
Federal Trade Commission
Washington, D.C. 20580

Categories of individuals covered by the system: Current employees of the Federal Trade Commission

Categories of records in the system:

a. Upward Mobility: Individual Development Plan and counseling notes.
b. Professional Training: Individual Development Plan and counseling notes.
c. Executive Development: Individual Development Plan and counseling notes.
d. Employee Relations: Counseling notes, unofficial memoranda about or given to employee concerning problem(s) which arise.
e. Debt Letters: Letters from creditors about debts owed by current employees and copies of employee responses.

Authority for maintenance of the system: 5 U.S.C. Chapter 41; Executive Order 11348; EEO Act 1972; Executive Order 11478; Title 5 U.S.C. 735.207; Executive Order 9830; 5 U.S.C. Sec. 230.101; Federal Personnel Manual Chapter 250.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Upward Mobility, Professional Training and Executive Development—Used by program director or others whose official duties require such information to provide a record of employee goals and objectives and classes needed to obtain those objectives and to maintain a record of courses taken.

Employee Relations and Debt—Used by Employee Relation Specialist or others whose official duties require such information. Information provides a record of counseling provided and resolution of problem(s). If problem results in a disciplinary action, information in file may become part of an official record.

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

Storage: Records are maintained in manila folders.

Retrievability: Records are indexed by name.

Safeguards: Records are stored in lockable metal filing cabinets. Access to and use of these records are limited to those persons whose official duties require such access.

Retention and disposal: Destroyed upon completion of the program (Upward Mobility, Professional and Executive Development Programs) or upon employee's separation from the agency (Employee Relations and Debt Counseling).

System manager(s) and address:

Director of Personnel
Federal Trade Commission
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual to whom records pertain, supervisor, program manager, counselor.

FTC—22

System name: Disciplinary Action Investigatory Files—FTC

System location:

Division of Legal and Public Records
Office of the Secretary
Federal Trade Commission
6th & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: FTC personnel, counsel for parties under investigatory or adjudicatory proceedings, and others participating in FTC matters, subject to investigation for possible improper or unethical conduct.

Categories of records in the system: Name, address, current employment status, subject matter of investigation.

Authority for maintenance of the system: Federal Trade Commission Act (15 U.S.C. 41) dated 9-26-14; Executive Order No. 10450 dated 8-5-54.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Determination of whether disciplinary action, including suspension or disbarment from practice before Commission, is warranted; could include transfer of information to Civil Service Commission, to a court, or to a Bar Association. Used by agency personnel assigned to investigate and handle matter and by personnel of other agencies, court, or Bar Association to whom matter is referred.

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

Storage: Maintained in standard letter size file cabinets, in Record Center Storage Containers, on microfilm or microfiche.

Retrievability: Indexed by individual name, company name, industry investigation title, file or docket number.

Safeguards: Unlocked file cabinets with normal building security, record center storage and security. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Closed investigatory matters retained five years and then history portion transferred to National Archives; remainder destroyed by shredding or burning. Docketed records retained five years and then transferred to National Archives.

System manager(s) and address: Secretary, Federal Trade Commission (same address as in System Location)

Notification procedure: Records in this system are generally exempt from mandatory disclosure under 5 U.S.C. Sec. 552a(k)(2). However, some individual records may be disclosable, and access to them may be requested by mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual on whom the record is maintained, complainants, informants, witnesses, and Commission personnel having knowledge or providing analysis of matter.

FTC—23

System name: Financial Management System—FTC

System location:

Division of Budget and Finance
Federal Trade Commission
6th & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: FTC personnel who travel or otherwise might be involved in reimbursement of expenses situations.

Categories of records in the system: Contains name and employee number of person involved in travel or otherwise reimbursed for expenses conducted in performance of official duties of FTC. Information relating to travel expenses.

Authority for maintenance of the system: Standard Government Travel Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Identification and retrieval for use in financial reports of FTC. Recording information relating to expenses incurred by FTC personnel in performance of official duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the sytem: Used by personnel of Division of Budget and Finance.

Storage: Computer hardcopy listing; computerized taped vendor file.

Retrievability: Indexed by name and employee number.

Safeguards: Records are maintained in division files and computer file; access limited to Budget and Finance personnel.

Retention and disposal: Retained per GSA retention schedules, generally 3 years; then destroyed.

System manager(s) and address: Chief, Division of Budget and Finance (same address as System Location)

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual on whom record is maintained; personnel system.

FTC—24

System name: Financial Statements of Commissioners-elect—FTC

System location:

Office of General Counsel, Rm. 568
Federal Trade Commission
Washington, D.C. 20580

Categories of individuals covered by the system: FTC Commissioners-elect.

Categories of records in the system: Financial statements of Commissioners-elect—list of personal property, stocks, bonds, indebtedness, etc.

Authority for maintenance of the system: Federal Trade Commission Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Reviewed for adequacy of disclosure and potential conflict of interest purposes when a new Commissioner-elect requests assistance with his financial statements. Used by General Counsel and staff.

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

Storage: Maintained in a legal size accordion folder.

Retrievability: Indexed by name.

Safeguards: Maintained in a wooden locked cabinet in GC's Secretary's Office. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Held since 1970. Retention indefinite.

System manager(s) and address:

General Counsel
Federal Trade Commission
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th and Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual on whom the record is maintained. 0

FTC—25

System name: General Correspondence Records—FTC

System location:

Federal Trade Commission
Room 701
6th & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: Consumers, individuals, public officials, company and corporation officers, attorneys, members of consumer groups, student groups and committees.

Categories of records in the system: Letters of complaint, inquiry, comment, petition, and/or communications concerning FTC actions and activities.

Authority for maintenance of the system: Federal Trade Commission Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To respond to correspondence. To determine whether any law enforcement or other action by FTC may be warranted. Referral to other federal, state, or local governmental agencies for appropriate action when matter complained of or inquired about comes within the jurisdiction of such agency. Used by FTC employees and by personnel of any agency to which the matter is referred

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

Storage: Legal-size standard file cabinets; conserva files, regular size, and 3 inch by 5 inch drawers.

Retrievability: Indexed by correspondent's name, subject, and name of proposed respondent.

Safeguards: Unlocked file cabinets. Office security: blue seal locked doors. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Copies of correspondence and indices by correspondent and subject retained 1 year. Index of proposed respondent retained 2 years.

System manager(s) and address: Chief, Correspondence Section, Office of the Secretary, Federal Trade Commission, Washington, D.C. 20580.

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual on whom record is maintained.

FTC—26

System name: General Personnel Records (Official Personnel Folder and records related thereto): Duplicate Personnel files and Automated Records—FTC.

System location:

Automated Records
Division of Personnel
Federal Trade Commission
Washington, D.C.
Duplicate Records
Federal Trade Commission
6th & Pennsylvania Avenue, N.W.
Washington, D.C. 20580
Atlanta Regional Office

730 Peachtree Street, N.E.
Atlanta, Georgia 30308
Boston Regional Office
150 Causeway Street
Boston, Massachusetts 02144
Chicago Regional Office
55 East Monroe Street
Chicago, Illinois 60603
Cleveland Regional Office
1339 Federal Office Building
1240 East 9th Street
Cleveland, Ohio 44199
Dallas Regional Office
500 South Ervay Street
Dallas, Texas 75201
Kansas City Regional Office
2806 Federal Office Building
911 Walnut Street
Kansas City, Missouri 64106
Los Angeles Regional Office
13209 Federal Building
11000 Wilshire Boulevard
Los Angeles, California 90024
New Orleans Regional Office
1000 Masonic Temple Building
333 St. Charles Street
New Orleans, Louisiana 70130
New York Regional Office
2243-EB Federal Building
26 Federal Plaza
New York, New York 10007
San Francisco Regional Office
450 Golden Gate Avenue
San Francisco, California 94102
Seattle Regional Office
28th Floor Federal Building
915 Second Avenue
Seattle, Washington 98174
Washington, D.C., Regional Office
2120 L Street, N.W.
Washington, D.C. 20037

Categories of individuals covered by the system: Current Federal Trade Commission employees.

Categories of records in the system: This system consists of a variety of records relating to personnel actions and determinations made about an individual while employed in the Federal service. These records contain information about an individual relating to birth date; Social Security Number; veteran preference; tenure; handicap; past and present salaries, grades, and position titles; letter of commendation, reprimand, charges, and decision on charges; notice of reduction-in-force; locator files; personnel actions, including but not limited to, appointment, reassignment, demotion, detail, promotion, transfer, and separation; training; minority group designator; records relating to life insurance, health benefits, and designation of beneficiary; performance ratings; data documenting the reasons for personnel actions or decisions made about an individual; awards; and other information relating to the status of the individual.

Authority for maintenance of the system: Title 5 U.S.C. Sections 1302, 2951, 4118, 4308, 4506, and Executive Order 10561, September 13, 1954.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records is used or a record may be used:

a. By agency officials for purposes of review in connection with appointments, transfers, promotions, reassignments, adverse actions, disciplinary actions, and determination of qualifications of an individual.

b. By the Civil Service Commission for purposes of making a decision when a Federal employee or former

Federal employee is questioning the validity of a specific document in an individual's record.

c. By the district courts to render a decision when an agency has refused to release to current or former Federal employees a record under the Freedom of Information Act.

d. To provide information to a prospective employer of a Government employee or former Federal employee.

e. To provide data for the automated Center Personnel Data File (CPDF).

f. To provide data to update Federal Automated Career Systems (FACS), Executive Inventory File, and Security investigations index on new hires, adverse actions, and terminations.

g. To provide statistical reports to Congress, agencies, and the public on characteristics of the Federal work force.

h. 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 the matter.

i. 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 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.

j. 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.

k. 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 locate specific individuals for personnel research or other personnel management functions.

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

Storage: Records are maintained in file folders, magnetic tape, and punched cards.

Retrievability: Records are indexed by any combination of name, birth date, Social Security Number, or identification number.

Safeguards: Duplicate records—Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms with access limited to those whose official duties require access. Automated files—Restricted password to access data.

Retention and disposal: Duplicate files—The Official Personnel Folder (OPF) is retained indefinitely. The OPF is sent to the National Personnel Records Center within 30 days of the date of the employee's separation from the Federal service. Some records such as letters of reprimand, indebtedness, and vouchers are maintained for two years or destroyed when an individual resigns, transfers, or is separated from the Federal service. Automated files—Files of individuals are erased after they leave the FTC; only statistical turnover information is retained.

System manager(s) and address: Duplicate file—Regional Director, Regional Office (see name and address of regional office listed in location above). Automated records—Director of Personnel, Division of Personnel, Federal Trade Commission, Washington, D.C. 20580.

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

FTC—27

System name: Health Unit Records—FTC

System location:

FTC Headquarters and Washington Regional Employees:
Health Unit
Room 101
6th and Pennsylvania Ave., N.W.
Washington, D.C.
Regional Offices Employees:
Health Unit, Regional Office

Categories of individuals covered by the system: Current agency employees

Categories of records in the system: Information relating to an employee's participation in an occupational health services program.

Authority for maintenance of the system: Public Law 79-658(5 U.S.C. 7901) as further defined in OMB Circular A-72

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Medical counseling and health services provided to current employees

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

Storage: Records are maintained in manila folder.

Retrievability: Records are indexed by name.

Safeguards: Records are stored in lockable metal filing cabinets. Access to and use of these records are limited to those persons whose official duties require such access.

Retention and disposal: Destroyed upon an employee's separation from the agency.

System manager(s) and address: Nurse or Physician in charge of Health Unit (address as in System Location)

Notification procedure: By mailing or delivering a written request bearing the individual name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: The individual to whom record pertains; private physician

FTC—28

System name: Investigational, Legal, and Public Records—FTC

System location: Division of Legal & Public Records, 6th & Pennsylvania Avenue, N.W., Washington, D.C. 20580; Record Center, Suitland, Maryland.

Categories of individuals covered by the system: Respondents, proposed respondents, and others in Commission investigations and law enforcement proceedings; parties requesting formal advisory opinions.

Categories of records in the system: Name and some or all of the following: address; company affiliation; age; date of birth; place of birth; employment, financial, credit, and personal history background, in the records contained in this system. This system is composed of the following files: formal investigational files; docketed and consent matters; assurances of voluntary compliance; advisory opinions.

Authority for maintenance of the system: Federal Trade Commission Act and

Executive Order no. 10450, dated 8-5-54

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For use by Commission staff in investigative and adjudicative proceedings, enforcement actions, penalty proceedings, enforcement of compliance orders, issuance of complaints, negotiation of consent orders, issuance of cease and desist orders, and advisory opinions. Referral to federal, state, or local enforcement authorities for investigation and possible criminal prosecution, civil action or regulatory order. Used by Commission staff assigned to, reviewing, or supervising matter; used by Commission personnel with recordkeeping, managerial, and budgeting responsibilities; used by personnel of other agencies to whom a matter is referred.

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

Storage: Maintained on standard letter & legal size paper; magcard tapes; microfilm, microfiche

Retrievability: Indexed by respondent or co-respondent name; company name; industry investigation title; FTC internal 7-digit or 4-digit investigation number or complaint assigned number

Safeguards: Metal legal & letter size file cabinets; official records center containers. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Retained at FTC offices for 5 years, after which transferred to National Archives. Investigatory files, except history portion, destroyed by shredding or burning after 5 years.

System manager(s) and address:

Secretary
Federal Trade Commission
6th & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Notification procedure: Public records contained in this system are available upon request, as indicated below. Otherwise, records in this system generally do not contain personal information about individuals and are generally exempt from mandatory disclosure under 5 U.S.C. Sec. 552a(k)(2). However, some personal information relating to individuals may be included and, if retrievable, may be disclosable; access to such information may be requested by mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580. In order for personal information in this system to be retrieved, a request must specify the name of the party subject to the investigation or adjudicatory proceeding.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual respondent or proposed respondent, company records, complainants, enforcements, witnesses or other third parties.

FTC—29

System name: Litigation Information Management System for Investigations, Rulemaking, Adjudicatory Proceedings—FTC

System location:

Suite 452
13th & Pennsylvania Avenue, N.W.
Washington, D.C.

Categories of individuals covered by the system: Individual respondents, witnesses, informants, and interested parties in certain selected, complex investigations, or rulemaking or adjudicatory proceedings; individuals submitting comments or named in records obtained in the course of such investigations or proceedings.

Categories of records in the system: Information on individuals generally concerns relations or transactions with or knowledge about respondents, or general business and isolated personal information on individual respondents, and other items of information relating to the individual's involvement in the matter in question.

Authority for maintenance of the system: Federal Trade Commission Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This computer system is only utilized in certain select, complex matters where data storage, retrieval, and manipulation requires such use. It is used for general law enforcement purposes (including investigation, litigation, and rulemaking) by Commission employees; used by management in allocating resources and in assessing progress of programs; used to provide information to Congress; used by consultants and contractors to create data bases and to perform calculations and interpret data for FTC attorneys; used to refer matters to federal, state, or local enforcement authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

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

Storage: Maintained in original, microform and computer data bases.

Retrievability: Retrieved by name, title, date, company concerned, or any fact entered on data entry form (document control form).

Safeguards: Access to records only to those working on the particular matter and only within their particular function. Security and confidentiality controls prevent unauthorized access to original records and computerized records.

Retention and disposal: Retained for life of program plus any additional retention period specified by Commission. Disposal is by shredding, burning, or other physical destruction.

System manager(s) and address:

Manager, Litigation Support Division
Room 452
13th & Pennsylvania Avenue, N.W.
Washington, D.C.

Notification procedure: Records in this system generally do not contain personal information about individuals and are generally exempt from mandatory disclosure under 5 U.S.C. Sec. 552a(k)(2). However, some personal information relating to individuals may be

included and may be disclosable; and access to such information may be requested by mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580. In order for personal information in this system to be retrieved, a request must specify the name of the party subject to the investigation or adjudicatory proceeding.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Public and confidential information received from industry, government, and individuals.

FTC—30

System name: Page Count Sheet Tabulation, Dallas Regional Office—FTC

System location:

Federal Trade Commission
Dallas Regional Office
500 S. Ervay Street, Room 452-B
Dallas, Texas 75201

Categories of individuals covered by the system: The members of the Word Processing Center who operate the Wang automatic typewriters and take the dictation from the Professional Staff.

Categories of records in the system: Initials of person performing work, the date in which it was received into the Word Processing Center; the time at which the work left the WPC; the name, title, number of the casework received; the type of work (ex. Interview Report, Complaint, etc.), the number of pages and the initials of the Professional member who is responsible for the work being processed.

Authority for maintenance of the system: Federal Trade Commission Act; FTC Administrative Manual 1-201.1; Federal Records Act Sec. 506(a); GSA Regulations (Secs. 101-11.209-3).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A monthly tabulation of the page count, itemized for each steno/typist/secretary is kept and used to more evenly distribute the workload as well as being used in the evaluation of that individual. Used by Dallas Regional Office personnel.

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

Storage: Metal secretarial desk which can be locked.

Retrievability: By monthly indexing.

Safeguards: Stored in metal secretarial desk which can be locked. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: They are retained for a period of one year and then are disposed of by burning.

System manager(s) and address:

Director
Dallas Regional Office
500 S. Ervay Street, Room 452-B
Dallas, Texas 75201

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Records kept by the Supervisor of the Word Processing Center from work turned in by each individual of the Word Processing Center.

FTC—31

System name: Payroll Processing System—Federal Trade Commission

System location:

Division of Budget and Finance
Federal Trade Commission
6th Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: All FTC personnel.

Categories of records in the system: All payroll information on individual FTC employees including basic employment information, pay and deduction information, and leave and tax information.

Authority for maintenance of the system: Public Law 89-554, Sec. 1; 5 U.S.C. Sec. 1301; Federal Personnel Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Salary and wage processing in accordance with applicable laws and regulations. Used by Division of Budget and Finance personnel and by other agency personnel whose responsibilities include salary and wage processing and evaluation.

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

Storage: Maintained in comprehensive computer listing and on computer tape by the Treasury Department in Philadelphia.

Retrievability: By name, social security number.

Safeguards: Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Maintained according to GSA/Archives schedules of retention and disposal.

System manager(s) and address:

Chief, Division of Budget and Finance
(address same as System Location)

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Pay forms completed by individual on whom the records are maintained; personnel system.

FTC—32

System name: Payroll—Retirement Cards—FTC

System location:

Division of Budget and Finance
Federal Trade Commission
6th Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: All Federal Trade Commission personnel who quality for Federal retirement benefits.

Categories of records in the system: Payroll information relating to retirement benefits.

Authority for maintenance of the system: 5 U.S.C. Secs. 5301, 5501, 6101, 6301, 8301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Calculation of retirement benefits. Referred to succeeding employer of U.S. Government Agency or otherwise to Civil Service Commission upon withdrawal or retirement from Federal Service.

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

Storage: Maintained on 8 inch by 10 1/2 inch card

Retrievability: Indexed by name

Safeguards: Locked 3-drawer file cabinet. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Held for length of service of employee while at FTC; information forwarded to next employing agency or Civil Service Commission.

System manager(s) and address:

Chief, Division of Budget and Finance
(address same as System Location)

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Payroll system; personnel system

FTC—33

System name: Preliminary Investigation Files—FTC

System location:

Indiana Building
633 Indiana Avenue, N.W.
Washington, D.C.
Star Building
1101 Pennsylvania Avenue, N.W.
Washington, D.C.
Gelman Building
2120 L Street, N.W.
Washington, D.C.
Pennsylvania Building
425 13th Street, N.W.
Washington, D.C.
M Street Building
1726 M Street, N.W.
Suite 1100
Washington, D.C.
6th & Pennsylvania Avenue, N.W.
Washington, D.C.
Atlanta Regional Office
730 Peachtree Street, N.E.
Atlanta, Georgia 30308
Boston Regional Office
150 Causeway Street
Boston, Massachusetts 02144
Chicago Regional Office
55 East Monroe Street
Chicago, Illinois 60603
Cleveland Regional Office
1339 Federal Office Building
1240 East 9th Street
Cleveland, Ohio 44199
Dallas Regional Office
500 East Ervay Street
Dallas, Texas 75201
Kansas City Regional Office
2806 Federal Office Building
911 Walnut Street
Kansas City, Missouri 64106
Los Angeles Regional Office
13209 Federal Building
11000 Wilshire Boulevard
Los Angeles, California 90024
New Orleans Regional Office
1000 Masonic Temple Building
333 St. Charles Street
New Orleans, Louisiana 70130
New York Regional Office
2243-EB Federal Building
26 Federal Plaza
New York, New York 10007
San Francisco Regional Office
450 Golden Gate Avenue
San Francisco, California 94102
Seattle Regional Office
28th Floor Federal Building
915 Second Avenue
Seattle, Washington 98174
Washington, D.C. Regional Office
2120 L Street, N.W.
Washington, D.C. 20037

Categories of individuals covered by the system: Respondents and Co-Respondents in Preliminary Investigations.

Categories of records in the system: Information on individuals generally concerns relations or transactions with or knowledge about respondents, or general business and isolated personal information on individual respondents, and other items of information relating to the individual's involvement in the matter in question. This system is composed of files of preliminary investigations (investigations which have not yet become formal and assigned a 7-digit number).

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To determine whether a formal investigation or other action is appropriate. Referral to federal, state, or local enforcement authorities for investigation and possible criminal prosecution, civil action, or regulatory order. Used by Commission staff assigned to, reviewing, or supervising matter; used by Commission personnel with recordkeeping, managerial, and budgeting responsibilities; used by personnel of other agencies to whom a matter is referred.

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

Storage: Records maintained in file folders

Retrievability: Indexed by name of respondent or co-respondent

Safeguards: Access to and use of these records are limited to those whose official duties require such access.

Retention and disposal: Records are transferred to Division of Legal and Public Records when preliminary investigation ends.

System manager(s) and address:

Director of Bureau or Regional Office conducting investigation.

Notification procedure: Records in this system generally do not contain personal information about individuals and are generally exempt from mandatory disclosure under 5 U.S.C. Sec. 552a(k)(2). However, some personal information relating to individuals may be included and, if retrievable, may be disclosable; access to such information may be requested by mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580. In order for personal information in this system to be retrieved, a request must specify the name of the party subject to the investigation or adjudicatory proceeding. The request should also specify the Bureau (and Division, if possible) or Regional Office conducting the investigation.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual respondent or proposed respondent, company records, complainants, informants, witnesses or other third parties.

FTC—34

System name: Public Contact Report System, Atlanta Regional Office— FTC

System location:

Atlanta Regional Office
730 Peachtree Street, N.E., Room 800
Atlanta, Georgia 30308

Categories of individuals covered by the system: Individual members of the public who file complaints or request information either by telephone or in person concerning matters believed to be of interest or within the jurisdiction of the FTC.

Categories of records in the system: Consists of comoleted form listing the name of the individual, name of the comoany about which the individual inquires or complains and the matter complained of. System also includes an index of the individual with whom contact was made.

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Filed for future reference as to possible witnesses if company complained of should come under investigation by the FTC. Also may be used for reference to another office of the FTC or other federal agencies for law enforcement purposes when deemed approoriate. Used bv Atlanta Regional Office personnel and by oersonnel of other FTC units or other agencies to whom a matter is referred.

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

Storage: Public contact forms maintained in letter size file folders; index cards consists of 3 inch by 5 inch cards maintained in card file.

Retrievability: Contact form filed alphabetically by name of company; index card filed alphabetically by name of individual.

Safeguards: Contact forms in standard file cabinet and index cards in standard card file. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Retained for a minimum of one year and disposed of by delivery to and placing in a local government incinerator.

System manager(s) and address:

Regional Director
730 Peachtree Street, N.E., Room 800

Atlanta, Georgia 30308

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Information obtained from the individual.

FTC—35

System name: Public Information Mailing List—FTC

System location:

Office of Public Information—Room 496
Federal Trade Commission
6th Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: Individuals, businesses, and organizations which have indicated an interest in receiving FTC materials.

Categories of records in the system: Contains some or all of the following: name, title, company or organization, mailing address, occupation, and capacity/interest codes.

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1. Mailing FTC materials by Public Information Office personnel.

2. Creation of formatted statistical reports designed for use by OPI Director and Assistant Director as a management tool in assessing OPI mission performance.

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

Storage: Computer disk storage

Retrievability: System indexed by computer-assigned identification number.

Safeguards: 1. Password access to computer storage facility.

2. Access to code system available to OPI and computer support personnel only.

Retention and disposal: Records are retained until a purge action occurs or a request to delete is received. A purge action occurs when an affirmative response to a purge inquiry is not received, and each list entry receives a purge inquiry annually.

System manager(s) and address:

Director, Office of Public Information
Room 496, Federal Trade Commission
6th Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual who wishes to receive FTC material, and FTC material, and FTC staff referring mailing list requests.

FTC—36

System name: Public Information Mailing Lists, Boston Regional Office—FTC

System location:

Boston Regional Office
Suite 1301
150 Causeway Street
Boston, Mass. 02114

Categories of individuals covered by the system: News media personnel, heads of consumer organizations, Attorneys General and key staff, heads of business organizations, selected key individuals such as legislators, government leaders, professors, etc. concerned with consumerism.

Categories of records in the system: Contains name, title, organization and address.

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is used by staff for purposes of mailing or distributing press releases and other information materials.

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

Storage: Maintained on a typed listing which is periodically updated.

Retrievability: Indexed by name and organization.

Safeguards: Lists are maintained in a steel file in the PIO's Office. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Lists are maintained until outdated.

System manager(s) and address:

Public Information Officer
Boston Regional Office
150 Causeway St.—Suite 1301
Boston, Mass. 02114

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Boston Regional Office staff, the media, consumer organizations, materials and information supplied by the public, directories, and government officials.

FTC—37

System name: Public Information Mailing Lists, Dallas Regional Office—FTC

System location:

Federal Trade Commission
Dallas Regional Office
500 S. Ervay; Room 452-B
Dallas, Tx. 75201

Categories of individuals covered by the system: Members of news media

Categories of records in the system: Name, title and address

Authority for maintenance of the system: Federal Trade Commission Act; FTC Administrative Manual 1-201.1, Federal Records Act Sec. 506(a); GSA Regulations (Sec. 101-11.209-3)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Identification of members of news media who are to receive courtesy copies of News Releases, etc. This material is used by members of the Word Processing Center and the Public Information Officer for mailing.

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

Storage: On a Wang Cassette Taoe

Retrievability: By Tape Number and Identity on Tape Front

Safeguards: Names and Addresses are stored on Wang Cassette Tape; They are kept stored in a cassette album in the Word Processing Center. Access restricted to those agency oersonnel whose responsibilities require access.

Retention and disposal: Tape is kept until new Public Information Officer is named each Fiscal Year and then the list is updated and changed

System manager(s) and address:

Director
Dallas Regional Office
500 S. Ervay; Room 452-B
Dallas, Tx. 75201

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Reouest, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Members of news media.

FTC—38

System name: Public Information Mailing List, New Orleans Regional Office—FTC

System location:

New Orleans Regional Office, FTC
333 St. Charles St., 1000 Masonic Temple Bldg.
New Orleans, Louisiana 70130

Categories of individuals covered by the system: Persons and consumer organizations who normally receive information supplied to this office by the Division of Consumer Education

Categories of records in the system: Contains name and address of individuals and groups receiving consumer education information

Authority for maintenance of the system: Federal Trade Commission Act

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used as indicated for mailing of consumer education material. Used by New Orleans Regional Office personnel.

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

Storage: Maintained on MT/ST tape

Retrievability: Indexed by use

Safeguards: Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Maintained until individual or group requests removal from the list, or until materials are returned by post office because of change in address

System manager(s) and address: FTC New Orleans Regional Office Director, 333 St. Charles Street, 1000 Masonic Temple Building, New Orleans, Louisiana 70130

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above

Record source categories: Individual or group on whom the record is maintained

FTC—39

System name: Staff Advisory Opinion Records—FTC

System location:

Office of Assistant General Counsel
Legal Services, Room no. 576
Federal Trade Commission
6th & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: Applicants for advisory opinions under Sec. 1.1 of the Commission's Rules of Practice and Procedure.

Categories of records in the system: Name and address of requestor; business information; proposed courses of business action.

Authority for maintenance of the system: Federal Trade Commission Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To provide staff advice responsive to public request; to maintain record of advice given; for use of the staff for preparation of future staff or Commission opinions and to coordinate and assure consistency of position; possible referral to other parts of the FTC or to appropriate federal or state agencies for advice or where law enforcement action may be warranted; used by staff of Office of General Counsel and other FTC personnel or agencies to whom a matter is referred.

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

Storage: Stored in file folders; file cabinets

Retrievability: Generally indexed by name of requesting party

Safeguards: Maintained in lockable file cabinets and office. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Maintained from 1-1-70; no present disposal program

System manager(s) and address: Assistant General Counsel for Legal Services, Room no. 576, Federal Trade Commission, 6th & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th & Pennsylvania Avenue, N.W., Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual proprietorship, corporation, or other business organization, or counsel representing any of them, seeking or receiving a staff advisory opinion.

FTC—40

System name: Statement of Employment and Financial Interests—FTC

System location:

Office of the Executive Director
Federal Trade Commission
6th & Pennsylvania Avenue, N.W.
Washington, D.C. 20580

Categories of individuals covered by the system: Personnel required by FTC regulations to file statements of employment and financial interests

Categories of records in the system: Contains name, organization, statement of employment and financial interests

Authority for maintenance of the system: Executive Order No. 11222 and

5 CFR Part 735

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Review of statement of employment and financial interests to ascertain whether a conflict of interest or apparent conflict of interest exists, and if so, to insure that appropriate action is taken to remove conflict. Used by senior Commission employees and members of the General Counsel's Office.

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

Storage: Maintained on an 8 inch by 10 1/2 inch paper

Retrievability: Indexed by name

Safeguards: Records are maintained in a combination steel vault. Access restricted to those agency personnel whose responsibilities require access.

Retention and disposal: Records are maintained indefinitely

System manager(s) and address:

Executive Director
Room 426
Federal Trade Commission
Washington, D.C. 20580

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretary, Federal Trade Commission, 6th & Pennsylvania Avenue, N.W. Washington, D.C. 20580

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual on whom the record is maintained.

FTC—41

System name: Unofficial Personnel Records—FTC

System location:

Federal Trade Commission
6th Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20580
Indiana Building
633 Indiana Avenue, N.W.
Washington, D.C.
Star Building
1101 Pennsylvania Avenue, N.W.
Washington, D.C.
Gelman Building
2120 L Street, N.W.
Washington, D.C.

Pennsylvania Building
425 13th Street, N.W.
Washington, D.C.
M Street Building
1726 M Street, N.W.
Suite 1100
Washington, D.C.
Atlanta Regional Office
730 Peachtree Street, N.E.
Atlanta, Georgia 30308
Boston Regional Office
150 Causeway Street
Boston, Massachusetts 02144
Chicago Regional Office
55 East Monroe Street
Chicago, Illinois 60603
Cleveland Regional Office
1339 Federal Office Building
1240 East 9th Street
Cleveland, Ohio 44199
Dallas Regional Office
500 South Ervay Street
Dallas, Texas 75201
Kansas City Regional Office
2806 Federal Office Building
911 Walnut Street
Kansas City, Missouri 64106
Los Angeles Regional Office
13209 Federal Building
11000 Wilshire Boulevard
Los Angeles, California 90024
New Orleans Regional Office
1000 Masonic Temple Building
333 St. Charles Street
New Orleans, Louisiana 70130
New York Regional Office
2243-EB Federal Building
26 Federal Plaza
New York, New York 10007
San Francisco Regional Office
450 Golden Gate Avenue
San Francisco, California 94102
Seattle Regional Office
28th Floor Federal Building
915 Second Avenue
Seattle, Washington 98174
Washington, D.C. Regional Office
2120 L Street, N.W.
Washington, D.C. 20037

Categories of individuals covered by the system: Current employees of the Federal Trade Commission.

Categories of records in the system: This system of records contains information or documents about the employment and work history of individual employees. The types of records maintained vary with each supervisor and Commission unit. Each superviosr may maintain some or all of the following records: written notes or memoranda on emoloyee performance (i.e., Attorney Evaluation Employment Forms), leave, work assignments, disciplinary problems.

Authority for maintenance of the system: Title 5 U.S.C. Sections 4301-4308; Sections 6101-6106; Sections 6301-6326; Sections 7301-7352; Sections 7501-7533.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To be used by the employee's supervisor in evaluating performance, preparing promotion and award recommendations, preparing informal or formal disciplinary actions, approving leave, making work assignments.

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

Storage: These records are maintained in file folders

Retrievability: These records are indexed by the names of individuals on whom they are maintained

Safeguards: Access to and use of these records are limited to those whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Records are destroyed when the employee no longer works for the supervisor maintaining the records

System manager(s) and address: Employee supervisor, Federal Trade Commission.

Notification procedure: By mailing or delivering a written request bearing the individual's name, return address, and signature, addressed as follows: Privacy Act Request, Office of the Secretrary, Federal Trade Commission, 6th Street & Pennsylvania Avenue, N.W., Washington, D.C. 20580.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual to whom record pertains; supervisors of employee.

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FHLBB—1

System name: INTERNAL OFFICE PERSONNEL FILES

System location: SEE "SYSTEM MANAGER".

Categories of individuals covered by the system: FEDERAL HOME LOAN BANK BOARD EMPLOYEES, CONSULTANTS, AND EMPLOYEES OF THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION, AND FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION RECEIVERSHIPS.

Categories of records in the system: THIS SYSTEM CONSISTS OF A VARIETY OF RECORDS RELATING TO PERSONNEL ACTIONS AND DETERMINATIONS REGARDING INDIVIDUALS WHILE EMPLOYED BY THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION, THE FEDERAL HOME LOAN BANK BOARD, AS CONSULTANTS TO THE BOARD, OR AS EMPLOYEES OF A FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION RECEIVERSHIP. THE RECORDS MAY CONTAIN INFORMATION ABOUT AN INDIVIDUAL RELATING TO: DATE OF BIRTH; SOCIAL SECURITY NUMBER; VETERANS PREFERENCE; TENURE; PHYSICAL HANDICAP; PAST AND PRESENT SALARIES, GRADES, AND POSITION TITLES; AND MAY INCLUDE LETTERS OF COMMENDATION, REPRIMANDS, CHARGES, AND DECISION ON CHARGES; NOTICES OF REDUCTIONS-IN-FORCE; ACCIDENT REPORTS; UPWARD-MOBILITY INFORMATION; LOCATOR FILES; LOANS WITH SAVINGS AND LOANS; PERSONNEL ACTIONS, INCLUDING BUT NOT LIMID TO APPOINTMENT, PROMOTION, REASSIGNMENT, DEMOTION, WORK DETAIL, TRANSFER, AND SEPARATION; PROBATIONARY PERIOD; TRAINING; MINORITY GROUP INDICATOR; LIFE INSURANCE, HEALTH BENEFITS, AND DESIGNATION OF BENEFICIARY; APPLICATION FOR EMPLOYMENT; LETTERS OF REFERENCE; PERFORMANCE RATINGS (MBO/KOI OR OTHER AS APPLICABLE); DOCUMENTATION OF PERSONNEL ACTIONS OR DECISIONS MADE ABOUT THE INDIVIDUAL; AWARDS; RECORDS OF EQUIPMENT AND MATERIALS ISSUED TO THE INDIVIDUAL; LEAVE AND TIME-AND-ATTENDANCE RECORDS; TRAVEL RECORDS; AND OTHER INFORMATION REGARDING THE INDIVIDUAL.

Authority for maintenance of the system: 5 U.S.C. 1302, 2951, 4118, 4308, 4506, AND EXECUTIVE ORDER 10561, DATED SEPTEMBER 13, 1954.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: INFORMATION IN THESE RECORDS IS USED OR MAY BE USED:

(1) BY BOARD AND RECEIVERSHIP OFFICIALS FOR REVIEW IN CONNECTION WITH TRAINING, APPOINTMENTS, TRANSFERS, PROMOTIONS, REASSIGNMENTS, ADVERSE ACTIONS (INCLUDING DISCIPLINARY ACTIONS), DETERMINATIONS OF QUALIFICATIONS OF AN INDIVIDUAL, DETERMINATIONS OF CONFLICTS OF INTEREST, EQUIPMENT ASSIGNED TO AN INDIVIDUAL, ENTITLED BENEFITS, LEAVE AUTHORIZED AND USED, TRAVEL UNDERTAKEN, AND RE-IMBURSEMENTS;

(2) BY THE CIVIL SERVICE COMMISSION FOR WHEN A CURRENT OR FORMER FEDERAL EMPLOYEE QUESTIONS THE VALIDITY OF A SPECIFIC DOCUMENT IN HIS RECORD;

(3) BY THE COURTS TO RENDER A DECISION WHEN AN AGENCY HAS REFUSED TO RELEASE TO A CURRENT OR FORMER FEDERAL EMPLOYEE A RECORD UNDER THE FREEDOM OF INFORMATION ACT;

(4) TO PROVIDE INFORMATION TO A PROSPECTIVE EMPLOYER OF A CURRENT OR FORMER FEDERAL EMPLOYEE;

(5) TO PROVIDE DATA FOR THE AUTOMATED CENTRAL PERSONNEL DATA FILE (CPDF);

(6) TO PROVIDE DATA TO UPDATE FEDERAL AUTOMATED CAREER SYSTEMS (FACS), THE EXECUTIVE INVENTORY FILE, SECURITY INVESTIGATIONS, THE INDEX ON NEW HIRES, AND MATERIALS CONCERNING ADVERSE ACTIONS AND TERMINATION;

(7) TO PROVIDE INFORMATION TO A FEDERAL AGENCY, IN RESPONSE TO ITS REQUEST, IN CONNECTION WITH HIRING OR RETENTION OF AN EMPLOYEE, LETTING OF A CONTRACT, OR ISSUANCE OF A LICENSE, GRANT, OR OTHER BENEFIT BY THE REQUESTING AGENCY, TO THE EXTENT THAT THE INFORMATION IS RELEVANT AND NECESSARY TO THE REQUESTING AGENCY'S DECISION ON THE MATTER;

(8) IN CONNECTION WITH REQUESTS FOR INFORMATION FROM A FEDERAL, STATE, OR LOCAL AGENCY MAINTAINING CIVIL, CRIMINAL, OR OTHER RELEVANT ENFORCEMENT OR OTHER PERTINENT INFORMATION, SUCH AS LICENSES, IF THE OBTAINING OF SUCH INFORMATION IS NECESSARY TO AN AGENCY DECISION CONCERNING HIRING OR RETENTION OF AN EMPLOYEE, ISSUANCE OF A SECURITY CLEARANCE, LETTING OF A CONTRACT, OR ISSUANCE OF A LICENSE, GRANT, OR OTHER BENEFIT;

(9) TO REFER, WHERE THERE IS INDICATION OF A VIOLATION OR POTENTIAL VIOLATION OF LAW (WHETHER CIVIL, CRIMINAL, OR REGULATORY), TO THE APPROPRIATE FEDERAL, STATE, OR LOCAL AGENCY CHARGED WITH RESPONSIBILITY FOR INVESTIGATING OR PROSECUTING SUCH VIOLATION OR ENFORCING OR IMPLEMENTING THE FOR UP TO TWO YEARS AFTER EMPLOYMENT TERMINATION. TRAVEL, TIME-AND-ATTENDANCE, AND LEAVE RECORDS ARE RETAINED FOR ONE FISCAL YEAR BEYOND THE CURRENT FISCAL YEAR, OR UNTIL AUDITED, WHICHEVER IS LATER. INFORMATION GATHERED IN CONNECTION WITH THE MBO/KOI PERFORMANCE RATING SYSTEM IS RETAINED NO MORE THAN ONE YEAR AFTER AN EMPLOYEE ACCEPTS THE RATING GIVEN. RECORDS OF RECEIVERSHIP FILES ARE RETAINED FOR THREE YEARS AFTER DISSOLUTION OF RECEIVERSHIP. IN THE OES WASHINGTON OFFICE KARDEX CARDS SUMMARIZING PAST OR PRESENT EMPLOYEES' EMPLOYMENT HISTORIES ARE MAINTAINED PERMANENTLY.

System manager(s) and address: THE BUSINESS ADDRESS OF EACH SYSTEM MANAGER LISTED BELOW, UNLESS OTHERWISE INDICATED, IS:

FEDERAL HOME LOAN BANK BOARD
320 FIRST STREET, N. W.
WASHINGTON, D. C. 20552
PERSONNEL LIAISON OFFICER, MANAGEMENT SYSTEMS DIVISION

PERSONNEL LIAISON OFFICER, ACCOUNTING AND FISCAL OPERATION BRANCH, FINANCIAL MANAGEMENT DIVISION
DIRECTOR, OFFICE OF ECONOMIC RESEARCH
GENERAL COUNSEL, OFFICE OF THE GENERAL COUNSEL
DIRECTOR, FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
DIRECTOR, GENERALIZED SYSTEM RESEARCH AND DESIGN DIVISION STATUTE, OR RULE, REGULATION, OR ORDER ISSUED PURSUANT THERETO;

(10) 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, AND FOR UTILIZATION IN RESPONSE 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; AND

(11) VERIFICATION OF EMPLOYMENT FOR CREDIT PURPOSES.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS OR ON KARDEX CARDS IN LOCKABLE CONTAINERS OR IN SECURED ROOMS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: RECORDS ARE GENERALLY RETAINED UNTIL 60 DAYS AFTER TERMINATION OF EMPLOYMENT. SOME RECORDS (SUCH AS LETTERS OF REPRIMAND, MEMORANDA FOR THE RECORD, INFORMATION ON POSSIBLE CONFLICTS OF INTEREST, AND OTHER SUCH RECORDS) ARE RETAINED

DIRECTOR, OFFICE OF EXAMINATIONS AND SUPERVISION
DIRECTOR, OFFICE OF HOUSING AND URBAN AFFAIRS
DIRECTOR, ADMINISTRATION AND METHODS DIVISION
DIRECTOR, OFFICE OF INDUSTRY DEVELOPMENT
DEPUTY DIRECTOR, OFFICE OF THE FEDERAL HOME LOAN BANKS
PERSONNEL LIAISON OFFICER, INFORMATION SYSTEMS DIVISION
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
ONE UNION STREET—FOURTH FLOOR
BOSTON, MASSACHUSETTS 02108
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
ONE WORLD TRADE CENTER, FLOOR 103
NEW YORK, NEW YORK 10048
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
11 STANWIX STREET, ROOM 300
PITTSBURGH, PENNSYLVANIA 15222
ASSISTANT DISTRICT DIRECTOR—ADMINISTRATION
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
260 PEACHTREE STREET, N.W.
ATLANTA, GEORGIA 30303
ASSISTANT DISTRICT DIRECTOR
SILVER SPRING AREA OFFICE
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
8701 GEORGIA AVENUE, ROOM 400
SILVER SPRING, MARYLAND 20910
ASSISTANT DISTRICT DIRECTOR
CHARLOTTE AREA OFFICE
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
4915 ALBEMARLE ROAD
CHARLOTTE, NORTH CAROLINA 28205
ASSISTANT DISTRICT DIRECTOR
FORT LAUDERDALE AREA OFFICE
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
1525 SOUTH ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA 33316
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
2400 DUBOIS TOWER
511 WALNUT STREET
CINCINNATI, OHIO 45202
ASSISTANT DISTRICT DIRECTOR
CINCINNATI AREA OFFICE
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
2400 DUBOIS TOWER
511 WALNUT STREET
CINCINNATI, OHIO 45202
ASSISTANT DISTRICT DIRECTOR
NASHVILLE AREA OFFICE
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
2209 CRESTMOOR ROAD
NASHVILLE, TENNESSEE 37215
ASSISTANT DISTRICT DIRECTOR
CANTON AREA OFFICE
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
229 WELLS AVENUE, N. W.
CANTON, OHIO 44703
ASSISTANT DISTRICT DIRECTOR
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
2950 INDIANA TOWER
ONE INDIANA SQUARE
INDIANAPOLIS, INDIANA 46204
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
111 EAST WACKER DRIVE—UITE 700
CHICAGO, ILLINOIS 60601
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
714 SECOND AVENUE
DES MOINES, IOWA 50309
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
634 HARRISON STREET
TOPEKA, KANSAS 66603
ASSISTANT DISTRICT DIRECTOR
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
ROOM 379, POST OFFICE BUILDING
10TH AND STOUT STREETS
DENVER, COLORADO 80202
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
600 STEWART STREET, SUITE 610
SEATTLE, WASHINGTON 98101
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
600 CALIFORNIA STREET
SAN FRANCISCO, CALIFORNIA 94108
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
1350 TOWER BUILDING
LITTLE ROCK, ARKANSAS 72201
OFFICE SUPERVISOR

DALLAS BRANCH OFFICE
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
1100 COMMERCE STREET, ROOM 3B-29
DALLAS, TEXAS 75202
OFFICE SUPERVISOR
HOUSTON BRANCH OFFICE
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
201 FANNIN STREET, ROOM 321
HOUSTON, TEXAS 77002
ADMINISTRATIVE OFFICER
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
10001 WEST ROOSEVELT BOULEVARD
WESTCHESTER, ILLINOIS 60153
RECEIVERSHIP AGENT
MIDWESTERN OFFICE RECEIVERSHIPS
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
10001 WEST ROOSEVELT BOULEVARD
WESTCHESTER, ILLINOIS 60153
MANAGER, SCOTTSDALE OFFICE
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
6370 NORTH SCOTTSDALE ROAD
SCOTTSDALE, ARIZONA 85252
RECEIVERSHIP MANAGER
NORTHWEST GUARANTY RECEIVERSHIP
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
1100 TOWER BUILDING
SEATTLE, WASHINGTON 98101
WESTERN OFFICE MANAGER
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
900 WILSHIRE BOULEVARD, SUITE 840
LOS ANGELES, CALIFORNIA 90017

Notification procedure: INQUIRIES CONCERNING RECORDS SHALL BE MADE BY NOTIFYING THE APPROPRIATE SYSTEM MANAGER. SUCH NOTIFICATION MUST INCLUDE THE INDIVIDUAL'S NAME, SOCIAL SECURITY NUMBER OR EMPLOYEE IDENTIFICATION NUMBER, DATE OF BIRTH, OFFICE OF EMPLOYMENT (INCLUDING LOCATION), PERIOD OF EMPLOYMENT AND THE NAME OF THE RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE APPROPRIATE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE SAME INFORMATION REQUIRED TO BE FURNISHED UNDER 'NOTIFICATION', PLUS A STATEMENT SETTING FORTH THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: INFORMATION IN THIS SYSTEM OF RECORDS MAY HAVE BEEN OBTAINED FROM THE INDIVIDUAL, HIS IMMEDIATE SUPERVISOR OR PERSONS AT OTHER SUPERVISORY LEVELS, THE PERSONNEL OFFICE, THE PAYROLL OFFICE, SAVINGS AND LOAN ASSOCIATIONS, U. S. CIVIL SERVICE COMMISSION, OR OTHER SOURCES.

FHLBB—2

System name: MANPOWER/BUDGET SYSTEM

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W. WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: ALL CURRENT EMPLOYEES OF THE FEDERAL HOME LOAN BANK BOARD AND THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION.

Categories of records in the system: INDIVIDUAL EMPLOYEE RECORDS ARE KEPT BY OFFICE AND AGENCY AS FOLLOWS: NAME, TITLE, AWARDS, AGE, EOD DATE, SERVICE COMPUTATION DATE, OCCUPATION SERIES, SOCIAL SECURITY NUMBER, GRADE, DATE OF LAST WITHIN-GRADE RAISE, DATE OF LAST PROMOTION, WITHIN-GRADE DUE-DATE, AND ELIGIBILITY FOR PROMOTION. RECORDS ARE KEPT FOR EACH OFFICE (AND, WHERE APPROPRIATE, FOR THE AGENCY) ON NUMBER OF VACANCIES, AUTHORIZED POSITION CEILINGS, AND NUMBER OF EMPLOYEES.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: TO PROVIDE MANAGEMENT WITH DATA ON CURRENT EMPLOYMENT, VACANCIES, AND HISTORY OF EMPLOYEES; FOR PREPARATION OF FUTURE PERSONNEL ACTIONS; AND FOR COMPUTERIZED BUDGET PROJECTIONS FOR THREE FISCAL YEARS.

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

Storage: RECORDS ARE MAINTAINED IN NYLON POST-DATA FOLDERS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: RECORDS ARE RETAINED FOR ONE FISCAL YEAR.

System manager(s) and address: BUDGET OFFICER, FINANCIAL MANAGEMENT DIVISION. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, OFFICE OF EMPLOYMENT, PERIOD OF EMPLOYMENT, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE THEIR RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE SAME INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: PERSONNEL RECORDS.

FHLBB—3

System name: BIOGRAPHIES AND PHOTOGRAPHS

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: FEDERAL HOME LOAN BANK BOARD CHAIRMAN, BOARD MEMBERS, OFFICE DIRECTORS AND KEY PERSONNEL; FEDERAL HOME LOAN BANK PRESIDENTS; FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION KEY PERSONNEL; FEDERAL SAVINGS AND LOAN ADVISORY COUNCIL MEMBERS; FEDERAL HOME LOAN MORTGAGE CORPORATION; AND AMMINET EXECUTIVE STAFF.

Categories of records in the system: BIOGRAPHICAL NOTES AND PHOTOGRAPHS.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: RELEASE FOR MEDIA USE WHEN THE DESCRIBED INDIVIDUALS ARE INVITED TO MAKE ADDRESSES, ARE APPOINTED TO NEW POSITIONS, OR LEAVE THROUGH RESIGNATION, RETIREMENT, ETC.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: NO SAFEGUARDS ARE NEEDED, SINCE THESE RECORDS ARE AVAILABLE FOR PUBLIC DISTRIBUTION.

Retention and disposal: ONE COPY OF EACH BIOGRAPHY AND PHOTOGRAPH IS RETAINED PERMANENTLY.

System manager(s) and address: DIRECTOR, OFFICE OF COMMUNICATIONS. SEE "LOCATION.' FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER.

Record access procedures: RECORDS MAY BE OBTAINED, CHANGED, OR UPDATED BY SUBMISSION OF MATERIAL TO THE SYSTEM MANAGER.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: INFORMATION IS SUBMITTED BY THE INDIVIDUALS WHOSE RECORDS ARE MAINTAINED.

FHLBB—4

System name: EMPLOYEE SERVICE RECORD CARDS (SF-7)

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: ALL CURRENT EMPLOYEES AND CONSULTANTS IN THE MANAGEMENT SYSTEM DIVISION.

Categories of records in the system: HISTORICIAL RECORD OF OFFICIAL PERSONNEL ACTIONS, CONTAINING A CURRENT LISTING OF SUCH ACTIONS TAKEN WITH REGARD TO EACH EMPLOYEE WHILE IN THE DIVISION.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: USED AS A REMINDER FILE ON PERSONNEL ACTIONS. USERS ARE THE DIVISION DIRECTOR, DEPUTY DIRECTOR, AND PERSONNEL LIAISON OFFICER.

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

Storage: RECORDS ARE MAINTAINED IN A RECORDEX FOLDER.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: AN INDIVIDUAL'S RECORD IS DESTROYED UPON TERMINATION OF EMPLOYMENT IN THE DIVISION.

System manager(s) and address: PERSONNEL LIAISON OFFICER, MANAGEMENT SYSTEMS DIVISION. SEE "LOCATION'. FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, PERIOD OF EMPLOYMENT, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE SAME INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT SETTING FORTH THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES'..

Record source categories: BOARD PERSONNEL OFFICE, AND RECORDS OF OFFICIAL PERSONNEL ACTIONS.

FHLBB—5

System name: HOME OWNERS' LOAN CORPORATION HOME LOAN RECORDS (HOLC)

System location: FEDERAL RECORDS CENTER, NEW YORK, NEW YORK.

Categories of individuals covered by the system: INDIVIDUALS WHO HAD HOME LOANS WITH THE HOLC.

Categories of records in the system: NAME AND ADDRESS OF HOMEOWNER; LOCATION OF PROPERTY; AMOUNT ORIGINALLY LOANED AND SUBSEQUENT LOAN ACTIONS; ADVANCES, PAYMENTS TO PRINCIPAL, INTEREST, TAXES AND INSURANCE AND BALANCES; LOAN NUMBER.

Authority for maintenance of the system: ACT OF JUNE 13, 1933, P.L. 73-43, SECTION 3, 48 STAT. 130.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: TO PROVIDE TO LAWYERS, TITLE INSURANCE COMPANIES, AND OTHER INTERESTED PARTIES UPON REQUEST, LEGAL EVIDENCE OF THE SATISFACTION AND RELEASE OF MORTGAGE INTERESTS.

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

Storage: RECORDS ARE MAINTAINED ON MICROFILM AND PAPER AT THE FEDERAL RECORDS CENTER.

Retrievability: RECORDS ARE FILED BY NAME, WITH LOAN NUMBER ATTACHED.

Safeguards: ACCESS TO HOME LOAN RECORDS IS LIMITED TO INDIVIDUALS WHOSE RECORDS ARE MAINTAINED, THEIR DESCENDANTS, OTHERS HAVING A LEGITIMATE INTEREST IN THE LOAN PROPERTY, AND BOARD PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN SUCH RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: RECORDS ARE RETAINED PERMANENTLY.

System manager(s) and address: SECRETARY TO THE BOARD, FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Notification procedure: INQUIRIES CONCERNING RECORDS SHALL BE MADE BY NOTIFYING THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL IDENTIFY THE RECORD SYSTEM AND INCLUDE THE INDIVIDUAL'S NAME AND LOAN NUMBER (WHERE APPLICABLE).

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, OR DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE SAME INFORMATION REQUIRED UNDER "NOTIFICATION", PLUS A STATEMENT SETTING FORTH THE DESIRED ACCESS OR CHANGES AND THE REASON FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: HOME OWNERS. LOAN CORPORATION.

FHLBB—6

System name: DISTRICT BANK OFFICERS' BIOGRAPHY FILE

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: ALL FEDERAL HOME LOAN BANK OFFICERS.

Categories of records in the system: RESUMES AND APPOINTMENT HISTORIES, INCLUDING SALARY INFORMATION.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: TO PROVIDE GENERAL BACKGROUND INFORMATION ON BANK OFFICERS FOR USE BY THE DIRECTOR, OFFICE OF THE FEDERAL HOME LOAN BANKS, AND THE BOARD. INFORMATION OTHER THAN SALARY DATA IS FURNISHED TO THE PUBLIC UPON REQUEST.

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

Storage: RECORDS ARE MAINTAINED IN FILING CABINETS IN FILE FOLDERS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS TO SALARY DATA IS LIMITED TO PERSONNEL WHO HAVE A NEED TO KNOW THE INFORMATION FOR A JOB-RELATED PURPOSE.

Retention and disposal: RECORDS ARE RETAINED PERMANENTLY.

System manager(s) and address: ADMINISTRATIVE ASSISTANT (ELECTIONS), OFFICE OF THE FEDERAL HOME LOAN BANKS. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS SHALL NOTIFY THE SYSTEM MANAGER. SALARY INFORMATION IS ONLY AVAILABLE TO THE INDIVIDUAL WHOSE RECORD IS KEPT, AND A REQUEST FOR SUCH INFORMATION MUST INCLUDE THE INDIVIDUAL'S NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, AND PERIOD OF EMPLOYMENT. INQUIRERS WISHING TO CONTEST RECORDS MAY DO SO THROUGH THE SYSTEM MANAGER.

Contesting record procedures: SEE "ACCESS PROCEDURES.'.

Record source categories: THE INDIVIDUALS WHOSE RECORDS ARE KEPT, AND THE FEDERAL HOME LOAN BANKS. .

FHLBB—7

System name: DISTRICT BANK OFFICER'S SALARY CARDS

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: ALL OFFICERS OF FEDERAL HOME LOAN BANKS.

Categories of records in the system: SALARY HISTORY.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: FOR DETERMINATION OF SALARY REQUIREMENTS AND REVIEW OF SALARY HISTORY BY DIRECTOR, OFFICE OF FEDERAL HOME LOAN BANKS; BOARD MEMBERS; FEDERAL HOME LOAN BANK PRESIDENTS; AND THE FEDERAL RESERVE BOARD (UPON REQUEST, THE FEDERAL RESERVE BOARD IS FURNISHED SALARY INFORMATION BY POSITION ONLY).

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

Storage: RECORDS ARE MAINTAINED IN A CARD FILE.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE. ACCESS IS GRANTED BY THE ADMINISTRATIVE ASSISTANT (ELECTIONS), OFFICE OF THE FEDERAL HOME LOAN BANKS.

Retention and disposal: RECORDS ARE RETAINED PERMANENTLY.

System manager(s) and address: ADMINISTRATIVE ASSISTANT (ELECTIONS), OFFICE OF THE FEDERAL HOME LOAN BANKS. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INDIVIDUALS INQUIRING ABOUT THEIR OWN RECORDS MUST SUPPLY NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, AND PERIOD OF EMPLOYMENT.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS SHALL NOTIFY THE SYSTEM MANAGER, FURNISHING THE INFORMATION REQUIRED UNDER "NOTIFICATION" IN THE CASE OF INDIVIDUAL REQUESTS. INDIVIDUALS WISHING TO HAVE THEIR RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, OR DELETION) SHALL SO NOTIFY THE SYSTEM MANAGER, FURNISHING THE INFORMATION REQUIRED UNDER "NOTIFICATION" AND A STATEMENT OF THE DESIRED CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: MINUTES OF MEETINGS OF THE FEDERAL HOME LOAN BANK BOARD OR OF THE BOARDS OF DIRECTORS OF THE FEDERAL HOME LOAN BANKS.

FHLBB—8

System name: CANDIDATES FOR EMPLOYMENT

System location: SEE "SYSTEM MANAGER".

Categories of individuals covered by the system: CANDIDATES FOR EMPLOYMENT BY THE FEDERAL HOME LOAN BANK BOARD.

Categories of records in the system: RESUMES, LETTERS OF REFERRAL, TRANSCRIPTS, AND INTERNAL AGENCY MEMORANDA.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: THESE MATERIALS ARE USED BY AGENCY OFFICIALS TO EVALUATE QUALIFICATIONS OF CANDIDATES FOR EMPLOYMENT.

A RECORD FROM THIS SYSTEM OF RECORDS MAY BE DISCLOSED AS A "ROUTINE USE" TO A FEDERAL, STATE OR LOCAL AGENCY MAINTAINING CIVIL, CRIMINAL OR OTHER RELEVANT ENFORCEMENT INFORMATION OR OTHER PERTINENT INFORMATION, SUCH AS CURRENT LICENSES, IF NECESSARY TO OBTAIN INFORMATION RELEVANT TO AN AGENCY DECISION CONCERNING THE HIRING OR RETENTION OF AN EMPLOYEE, THE ISSUANCE OF A SECURITY CLEARANCE, THE LETTING OF A CONTRACT, OR THE ISSUANCE OF A LICENSE, GRANT OR OTHER

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS. AN INDEX CARD SUMMARIZING EACH APPLICATION IS ALSO PREPARED AND FILED.

Retrievability: RECORDS ARE FILED BY NAME OF CANDIDATE.

Safeguards: ACCESS IS LIMITED TO SUPERVISORS AND PERSONNEL MANAGEMENT DIVISION EMPLOYEES WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: FILES ARE RETAINED FOR TWO YEARS. FILES ON CANDIDATES HIRED ARE TRANSFERRED TO THE INTERNAL OFFICE PERSONNEL FILES OR TO THE OFFICIAL PERSONNEL FILES, AS APPROPRIATE. THE INDEX CARDS SUMMARIZING EACH APPLICATION ARE RETAINED FOR TWO YEARS BY THE PERSONNEL MANAGEMENT DIVISION UNLESS THE APPLICANT IS HIRED, IN WHICH CASE THE INDEX CARD IS DESTROYED AND THE REMAINDER OF THE FILE IS TRANSFERRED TO THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

System manager(s) and address:

DEPUTY DIRECTOR
OFFICE OF THE FEDERAL HOME LOAN BANKS
FEDERAL HOME LOAN BANK BOARD
320 FIRST STREET, N.W.
WASHINGTON, D. C. 20552
CHIEF, PERSONNEL OPERATIONS BRANCH
PERSONNEL MANAGEMENT DIVISION
FEDERAL HOME LOAN BANK BOARD
320 FIRST STREET, N.W.
WASHINGTON, D. C. 20552
ASSISTANT DISTRICT DIRECTOR—PERSONNEL DEVELOPMENT
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
260 PEACHTREE STREET, N.W.
ATLANTA, GEORGIA 30303
DISTRICT DIRECTOR—EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
BOX 828
TOPEKA, KANSAS 66601

Notification procedure: INQUIRIES CONCERNING RECORDS SHALL BE MADE BY NOTIFYING THE APPROPRIATE SYSTEM MANAGER. SUCH NOTIFICATION MUST INCLUDE NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS DESIRING ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE APPROPRIATE SYSTEM MANAGER, FURNISHING HIM THE INFORMATION REQUIRED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: INDIVIDUALS WHOSE RECORDS ARE KEPT; INDIVIDUALS RECOMMENDING AN APPLICANT, AGENCY PERSONNEL OFFICE, CIVIL SERVICE COMMISSION, COLLEGE PLACEMENT OFFICERS.

FHLBB—9

System name: CANDIDATES FOR APPOINTED DIRECTORSHIPS OF FEDERAL HOME LOAN BANKS.

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: CANDIDATES FOR APPOINTED DIRECTORSHIPS OF THE FEDERAL HOME LOAN BANKS.

Categories of records in the system: RESUMES OF POTENTIAL CANDIDATES, REFERRAL LETTERS, AND INTERNAL AGENCY MEMORANDA.

Authority for maintenance of the system: SECTION 7 OF THE FEDERAL HOME LOAN BANK ACT (12 U.S.C. 1427).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: INFORMATION IS USED BY THE DIRECTOR OF THE OFFICE OF FEDERAL HOME LOAN BANKS AND BY BOARD MEMBERS TO DETERMINE QUALIFICATIONS AND AVAILABILITY OF CANDIDATES BEING CONSIDERED AS APPOINTED DIRECTORS OF FEDERAL HOME LOAN BANKS. INFORMATION FROM THIS SYSTEM MAY BE CONVEYED TO THE PRESIDENTS AND STAFFS OF THE REGIONAL FEDERAL HOME LOAN BANKS, AND TO THE EXECUTIVE OFFICE OF THE PRESIDENT OF THE UNITED STATES.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS.

Retrievability: RECORDS ARE FILED BY NAME OF CANDIDATE.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION FOR A PARTICULAR JOB-RELATED PURPOSE. ACCESS IS

FHLBB—10

System name: DEPOSITORS/ACCOUNT HOLDERS IN DEFAULTED ASSOCIATIONS

System location: SEE "SYSTEM MANAGER".

Categories of individuals covered by the system: EVERY INDIVIDUAL WITH AN ACCOUNT IN A DEFAULTED ASSOCIATION.

Categories of records in the system: INFORMATION PERTAINING TO THE ACCOUNT OF AN INDIVIDUAL, INCLUDING THE TYPE OF ACCOUNT, ACCOUNT BALANCE, RATE OF RETURN AND INTEREST EARNED, INSURANCE PAYMENT, AND OTHER INFORMATION RELATING TO SAVINGS ACCOUNTS.

Authority for maintenance of the system: 402, 405 OF THE NATIONAL HOUSING ACT.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: INFORMATION CONTAINED IN THIS RECORD SYSTEM MAY BE DISCLOSED:

(1) IN CONNECTION WITH SETTLEMENT OF INSURANCE CLAIMS AGAINST DEFAULTED INSTITUTIONS INSURED BY THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION, TO REPRESENTATIVES OF THE CORPORATION (INCLUDING A PRIVATE CONTRACTOR ASSISTING IN INSURANCE SETTLEMENT ACTIVITIES BY PROVIDING NEEDED DATA PROCESSING OR OTHER SERVICES);

(2) FOR CREDIT CHECKS (CONSISTENT WITH THE FAIR CREDIT REPORTING ACT) BY INDIVIDUALS, FIRMS, OR AGENCIES WISHING TO VERIFY AN INDIVIDUAL'S FINANCIAL STANDING;

(3) IN THE EVENT THAT A SYSTEM OF RECORDS MAINTAINED BY THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION TO CARRY OUT ITS FUNCTIONS INDICATES A VIOLATION OR POTENTIAL VIOLATION OF LAW, WHETHER CIVIL, CRIMINAL OR REGULATORY IN NATURE, AND WHETHER ARISING BY GENERAL STATUTE OR PARTICULAR PROGRAM STATUTE, OR BY REGULATION, RULE OR ORDER ISSUED PURSUANT THERETO, THE RELEVANT RECORDS IN THE SYSTEM OF RECORDS MAY BE REFERRED, AS A ROUTINE USE, TO THE APPROPRIATE AGENCY, WHETHER FEDERAL, STATE, LOCAL OR FOREIGN, CHARGED WITH THE RESPONSIBILITY OF INVESTIGATING OR PROSECUTING SUCH VIOLATION OR CHARGED WITH ENFORCING OR IMPLEMENTING THE STATUTE, OR RULE, REGULATION OR ORDER ISSUED PURSUANT THERETO; AND

(4) TO FEDERAL, STATE AND LOCAL AUTHORITIES, IF NECESSARY FOR ASSESSMENT, COMPUTATION, AND COLLECTION OF FEDERAL, STATE, AND LOCAL TAXES IN ACCORDANCE WITH ESTABLISHED PROCEDURES.

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

Storage: RECORDS ARE MAINTAINED IN LOCKABLE CONTAINERS AND ON MAGNETIC TAPE OR OTHER RETRIEVAL DEVICES FOR USE IN COMPUTER SYSTEMS.

Retrievability: RECORDS ARE FILED BY A COMBINATION OF NAME AND ACCOUNT NUMBER.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: RECORDS ARE RETAINED FOR TEN YEARS AFTER FINAL PAYMENTS ARE DISTRIBUTED.

System manager(s) and address:

RECEIVERSHIP AGENT
MIDWESTERN OFFICE RECEIVERSHIPS
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
10001 WEST ROOSEVELT BOULEVARD
WESTCHESTER, ILLINOIS 60153
INSURANCE SETTLEMENT OFFICE
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
10001 WEST ROOSEVELT BOULEVARD
WESTCHESTER, ILLINOIS 60153
MANAGER, SCOTTSDALE OFFICE
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
6370 NORTH SCOTTSDALE ROAD
SCOTTSDALE, ARIZONA 85252
RECEIVERSHIP MANAGER
NORTHWEST GUARANTY RECEIVERSHIP
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
1100 TOWER BUILDING
SEATTLE, WASHINGTON 98101

Notification procedure: INQUIRIES CONCERNING RECORDS SHALL BE MADE TO THE APPLICABLE SYSTEM MANAGER, FURNISHING NAME OF THE INDIVIDUAL, NAME OF INSTITUTION WHERE ACCOUNT WAS HELD, ACCOUNT NUMBER, AND THE NAME OF THE RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND GAINED ONLY THROUGH THE ADMINISTRATIVE ASSISTANT (ELECTIONS), OFFICE OF THE FEDERAL HOME LOAN BANKS.

Retention and disposal: RECORDS ARE RETAINED FOR THREE YEARS, UNLESS A CANDIDATE IS APPOINTED. RECORDS OF APPOINTEES ARE TRANSFERRED TO THE DISTRICT BANK BOARD OF DIRECTORS BIOGRAPHY FILE.

System manager(s) and address: ADMINISTRATIVE ASSISTANT (ELECTIONS), OFFICE OF THE FEDERAL HOME LOAN BANKS. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. SUCH

NOTIFICATION MUST INCLUDE THE CANDIDATE'S NAME AND BANK DISTRICT.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER, FURNISHING THE INFORMATION REQUIRED UNDER "NOTIFICATION", PLUS A STATEMENT OF DESIRED ACCESS OR CHANGE AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: POTENTIAL CANDIDATE; LETTERS OF REFERENCE FOR APPOINTED DIRECTOR; MEMORANDA. DELETION) SHALL NOTIFY THE APPROPRIATE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED UNDER "NOTIFICATION", PLUS A STATEMENT SETTING FORTH THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: DEFAULTED ASSOCIATION RECORDS, THE INDIVIDUAL WHOSE RECORD IS MAINTAINED, AND THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION, ITS AGENTS AND CONTRACTORS.

FHLBB—11

System name: BIOGRAPHICAL FILE OF FEDERAL HOME LOAN BANK DIRECTORS

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: CURRENT FEDERAL HOME LOAN BANK DIRECTORS.

Categories of records in the system: RESUMES.

Authority for maintenance of the system: 12 U.S.C. 1427.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: TO DETERMINE THAT DIRECTORS ARE QUALIFIED AND THAT APPOINTED DIRECTORS HAVE NO CONFLICTS OF INTEREST; USERS ARE MEMBERS OF THE FEDERAL HOME LOAN BANK BOARD, PRESIDENTS OF THE FEDERAL HOME LOAN BANKS, THE DIRECTOR OF THE OFFICE OF THE FEDERAL HOME LOAN BANKS, AND, UPON REQUEST, THE PUBLIC.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: NO SAFEGUARDS ARE NEEDED, SINCE THESE RECORDS ARE AVAILABLE FOR PUBLIC DISTRIBUTION.

Retention and disposal: RECORDS ARE RETAINED PERMANENTLY.

System manager(s) and address: ADMINISTRATIVE ASSISTANT (ELECTIONS), OFFICE OF THE FEDERAL HOME LOAN BANKS. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER.

Record access procedures: PERSONS DESIRING ACCESS TO THE RECORDS SHALL NOTIFY THE SYSTEM MANAGER. INDIVIDUALS WISHING TO UPDATE THEIR FILES SHALL FURNISH NAME, DATE OF BIRTH, AND SOCIAL SECURITY NUMBER.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: FEDERAL HOME LOAN BANK DIRECTORS AND BANK PRESIDENTS.

FHLBB—12

System name: PAYROLL/PERSONNEL

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: ALL CURRENT EMPLOYEES AND ALL FORMER EMPLOYEES WHOSE EMPLOYMENT TERMINATED WITHIN THE CURRENT CALENDAR YEAR.

Categories of records in the system: INFORMATION PERTAINING TO (1) EMPLOYEE STATUS, GRADE, SALARY, PAY PLAN, HOURS WORKED, HOURS OF LEAVE TAKEN AND EARNED, HOURLY RATE, GROSS PAY, TAXES, DEDUCTIONS, NET PAY, LOCATION, AND PAYROLL HISTORY; AND (2) EMPLOYEE RESIDENCE, OFFICE, SOCIAL SECURITY NUMBER, AND ADDRESS.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) INFORMATION CONTAINED IN THESE RECORDS IS AVAILABLE FOR INTRA-AGENCY USE IN DETERMINING CURRENT EMPLOYMENT STATUS OF EMPLOYEES, HISTORY OF PAYROLL/PERSONNEL ACTIONS, BI-WEEKLY GROSS PAY, TAXES, DEDUCTIONS, AND NET PAY, TOTAL WAGES PAID TO DATE AND DEDUCTIONS PAID. (2) IN THE EVENT THAT A SYSTEM OF RECORDS MAINTAINED BY THE BOARD TO CARRY OUT ITS FUNCTIONS INDICATES A VIOLATION OR POTENTIAL VIOLATION OF LAW, WHETHER CIVIL, CRIMINAL OR REGULATORY IN NATURE, AND WHETHER ARISING BY GENERAL STATUTE OR PARTICULAR PROGRAM STATUTE, OR BY REGULATION, RULE OR ORDER ISSUED PURSUANT THERETO, THE RELEVANT RECORDS IN THE SYSTEM OF RECORDS MAY BE REFERRED, AS A ROUTINE USE, TO THE APPROPRIATE AGENCY, WHETHER FEDERAL, STATE, LOCAL OR FOREIGN, CHARGED WITH THE RESPONSIBILITY OF INVESTIGATING OR PROSECUTING SUCH VIOLATION OR CHARGED WITH ENFORCING OR IMPLEMENTING THE STATUTE, OR RULE, REGULATION OR ORDER ISSUED PURSUANT THERETO. (3) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED AS A ROUTINE USE TO OTHER FEDERAL AGENCIES AND THE CIVIL SERVICE COMMISSION IF NECESSARY FOR OR INCIDENT TO THE PAYMENT OF SALARIES AND EXPENSES INCIDENT TO EMPLOYMENT AT THE FEDERAL HOME LOAN BANK BOARD OR OTHER FEDERAL EMPLOYMENT, OR THE VESTING, COMPUTATION, AND PAYMENT OF RETIREMENT OR DISABILITY BENEFITS. (4) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED TO FEDERAL, STATE, AND LOCAL AUTHORITIES FOR REASONS NECESSARY AND INCIDENT TO THE ASSESSMENT, COMPUTATION, AND COLLECTION OF FEDERAL, STATE, AND LOCAL TAXES, IN ACCORDANCE WITH ESTABLISHED PROCEDURES.

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

Storage: RECORDS ARE MAINTAINED IN COMPUTER BANKS, ON MAGNETIC TAPE, AND IN FILE FOLDERS.

Retrievability: RECORDS ARE FILED BY NAME OR SOCIAL SECURITY NUMBER.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED P PURPOSE.

Retention and disposal: COMPUTER RECORDS ARE RETAINED UNTIL THE END OF THE CALENDAR YEAR IN WHICH EMPLOYMENT IS TERMINATED; MAGNETIC TAPES ARE RETAINED FOR ONE ADDITIONAL CALENDAR YEAR. RECORDS IN FILE FOLDERS ARE RETAINED FOR SIX YEARS.

System manager(s) and address: DIRECTOR, INFORMATION SYSTEMS DIVISION. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, PERIOD OF EMPLOYMENT, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: PERSONNEL AND FINANCIAL RECORDS MAINTAINED BY THE AGENCY.

FHLBB—13

System name: OFFICE OF EXAMINATIONS AND SUPERVISION TRAINING RECORDS

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: ALL CURRENT HOME OFFICE AND DISTRICT EMPLOYEES OF THE OFFICE OF EXAMINATIONS AND SUPERVISION.

Categories of records in the system: LISTING OF TRAINING HISTORY DURING BOARD TENURE AND ROUTINE PERSONAL DATA, INCLUDING EDUCATIONAL AND GENERAL BACKGROUND INFORMATION.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: TO MAINTAIN INTRA-OFFICE INFORMATION REGARDING LEVELS OF TRAINING AND EDUCATION ACHIEVED, IN ORDER TO DETERMINE FUTURE TRAINING NEEDS AND TO KEEP ACCOUNTS OF TRAINING BUDGET EXPENDITURES AND STAFF DAYS SPENT IN TRAINING PROGRAMS.

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

Storage: RECORDS ARE MAINTAINED IN LOCKED FILING CABINETS.

Retrievability: RECORDS ARE FILED BY DISTRICT AND NAME OF INDIVIDUALS.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: RECORDS ARE RETAINED PERMANENTLY.

System manager(s) and address: TRAINING COORDINATOR, OFFICE OF EXAMINATIONS AND SUPERVISION. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS MUST BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, PERIOD OF EMPLOYMENT, NAME OF RECORD SYSTEM, AND OFFICE OF EXAMINATIONS AND SUPERVISION OFFICE LOCATION WHERE LAST EMPLOYED.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: INDIVIDUAL WHOSE RECORD IS MAINTAINED, OFFICE OF EXAMINATIONS AND SUPERVISION TRAINING PERSONNEL, TRAINING REQUESTS, AND OFFICE OF EXAMINATIONS AND SUPERVISION EMPLOYEE SUMMARY FILES.

FHLBB—14

System name: ASSET MANAGEMENT SYSTEM

System location: SEE "SYSTEM MANAGER'..

Categories of individuals covered by the system: INDIVIDUALS HAVING LOANS WITH DEFAULTED ASSOCIATIONS, EMPLOYEES OF SUCH ASSOCIATIONS, AGENTS WHO MANAGE PROPERTY OWNED BY OR UNDER THE CONTROL OF THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION, AND PERSONS WHO RENT SUCH PROPERTY.

Categories of records in the system: RECORDS OF LOANS INCLUDING APPLICATIONS, TITLE INSURANCE POLICIES, FINANCIAL STATEMENTS, CREDIT CHECKS, INCOME TAX RETURNS, NOTES, DEEDS OF TRUST, INSURANCE POLICIES, APPRAISALS, LOAN SETTLEMENT STATEMENTS, DISCLOSURES UNDER FAIR CREDIT REPORTING ACT AND REGULATION Z OF THE BOARD OF GOVERNORS OF THE FEDERAL RESERVE, COLLECTION LETTERS, CORRESPONDENCE AND MEMORANDA RELATING TO THE LOAN OR PROPERTY IN QUESTION; RECORDS OF RENTALS OF FSLIC OWNED OR MANAGED PROPERTY, INCLUDING TENANT LISTS, RENTAL SCHEDULES, SECURITY DEPOSIT INFORMATION, AMOUNTS IN ARREARS, EVICTIONS, RENTAL JUDGMENTS AND OTHER RELATED INFORMATION.

Authority for maintenance of the system: SECTION 406 OF THE NATIONAL HOUSING ACT, AS AMENDED.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) RECORDS MAINTAINED IN THIS SYSTEM ARE USED BY FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION PERSONNEL AND ITS . REPRESENTATIVES IN CONNECTION WITH MANAGEMENT OF ASSETS OF DEFAULTED ASSOCIATIONS AND ARE MADE AVAILABLE IN CONFORMANCE WITH THE FAIR CREDIT REPORTING ACT TO MANAGEMENT AGENTS FOR THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION, CREDIT INQUIRERS, AND ATTORNEYS. (2) IN THE EVENT THAT A SYSTEM OF RECORDS MAINTAINED BY THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION TO CARRY OUT ITS FUNCTIONS INDICATES A VIOLATION OR POTENTIAL VIOLATION OF LAW, WHETHER CIVIL, CRIMINAL OR REGULATORY IN NATURE, AND WHETHER ARISING BY GENERAL STATUTE OR PARTICULAR PROGRAM STATUTE, OR BY REGULATION, RULE OR ORDER ISSUED PURSUANT THERETO, THE RELEVANT RECORDS IN THE SYSTEM OF RECORDS MAY BE REFERRED, AS A ROUTINE USE, TO THE APPROPRIATE AGENCY, WHETHER FEDERAL, STATE, LOCAL, OR FOREIGN, CHARGED WITH THE RESPONSIBILITY OF INVESTIGATING OR PROSECUTING SUCH VIOLATION OR CHARGED WITH ENFORCING OR IMPLEMENTING THE STATUTE, OR RULE, REGULATION, OR ORDER ISSUED PURSUANT THERETO. (3) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED AS A ROUTINE USE TO FEDERAL, STATE, AND LOCAL AUTHORITIES IF NECESSARY AND INCIDENT TO THE ASSESSMENT, COMPUTATION, AND COLLECTION OF FEDERAL, STATE, AND LOCAL TAXES IN ACCORDANCE WITH ESTABLISHED PROCEDURES, OR TO THE VERIFICATION OF AN APPLICANT'S NEED FOR WELFARE BENEFITS.

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

Storage: FILES ARE MAINTAINED IN LOCKED FILE CABINETS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONS WHOSE DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: RECORDS RELATING TO LOANS ARE MAINTAINED FOR TEN YEARS AFTER REPAYMENT OF THE LOAN. RECORDS RELATING TO RENTAL PROPERTY ARE RETAINED FOR FIVE YEARS. RECORDS PERTAINING TO SALES OF REAL ESTATE ARE RETAINED FOR FIVE YEARS AFTER CASH SALE OR TEN YEARS AFTER SALE OF PROPERTIES FINANCED BY THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION.

System manager(s) and address:

RECEIVERSHIP AGENT
MIDWESTERN RECEIVERSHIPS
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
10001 WEST ROOSEVELT BOULEVARD
WESTCHESTER, ILLINOIS 60153
MANAGER, MIDWESTERN OFFICE
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
10001 WEST ROOSEVELT BOULEVARD
WESTCHESTER, ILLINOIS 60153
MANAGER, SCOTTSDALE OFFICE

FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
6370 NORTH SCOTTSDALE ROAD
SCOTTSDALE, ARIZONA 85252
RECEIVERSHIP MANAGER
NORTHWEST GUARANTY RECEIVERSHIP
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
1100 TOWER BUILDING
SEATTLE, WASHINGTON 98101
WESTERN OFFICE MANAGER
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
900 WILSHIRE BOULEVARD, SUITE 840
LOS ANGELES, CALIFORNIA 90017

Notification procedure: INQUIRIES CONCERNING RECORDS SHALL BE MADE TO THE APPROPRIATE SYSTEM MANAGER. NOTIFICATION MUST INCLUDE NAME OF INDIVIDUAL, NAME OF DEFAULTED ASSOCIATION, AND, WHERE APPROPRIATE, ACCOUNT OR LOAN NUMBER, PROPERTY RENTED AND PERIOD RENTED, ASSOCIATION WHERE EMPLOYED, PERIOD OF EMPLOYMENT, AND EMPLOYMENT CAPACITY.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: DEFAULTED SAVINGS AND LOAN ASSOCIATIONS; INDIVIDUALS WHOSE RECORDS ARE MAINTAINED; CREDIT BUREAUS; FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION REPORTS; INTERNAL REVENUE SERVICE AND OTHER TAXING AUTHORITIES; TITLE INSURANCE COMPANIES; COUNTY OFFICIALS, SUCH AS RECORDERS; AND INDIVIDUALS' EMPLOYERS, BANKS, AND SAVINGS AND LOAN ASSOCIATIONS.

FHLBB—15

System name: DISCRIMINATION COMPLAINT SYSTEM

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: ANY CURRENT OR FORMER AGENCY EMPLOYEE OR APPLICANT WHO FILES A FORMAL COMPLAINT OF DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR AGE.

Categories of records in the system: FORMAL COMPLAINTS, EQUAL EMPLOYMENT OPPORTUNITY COUNSELORS' REPORTS, INVESTIGATIVE FILES, OFFICIAL PROPOSALS FOR RESOLUTION, HEARING EXAMINERS' FILES, CIVIL SERVICE COMMISSION APPEAL FILES, CIVIL ACTIONS (WITH ATTENDANT DOCUMENTATION).

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101; E.O. 11246.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) RECORDS MAINTAINED IN THIS SYTEM ARE USED TO PROVIDE DOCUMENTATION OF COMPLAINT PROCEDURES FOR BOTH ADMINISTRATIVE AND LEGAL PURPOSES; THEY ARE MADE AVAILABLE TO THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER AND EQUAL EMPLOYMENT OPPORTUNITY STAFF, THE PARTIES INVOLVED IN THE COMPLAINT PROCEDURE AND THE CIVIL SERVICE COMMISSION. (2) IN THE EVENT THAT A SYSTEM OF RECORDS MAINTAINED BY THIS AGENCY TO CARRY OUT ITS FUNCTIONS INDICATES A VIOLATION OR POTENTIAL VIOLATION OF LAW, WHETHER CIVIL, CRIMINAL OR REGULATORY IN NATURE, AND WHETHER ARISING BY GENERAL STATUTE OR PARTICULAR PROGRAM STATUTE, OR BY REGULATION, RULE OR ORDER ISSUED PURSUANT THERETO, THE RELEVANT RECORDS IN THE SYSTEM OF RECORDS MAY BE REFERRED, AS A ROUTINE USE, TO THE APPROPRIATE AGENCY, WHETHER FEDERAL, STATE, LOCAL OR FOREIGN, CHARGED WITH THE RESPONSIBILITY OF INVESTIGATING OR PROSECUTING SUCH VIOLATION OR CHARGED WITH ENFORCING OR IMPLEMENTING THE STATUTE, OR RULE, REGULATION, OR ORDER ISSUED PURSUANT THERETO. (3) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED TO OTHER FEDERAL AGENCIES FOR USES INCIDENT TO EMPLOYMENT OF AN INDIVIDUAL BY THE FEDERAL GOVERNMENT.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHO HAVE A NEED TO KNOW THE INFORMATION IN THE RECORD FOR A JOB-RELATED PURPOSE, AND MAY BE GAINED ONLY THROUGH THE DIRECTOR OF EQUAL EMPLOYMENT OPPORTUNITY OR THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER.

Retention and disposal: RECORDS ARE RETAINED FOR TEN YEARS.

System manager(s) and address: EQUAL EMPLOYMENT OPPORTUNITY OFFICER. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, PERIOD OF EMPLOYMENT AND OFFICE OF EMPLOYMENT (INCLUDING LOCATION), AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: EQUAL EMPLOYMENT OPPORTUNITY OFFICER, PERSONNEL INVESTIGATIONS, THE COMPLAINANT.

FHLBB—16

System name: UPWARD MOBILITY PROGRAM (CAREER DEVELOPMENT)

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D. C. 20552.

Categories of individuals covered by the system: ANY EMPLOYEE CURRENTLY PARTICIPATING IN THE CAREER DEVELOPMENT PROGRAM, AS WELL AS ANY EMPLOYEE WHO PARTICIPATED IN THE PROGRAM WITHIN A PRECEDING 30-DAY PERIOD.

Categories of records in the system: COPIES OF REPORTS OF QUARTERLY COUNSELING BETWEEN PARTICIPANTS AND SUPERVISORS, AND FINAL REPORTS UPON COMPLETION OF THE PROGRAM.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) RECORDS MAINTAINED IN THIS SYSTEM ARE USED TO MONITOR PROGRESS OF A PARTICIPANT'S TRAINING AND TO MONITOR EFFECTIVENESS OF THE UPWARD MOBILITY PROGRAM. USERS ARE PERSONNEL MANAGEMENT DIVISION, EQUAL EMPLOYMENT OPPORTUNITY TASK FORCE, AND PARTICIPANT'S SUPERVISOR. (2) IN THE EVENT THAT A SYSTEM OF RECORDS MAINTAINED BY THIS AGENCY TO CARRY OUT ITS FUNCTIONS INDICATES A VIOLATION OR POTENTIAL VIOLATION OF LAW, WHETHER CIVIL, CRIMINAL OR REGULATORY IN NATURE, AND WHETHER ARISING BY GENERAL STATUTE OR PARTICULAR PROGRAM STATUTE, OR BY REGULATION, RULE OR ORDER ISSUED PURSUANT THERETO, THE RELEVANT RECORDS

IN THE SYSTEM OF RECORDS MAY BE REFERRED, AS A ROUTINE USEn 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. (3) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED TO OTHER FEDERAL AGENCIES FOR REASONS NECESSARY AND INCIDENT TO EMPLOYMENT BY THE FEDERAL GOVERNMENT.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONS WHOSE DUTIES REQUIRE SUCH ACCESS, AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE; IT MAY BE GAINED ONLY THROUGH THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER.

Retention and disposal: RECORDS ARE RETAINED FOR 30 DAYS AFTER AN EMPLOYEE COMPLETES OR TERMINATES THE PROGRAM.

System manager(s) and address: EQUAL EMPLOYMENT OPPORTUNITY OFFICER. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, PERIOD OF EMPLOYMENT, POSITION FILLED WHILE IN THE PROGRAM, EXTENT OF PARTICIPATION IN THE PROGRAM, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND0DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT SETTING FORTH THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: THE EMPLOYEE WHOSE RECORD IS MAINTAINED AND THE EMPLOYEE'S SUPERVISOR.

FHLBB—17

System name: PAYROLL

System location: SEE "SYSTEM MANAGER".

Categories of individuals covered by the system: ALL PRESENT EMPLOYEES OF THE FEDERAL HOME LOAN BANK BOARD, THE FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION (FSLIC), AND PERSONS WHOSE EMPLOYMENT WITH THE BOARD, THE CORPORATION, OR AN FSLIC RECEIVERSHIP HAS BEEN TERMINATED LESS THAN THREE YEARS.

Categories of records in the system: PERSONNEL ACTIONS (SF50), STATE EMPLOYEES' WITHHOLDING EXEMPTION CERTIFICATES, FEDERAL EMPLOYEES' WITHHOLDING ALLOWANCE CERTIFICATES (W4), BOND ALLOTMENT FILE (SF1192), FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (SF 2810 & 2811), SAVINGS ALLOTMENT-FINANCIAL INSTITUTIONS, ADDRESS FILE (FHLBB FORM 108), UNION DUES ALLOTMENT, TIME AND ATTENDANCE REPORTS, AND INDIVIDUAL RETIREMENT RECORDS (SF 2806); SIMILAR INFORMATION IS REQUIRED FOR RECEIVERSHIP EMPLOYEES.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) INFORMATION CONTAINED IN RECORDS IN THIS SYSTEM IS PROVIDED TO PAYROLL CLERKS, TECHNICIANS AND PAYROLL SUPERVISORS FOR PREPARATION OF PAYROLL AND NECESSARY RELATED REPORTS AND TO MAINTAIN PROPER RECORDS OF SALARY CHANGES FOR DETERMINING RETIREMENT BENEFITS. (2) IN THE EVENT THAT A SYSTEM OF RECORDS MAINTAINED BY THIS AGENCY TO CARRY OUT ITS FUNCTIONS INDICATES A VIOLATION OR POTENTIAL VIOLATION OF LAW, WHETHER CIVIL, CRIMINAL OR REGULATORY IN NATURE, AND WHETHER ARISING BY GENERAL STATUTE OR PARTICULAR PROGRAM STATUTE, OR BY REGULATION, RULE OR ORDER ISSUES PURSUANT THERETO, THE RELEVANT RECORDS IN THE SYSTEM OF RECORDS MAY BE REFERRED, AS A ROUTINE USE, TO THE APPROPRIATE AGENCY, WHETHER FEDERAL, STATE, LOCAL OR FOREIGN, CHARGED WITH THE RESPONSIBILITY OF INVESTIGATING OR PROSECUTING SUCH VIOLATION OR CHARGED WITH ENFORCING OR IMPLEMENTING THE STATUTE, OR RULE, REGULATION, OR ORDER ISSUED PURSUANT THERETO. (3) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED TO FEDERAL, STATE, AND LOCAL AUTHORITIES FOR REASONS NECESSARY AND INCIDENT TO THE ASSESSMENT, COMPUTATION, AND COLLECTION OF FEDERAL, STATE, AND LOCAL TAXES, IN ACCORDANCE WITH ESTABLISHED PROCEDURES. (4) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED AS A ROUTINE USE TO OTHER FEDERAL AGENCIES FOR REASONS NECESSARY FOR THE PAYMENT OF SALARIES AND EXPENSES INCIDENT TO EMPLOYMENT AT THE FEDERAL HOME LOAN BANK BOARD. (5) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED AS A ROUTINE USE TO OTHER FEDERAL AGENCIES FOR REASONS NECESSARY FOR THE VESTING, COMPUTATION AND PAYMENT OF ANY RETIREMENT OR DISABILITY BENEFITS. (6) A RECORD FROM THIS SYSTEM MAY ALSO BE DISCLOSED TO OTHER FEDERAL AGENCIES FOR ALL REASONS NECESSARY AND INCIDENT TO EMPLOYMENT BY THE FEDERAL GOVERNMENT.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS IN LOCKED FILE CABINETS.

Retrievability: RECORDS ARE FILED BY OFFICE AND BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: RECORDS ARE RETAINED AT THE AGENCY FOR THREE YEARS AFTER TERMINATION OF EMPLOYMENT AND ARE THEN TRANSFERRED TO THE FEDERAL PERSONNEL RECORDS CENTER IN ST. LOUIS, MISSOURI. THEY ARE DESTROYED 75 YEARS AFTER THE BIRTH OF THE EMPLOYEE. RECEIVERSHIP-FILE RECORDS ARE RETAINED FOR THREE YEARS AFTER DISSOLUTION OF THE RECEIVERSHIP.

System manager(s) and address:

DIRECTOR, ACCOUNTING AND FISCAL OPERATIONS
FINANCIAL MANAGEMENT DIVISION
FEDERAL HOME LOAN BANK BOARD
320 FIRST STREET, N.W.
WASHINGTON, D.C. 20552
RECEIVERSHIP AGENT
MIDWESTERN OFFICE RECEIVERSHIPS
10001 WEST ROOSEVELT BOULEVARD
WESTCHESTER, ILLINOIS 60153
MANAGER, SCOTTSDALE OFFICE
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
6370 NORTH SCOTTSDALE ROAD
SCOTTSDALE, ARIZONA 85252
RECEIVERSHIP MANAGER
NORTHWEST GUARANTY RECEIVERSHIP
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
1100 TOWER BUILDING
SEATTLE, WASHINGTON 98101
WESTERN OFFICE MANAGER
FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION
900 WILSHIRE BOULEVARD, SUITE 840
LOS ANGELES, CALIFORNIA 90017

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE APPROPRIATE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, PERIOD AND OFFICE OF EMPLOYMENT, DATE OF BIRTH, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE APPROPRIATE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: THE INDIVIDUAL WHOSE RECORD IS MAINTAINED, THE BOARD'S PERSONNEL OFFICE, AND THE FINANCIAL MANAGEMENT DIVISION; AND, WITH REGARD TO FSLIC RECEIVERSHIPS, OFFICIALS OF THE RECEIVERSHIP.

FHLBB—18

System name: TRAVEL RECORDS

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W. WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: ALL CURRENT EMPLOYEES OF THE FEDERAL HOME LOAN BANK BOARD AND FEDERAL SAVINGS AND LOAN INSURANCE CORPORATION AND ALL FORMER EMPLOYEES WHOSE EMPLOYMENT HAS BEEN TERMINATED LESS THAN FOUR YEARS, WHO TRAVEL OR HAVE TRAVELED ON OFFICIAL GOVERNMENT BUSINESS AT GOVERNMENT EXPENSE.

Categories of records in the system: ONE COPY OF ALL TRAVEL VOUCHERS SUBMITTED FOR REIMBURSEMENT OF TRAVEL-RELATED EXPENSES INCURRED ON OFFICIAL GOVERNMENT BUSINESS FOR THE BOARD OR FSLIC, AND OTHER RECORDS OR MEMORANDA RELATING TO TRAVEL ADVANCES AND REPAYMENT.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) TO PROVIDE DATA FOR DETERMINING PROPER PAYMENT OF EACH VOUCHER SUBMITTED, AND PROMPT REPAYMENT OF TRAVEL ADVANCES TO ENSURE THAT LEGAL ADVANCE BALANCES ARE MAINTAINED AND THAT UNUSED TRAVEL ADVANCES ARE REPAID BEFORE TERMINATION OF EMPLOYMENT. THE RECORDS ARE MAINTAINED AS A PART OF THE ACCOUNTING RECORDS OF THE CERTIFYING OFFICER OF THE BOARD. (2) IN THE EVENT THAT A SYSTEM OF RECORDS MAINTAINED BY THIS AGENCY TO CARRY OUT ITS FUNCTIONS INDICATES A VIOLATION OR POTENTIAL VIOLATION OF LAW, WHETHER CIVIL, CRIMINAL OR REGULATORY IN NATURE, AND WHETHER ARISING BY GENERAL STATUTE OR PARTICULAR PROGRAM STATUTE, OR BY REGULATION, RULE, OR ORDER ISSUED PURSUANT THERETO, THE RELEVANT RECORDS IN THE SYSTEM OF RECORDS MAY BE REFERRED, AS A ROUTINE USE, TO THE APPROPRIATE AGENCY, WHETHER FEDERAL, STATE, LOCAL, OR FOREIGN CHARGED WITH THE RESPONSIBILITY OF INVESTIGATING OR PROSECUTING SUCH VIOLATION OR CHARGED WITH ENFORCING OR IMPLEMENTING THE STATUTE, OR RULE, REGULATION, OR ORDER ISSUED PURSUANT THERETO. (3) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED AS A ROUTINE USE TO OTHER FEDERAL AGENCIES FOR REASONS NECESSARY FOR THE PAYMENT OF SALARIES AND EXPENSES INCIDENT TO EMPLOYMENT AT THE FEDERAL HOME LOAN BANK BOARD. (4) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED AS A ROUTINE USE TO FEDERAL, STATE, AND LOCAL AUTHORITIES IF NECESSARY FOR ASSESSMENT, COMPUTATION, AND COLLECTION OF FEDERAL, STATE, AND LOCAL TAXES IN ACCORDANCE WITH RECOGNIZED PROCEDURES. (5) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED AS A ROUTINE USE TO OTHER FEDERAL AGENCIES IF NECESSARY TO DETERMINE THE PROPRIETY OF THE TRAVEL EXPENSE.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS IN LOCKABLE FILE CABINETS.

Retrievability: RECORDS ARE FILED BY OFFICE BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE, AND APPLICATION MUST BE MADE TO THE DIRECTOR OF ACCOUNTING AND FISCAL OPERATIONS.

Retention and disposal: RECORDS ARE RETAINED FOR FOUR YEARS.

System manager(s) and address: DIRECTOR OF ACCOUNTING AND FISCAL OPERATIONS, FINANCIAL MANAGEMENT DIVISION. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, OFFICE OF EMPLOYMENT, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: EMPLOYEES WHOSE RECORDS ARE MAINTAINED.

FHLBB—19

System name: EMPLOYEE RELATIONS FILE

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: INDIVIDUAL EMPLOYEES AGAINST WHOM ALLEGATIONS HAVE BEEN MADE.

Categories of records in the system: RECORDS OF SUPPORTING MATERIALS THAT DOCUMENT ADVERSE ACTIONS, COMPLAINTS, OTHER ACTIONS AND APPEALS.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) RECORDS MAINTAINED IN THE SYSTEM ARE USED TO REVIEW STATUS AND HISTORY OF EACH ACTION; USERS ARE THE EMPLOYEE RELATIONS SPECIALIST AND, WHERE APPROPRIATE, THE CIVIL SERVICE COMMISSION. (2) IN THE EVENT THAT A SYSTEM OF RECORDS MAINTAINED BY THIS AGENCY TO CARRY OUT ITS FUNCTIONS INDICATES A VIOLATION OR POTENTIAL VIOLATION OF LAW, WHETHER CIVIL, CRIMINAL, OR REGULATORY IN NATURE, AND WHETHER ARISING BY GENERAL STATUTE OR PARTICULAR PROGRAM STATUTE, OR BY REGULATION, RULE, OR ORDER ISSUED PURSUANT THERETO, THE RELEVANT RECORDS IN THE SYSTEM OF RECORDS MAY BE REFERRED, AS A ROUTINE USE, TO THE APPROPRIATE AGENCY, WHETHER FEDERAL, STATE, LOCAL OR FOREIGN, CHARGED WITH THE RESPONSIBILITY OF INVESTIGATING OR PROSECUTING SUCH VIOLATION OR CHARGED WITH ENFORCING OR IMPLEMENTING THE STATUTE, OR RULE, REGULATION, OR ORDER ISSUED PURSUANT THERETO. (3) A RECORD FROM THIS SYSTEM MAY ALSO BE DISCLOSED AS A ROUTINE USE TO OTHER FEDERAL AGENCIES FOR REASONS NECESSARY AND INCIDENT TO EMPLOYMENT BY THE FEDERAL GOVERNMENT.

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

Storage: RECORDS ARE MAINTAINED IN LOCKED FILING CABINETS IN FILE FOLDERS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE; ACCESS MAY BE GAINED ONLY THROUGH THE EMPLOYEE RELATIONS OFFICER.

Retention and disposal: RECORDS ARE RETAINED UNTIL THE COMPLAINT IS RESOLVED.

System manager(s) and address: EMPLOYEE RELATIONS OFFICER, PERSONNEL MANAGEMENT DIVISION. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, OFFICE OF EMPLOYMENT OF THE PERSON MAKING THE INQUIRY, AND NAME OF THE RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH MODIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", THE DESIRED ACCESS OR CHANGES, AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: THE INDIVIDUAL WHOSE RECORD IS MAINTAINED, THE PERSONNEL MANAGEMENT DIVISION LIAISON, THE INDIVIDUAL'S SUPERVISOR, COMPLAINANTS, AND ANY OFFICIALS INVOLVED IN SETTLEMENT OF THE COMPLAINT.

FHLBB—20

System name: EMPLOYEE LOCATOR FILE

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: ALL PRESENT EMPLOYEES OF THE FHLBB AND PERSONS WHOSE EMPLOYMENT HAS BEEN TERMINATED FOR LESS THAN SIX MONTHS.

Categories of records in the system: EMPLOYEE'S NAME, PRESENT ADDRESS, TELEPHONE NUMBER, AND THE NAME, ADDRESS, AND TELEPHONE NUMBER OF ANOTHER PERSON TO NOTIFY IN CASE OF EMERGENCY.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: USED TO VERIFY ADDRESS OF EMPLOYEE ON EMPLOYMENT FORMS, TO CONTACT DESIGNATED PERSONS IN CASES OF EMERGENCY, AND TO VERIFY ADDRESSES OF FIELD EMPLOYEES FOR MAILING VACANCY ANNOUNCEMENTS; USERS ARE PERSONNEL LIAISON FOR EACH OFFICE OF THE BOARD, AND PERSONNEL MANAGEMENT DIVISION EMPLOYEES.

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

Storage: RECORDS ARE MAINTAINED ON INDEX CARDS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVUDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: RECORDS ARE RETAINED FOR SIX MONTHS AFTER TERMINATION OF EMPLOYMENT.

System manager(s) and address: CHIEF, PROCESSING AND RECORDS SECTION, PERSONNEL MANAGEMENT DIVISION. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME AND ADDRESS OF INQUIRER AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS OR TO HAVE SUCH RECORDS CHANGED OR UPDATED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: THE INDIVIDUAL WHOSE RECORD IS BEING MAINTAINED.

FHLBB—21

System name: STATEMENTS OF EMPLOYMENT AND FINANCIAL INTERESTS

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: EMPLOYEES OF THE BOARD CLASSIFIED AT GS-13 OR ABOVE, OR AT A COMPARABLE PAY LEVEL, WHO ARE SPECIFIED UNDER PART 511 OF CHAPTER V-FHLBB RULES AND REGULATIONS AND SPECIAL GOVERNMENT EMPLOYEES (12 CFR PART 511).

Categories of records in the system: COPIES OF FORMS RECORDING EMPLOYMENT AND FINANCIAL INTERESTS.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101; E.O. 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) MATERIALS CONTAINED IN RECORDS IN THE SYSTEM ARE REVIEWED BY THE OFFICE OF THE GENERAL COUNSEL AND/OR THE BOARD TO DETERMINE WHETHER THERE ARE ANY CONFLICTS OF INTEREST OR OTHER VIOLATIONS OF LAW. (2) IN THE EVENT THAT A SYSTEM OF RECORDS MAINTAINED BY THIS AGENCY TO CARRY OUT ITS FUNCTIONS INDICATES A VIOLATION OR POTENTIAL VIOLATION OF LAW, WHETHER CIVIL, CRIMINAL, OR REGULATORY IN NATURE, AND WHETHER ARISING BY GENERAL STATUTE OR PARTICULAR PROGRAM STATUTE, OR BE REGULATION, RULE, OR ORDER ISSUED PURSUANT THERETO, THE RELEVENT RECORDS IN THE SYSTEM OF RECORDS MAY BE REFERRED, AS A ROUTINE USE, TO THE APPROPRIATE AGENCY, WHETHER FEDERAL, STATE, LOCAL, OR FOREIGN, CHARGED WITH THE RESPONSIBILITY OF INVESTIGATING OR PROSECUTING SUCH VIOLATION OR CHARGED WITH ENFORCING OR IMPLEMENTING THE STATUTE, OR RULE, REGULATION OR ORDER ISSUED PURSUANT THERETO. (3) A RECORD FROM THE SYSTEM MAY BE DISCLOSED AS A ROUTINE USE TO OTHER FEDERAL AGENCIES FOR REASONS NECESSARY AND INCIDENT TO EMPLOYMENT BY THE FEDERAL GOVERNMENT.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS IN LOCKABLE CABINETS.

Retrievability: RECORDS ARE FILED BY OFFICE BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONS AUTHORIZED UNDER 511. 735-35 OF THE GENERAL REGULATIONS OF THE BOARD WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: RECORDS ARE RETAINED PERMANENTLY.

System manager(s) and address: DIRECTOR OF PERSONNEL. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, OFFICE OF EMPLOYMENT, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED OR UPDATED (INCLUDING MODIFICATION, AD-

DITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A BRIEF RESUME' OR DESCRIPTION OF THE INFORMATION THOUGHT TO BE INCLUDED IN THE RECORD, A STATEMENT SETTING FORTH THE DESIRED ACCESS OR CHANGES, AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: INFORMATION SUBMITTED BY INDIVIDUAL WHOSE RECORD IS MAINTAINED.

FHLBB—22

System name: "FORM 587" FILE - TRAINING REQUEST, AUTHORIZATION, NOTICE OF COMPLETION OF TRAINING

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: EMPLOYEES REQUESTING AND COMPLETING TRAINING.

Categories of records in the system: EMPLOYEE'S NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, TITLE, GRADE, OFFICE AND DIVISION; COURSE DATES, COURSE SPONSOR AND ADDRESS, COURSE LOCATION, ACTUAL HOURS IN CLASS, ON OR OFF DUTY HOURS, COURSE TITLE; PRINCIPLE PURPOSE OF TRAINING, TYPE OF TRAINING, COST OF TRAINING, BUDGET SOURCE, BUDGET TYPE; SIGNATURES OF EMPLOYEE SUPERVISOR, OFFICE DIRECTOR, DIRECTOR OF PERSONNEL.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: TO NOTIFY PERSONNEL MANAGEMENT OF COMPLETION OF TRAINING, TO KEEP A RECORD OF ALL TRAINING IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE, AND TO AUTHORIZE PAYMENT FOR TRAINING BY SPECIAL SERVICES AND FINANCIAL MANAGEMENT DIVISION. USER IS PERSONNEL MANAGEMENT DIVISION. INFORMATION FROM THIS FILE IS ALSO PROVIDED TO THE CIVIL SERVICE COMMISSION FOR USE WITH THE CENTRAL PERSONNEL DATA FILE.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS IN FILING CABINETS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW INFORMATION CONTAINED IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE, AS DETERMINED BY THE PERSONNEL MANAGEMENT DIVISION PRIOR TO PERMITTING REVIEW OF SUCH RECORDS.

Retention and disposal: RECORDS ARE RETAINED FOR TWO FISCAL YEARS.

System manager(s) and address: CHIEF, CAREER DEVELOPMENT BRANCH, PERSONNEL MANAGEMENT DIVISION. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, DATE OF BIRTH, OFFICE OF EMPLOYMENT, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: THE EMPLOYEE WHOSE FILE IS MAINTAINED, THE EMPLOYEE'S SUPERVISOR, AND THE PERSONNEL MANAGEMENT DIVISION.

FHLBB—23

System name: TRAINING LOG BOOK

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: ALL EMPLOYEES REQUESTING SPECIFIC TRAINING COURSES.

Categories of records in the system: EMPLOYEE'S NAME, GRADE, COURSE TITLE, DATES OF TRAINING, DATE UPON WHICH FORM 587 WAS RECEIVED IN TRAINING OFFICE, DATE OF APPROVAL OF REQUEST BY DIRECTOR OF PERSONNEL IF THE TRAINING IS NON-GOVERNMENT SPONSORED, NUMBER OF HOURS OF TRAINING, COST OF TRAINING, NUMBER OF HOURS OF NON-GOVERNMENT TRAINING TAKEN YEAR-TO-DATE.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

TRAINING OF EMPLOYEES AND TO KEEP A RECORD OF THE HOURS
OF NON-GOVERNMENT TRAINING TAKEN TO COMPUTE LENGTH-OF-SERVICE
AGREEMENTS.

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

Storage: RECORDS ARE MAINTAINED ON FORMS IN LOOSE-LEAF BINDERS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES
REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE
INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED
PURPOSE.

Retention and disposal: RECORDS ARE RETAINED FOR TWO FISCAL YEARS.

System manager(s) and address: CHIEF, CAREER DEVELOPMENT BRANCH, PERSONNEL MANAGEMENT
DIVISION. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, OFFICE OF EMPLOYMENT, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: THE INDIVIDUAL WHOSE RECORD IS MAINTAINED, AND THE PERSONNEL MANAGEMENT DIVISION.

FHLBB—24

System name: ASSIGNMENT HISTORY OF EXAMINERS

System location: SEE "SYSTEM MANAGER".

Categories of individuals covered by the system: CURRENT STAFF OF EXAMINERS.

Categories of records in the system: HISTORY OF ASSIGNMENTS OF EACH EXAMINER, INCLUDING NAME OF ASSOCIATION, SIZE, WHETHER THE INDIVIDUAL WAS THE EXAMINER-IN-CHARGE OR AN ASSISTANT EXAMINER, NUMBER OF DAYS, AND NUMBER OF PERSONS ON THE ASSIGNMENT.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: WORK HISTORY OF EXAMINERS IS AVAILABLE TO ASSIST IN THE DETERMINATION OF FUTURE PERSONNEL ACTIONS.

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

Storage: RECORDS ARE MAINTAINED IN FILE FOLDERS OR IN A KARDEX FILE.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: UNNECESSARY BECAUSE RECORDS ARE MADE AVAILABLE TO ALL PERSONNEL ASSIGNED TO OFFICE.

Retention and disposal: RECORDS ARE RETAINED FOR SIX MONTHS AFTER TERMINATION OF EMPLOYMENT.

System manager(s) and address:

ASSISTANT DISTRICT DIRECTOR-ADMINISTRATION
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
ONE WORLD TRADE CENTER, FLOOR 103
NEW YORK, NEW YORK 10048 OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: ASSIGNMENT RECORDS.

FHLBB—25

System name: OFFICE OF THE SECRETARY, CARD FILES

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: BOARD MEMBERS, OFFICERS AND EMPLOYEES OF THE BOARD; DIRECTORS, OFFICERS AND COUNSEL OF FEDERAL HOME LOAN BANKS; AGENTS OF THE BOARD; MEMBERS OF FEDERAL SAVINGS AND LOAN ADVISORY COUNCIL.

Categories of records in the system: INDEX TO INDIVIDUALS REFERRED TO IN BOARD RESOLUTIONS AND MINUTE ENTRIES WITH REGARD TO ASSIGNMENTS, APPOINTMENTS, DELEGATIONS, TRAVEL AUTHORIZATIONS, RESIGNATIONS, REASSIGNMENTS, SALARIES AS TO THOSE PERSONS NOT UNDER CIVIL SERVICE SCHEDULES, AND OTHER BOARD ACTIONS.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) IN ADDITION TO INTRA-AGENCY USE, THE RECORDS IN THIS SYSTEM MAY BE RELEASED UPON REQUEST TO SUCH OTHER FEDERAL, STATE, AND LOCAL AGENCIES AND AUTHORITIES WHICH HAVE AN INTEREST IN ESTABLISHING THE AUTHORITY, RIGHTS, AND DUTIES OF THE ABOVE LISTED INDIVIDUALS. (2) IN THE EVENT THAT A SYSTEM OF RECORDS MAINTAINED BY THIS AGENCY TO CARRY OUT ITS FUNCTIONS INDICATES A VIOLATION OR POTENTIAL VIOLATION OF LAW, WHETHER CIVIL, CRIMINAL OR REGULATORY IN NATURE, AND WHETHER ARISING BY GENERAL STATUTE OR PARTICULAR PROGRAM STATUTE, OR BY REGULATION, RULE OR ORDER ISSUED PURSUANT THERETO, THE RELEVANT

FINANCIAL REPORTS REVIEW CLERK
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
2400 DUBOIS TOWER
511 WALNUT STREET
CINCINNATI, OHIO 45202
DISTRICT DIRECTOR-EXAMINATIONS
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
600 STEWART STREET, SUITE 610
SEATTLE, WASHINGTON 98101
ASSISTANT DISTRICT DIRECTOR
OFFICE OF EXAMINATIONS AND SUPERVISION
FEDERAL HOME LOAN BANK BOARD
600 CALIFORNIA STREET
SAN FRANCISCO, CALIFORNIA 94108

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, OFFICE OF EMPLOYMENT (INCLUDING FIELD LOCATION), AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT RECORDS IN THE SYSTEM OF RECORDS MAY BE REFERRED, AS A ROUTINE USE, TO THE APPROPRIATE AGENCY, WHETHER FEDERAL, STATE, LOCAL, OR FOREIGN, CHARGED WITH THE RESPONSIBILITY OF INVESTIGATING OR PROSECUTING SUCH VIOLATION OR CHARGED WITH ENFORCING OR IMPLEMENTING THE STATUTE, OR RULE, REGULATION, OR ORDER ISSUED PURSUANT THERETO. (3) A RECORD FROM THIS SYSTEM MAY BE DISCLOSED AS A ROUTINE USE TO OTHER FEDERAL AGENCIES FOR REASONS NECESSARY AND INCIDENT TO EMPLOYMENT BY THE FEDERAL GOVERNMENT.

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

Storage: RECORDS ARE MAINTAINED IN A CARD INDEX FILE.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: THE RECORDS ARE MAINTAINED PERMANENTLY AND PERIODICALLY MICROFILMED FOR PERMANENT SAFEKEEPING.

System manager(s) and address: SECRETARY TO THE BOARD. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, PERIOD AND OFFICE OF EMPLOYMENT, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER " NOTIFICATION", PLUS A STATEMENT SETTING FORTH THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "'ACCESS PROCEDURES".

Record source categories: RESOLUTIONS AND MINUTES OF THE BOARD AND ORDERS OF THE CHAIRMAN OF THE BOARD.

FHLBB—26

System name: PROSPECTIVE ORGANIZER OF FEDERAL SAVINGS AND LOAN ASSOCIATION, FILE.

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: PRINCIPAL INDIVIDUAL ON AN APPLICATION TO ORGANIZE A FEDERAL SAVINGS AND LOAN ASSOCIATION.

Categories of records in the system: NONCONFIDENTIAL AND CONFIDENTIAL BIOGRAPHICAL AND FINANCIAL DATA FORMS SUBMITTED BY THE INDIVIDUAL, CREDIT CHECKS, AND FBI REPORTS.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: INTRA-AGENCY USE AS TO CONFIDENTIAL DATA; THE NONCONFIDENTIAL BIOGRAPHICAL AND FINANCIAL DATA FORMS ARE PUBLICLY AVAILABLE UNDER 5 U.S.C. 552.

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

Storage: RECORDS ARE INDEXED IN A CARD FILE. THE FILES ARE MAINTAINED IN A SECURED DOCKET FILE AREA OR LOCKED FILE CABINETS.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS TO CONFIDENTIAL DATA IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: THE CARD FILE AND APPLICATIONS ARE RETAINED PERMANENTLY IN THE CASE OF SUCCESSFUL APPLICANTS. FILES OF APPLICANTS WHO ARE APPROVED BUT WHO FAIL TO OBTAIN CHARTERS ARE RETAINED FOR 10 YEARS. UNSUCCESSFUL APPLICANTS' FILES, EXCEPT IN EXTRAORDINARY CASES, ARE RETAINED FOR 5 YEARS.

System manager(s) and address: SECRETARY TO THE BOARD. SEE "LOCATION" FOR ADDRESS. DIRECTOR, OFFICE OF HOUSING AND URBAN AFFAIRS. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. INQUIRIES MUST INCLUDE NAME, SOCIAL SECURITY NUMBER, BIRTH DATE, NAME AND LOCATION OF PROSPECTIVE ASSOCIATION, AND NAME OF RECORD SYSTEM.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES. ACCESS TO FBI REPORTS MUST BE REQUESTED FROM THAT AGENCY.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: THE INDIVIDUAL WHOSE REPORT IS MAINTAINED, CREDIT REPORTING AGENCIES, AND FBI REPORTS.

FHLBB—27

System name: SUSPENSIONS FILE

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: OFFICERS AND DIRECTORS OF FEDERALLY CHARTERED SAVINGS AND LOAN ASSOCIATIONS AND STATE CHARTERED INSURED INSTITUTIONS.

Categories of records in the system: OFFICIAL ACTIONS OF THE BOARD AND DOCUMENTATION CONSIDERED BY THE BOARD IN SUSPENDING INDIVIDUALS FROM PERFORMANCE OF FUNCTIONS AT INSURED INSTITUTIONS PENDING THE OUTCOME OF (1) FORMAL REMOVAL PROCEDURES UNDER SECTION 407 OF THE NATIONAL HOUSING ACT, OR (2) CRIMINAL PROCEEDINGS AGAINST THE INDIVIDUAL.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101; SECTION 407 OF THE NATIONAL HOUSING ACT; SECTION 5(D) OF THE HOME OWNER'S LOAN ACT OF 1933, AS AMENDED.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: RELEASE OF THE BOARD ACTION TO THE INDIVIDUAL WHO IS THE SUBJECT OF SUSPENSION PROCEEDINGS, THE INSTITUTION WITH WHICH HE IS ASSOCIATED, AND THE APPROPRIATE REGIONAL FEDERAL HOME LOAN BANK; IN SOME CASES NOTICES OF SUSPENSION FOLLOWING AN INDICTMENT ARE PUBLICLY RELEASED.

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

Storage: RECORDS ARE INDEXED IN A CARD FILE.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS TO NOTICES OF SUSPENSION WHICH ARE NOT PUBLICLY RELEASED IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: THE FILES ARE RETAINED PERMANENTLY.

System manager(s) and address: SECRETARY TO THE BOARD. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SYSTEM MANAGER. THE NOTIFICATION SHALL CONTAIN SUFFICIENT INFORMATION TO ESTABLISH THE IDENTITY OF THE INDIVIDUAL INVOLVED, INCLUDING NAME, INSTITUTIONAL ASSOCIATION, AND APPROXIMATE DATE OF BOARD ACTION.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THE RECORDS SHALL NOTIFY THE SYSTEM MANAGER. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES'..

Record source categories: OFFICIAL ACTIONS OF THE BOARD.

FHLBB—28

System name: REMOVAL AND PROHIBITIONS FILE

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: OFFICERS AND DIRECTORS OF FEDERALLY CHARTERED SAVINGS AND LOAN ASSOCIATIONS AND STATE CHARTERED INSURED INSTITUTIONS.

Categories of records in the system: RESOLUTIONS AND ORDERS OF THE BOARD AND DOCUMENTATION CONSIDERED BY THE BOARD IN REMOVING INDIVIDUALS FROM POSITIONS WITH INSURED INSTITUTIONS AND PROHIBITING THEIR FUTURE ACTIVITY IN THE AFFAIRS OF SAID INSTITUTIONS.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101; SECTION 407 OF THE NATIONAL HOUSING ACT; SECTION 5(D) OF THE HOME OWNERS. LOAN ACT OF 1933, AS AMENDED.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: RELEASE OF THE BOARD ACTION TO THE INDIVIDUAL WHO IS THE SUBJECT OF THE PROCEEDINGS, THE INSURED INSTITUTION WITH WHICH HE WAS ASSOCIATED, AND THE REGIONAL FEDERAL HOME LOAN BANKS.

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

Storage: RECORDS ARE INDEXED IN A CARD FILE.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: THE FILES ARE RETAINED PERMANENTLY.

System manager(s) and address: SECRETARY TO THE BOARD. SEE "LOCATION" FOR ADDRESS. DIRECTOR, COMPLIANCE DIVISION, OFFICE OF THE GENERAL COUNSEL. SEE "LOCATION" FOR ADDRESS.

Notification procedure: INQUIRIES CONCERNING THE RECORDS SHALL BE MADE TO THE SECRETARY TO THE BOARD. THE NOTIFICATION SHALL CONTAIN SUFFI-

CIENT INFORMATION TO ESTABLISH THE IDENTITY OF THE INDIVIDUAL INVOLVED IN THE PROCEEDINGS, INCLUDING INSTITUTIONAL ASSOCIATION, AND APPROXIMATE DATE OF BOARD ACTION.

Record access procedures: PERSONS WISHING TO HAVE ACCESS TO THEIR RECORDS OR TO HAVE SUCH RECORDS CHANGED (INCLUDING MODIFICATION, ADDITION, AND DELETION) SHALL NOTIFY THE SECRETARY TO THE BOARD. SUCH NOTIFICATION SHALL INCLUDE THE INFORMATION REQUIRED TO BE FURNISHED UNDER "NOTIFICATION", PLUS A STATEMENT OF THE DESIRED ACCESS OR CHANGES AND THE REASONS FOR SUCH CHANGES.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: BOARD RESOLUTIONS AND MINUTE ENTRIES.

FHLBB—29

System name: FBI INVESTIGATORY RECORDS COPY FILE

System location: FEDERAL HOME LOAN BANK BOARD, 320 FIRST STREET, N.W., WASHINGTON, D.C. 20552.

Categories of individuals covered by the system: PERSONS UNDER INVESTIGATION BY THE FEDERAL BUREAU OF INVESTIGATION.

Categories of records in the system: FBI INVESTIGATIVE REPORTS.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101; SECTION 5(D) OF THE HOME OWNERS' LOAN ACT OF 1933, AS AMENDED; AND SECTION 407(M) OF THE NATIONAL HOUSING ACT, AS AMENDED.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: INTERNAL USE BY PERSONNEL ENGAGED IN SUPERVISORY OR ENFORCEMENT CAPACITY; NO DISTRIBUTION OUTSIDE AGENCY EXCEPT TO SUPERVISORY AGENTS OF THE BOARD AT THE FEDERAL HOME LOAN BANKS.

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

Storage: THE RECORDS ARE MAINTAINED IN LOCKED FILES.

Retrievability: RECORDS ARE FILED BY NAME OF INDIVIDUAL.

Safeguards: ACCESS IS LIMITED TO PERSONNEL ENGAGED IN SUPERVISORY OR ENFORCEMENT ACTIVITY WHOSE OFFICIAL DUTIES REQUIRE SUCH ACCESS AND WHO HAVE A NEED TO KNOW THE INFORMATION IN A RECORD FOR A PARTICULAR JOB-RELATED PURPOSE.

Retention and disposal: RECORDS ARE DESTROYED FIVE YEARS AFTER RECEIPT OF THE REPORTS UNLESS AGENCY PERSONNEL ENGAGED IN ENFORCEMENT ACTIVITY HAVE CONTINUING INTEREST IN THE INVESTIGATION.

System manager(s) and address: DIRECTOR OF THE COMPLIANCE DIVISION, OFFICE OF THE GENERAL COUNSEL. SEE "LOCATION" FOR ADDRESS.

Notification procedure: EXEMPT SYSTEM UNDER 5 U.S.C. 552A(J) OR (K).

Record access procedures: REQUEST FOR ACCESS TO AND CORRECTION OF RECORDS IN THIS SYSTEM, WHICH ARE FILES EXEMPT BY THE FBI UNDER 5 U.S.C. 552(J) OR (K), SHOULD BE ADDRESSED TO THE FBI.

Contesting record procedures: SEE "ACCESS PROCEDURES".

Record source categories: EXEMPT RECORD SYSTEM UNDER 5 U.S.C. 552(J) OR (K).

[FR Doc.75-22535 Filed 8-26-75;8:45 am]

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Food and Drug Administration

(Docket No. 75N-0211)

PRIVACY ACT OF 1974

Notice of Systems of Records

The Commission of Food and Drugs, to comply with the provisions of the Privacy Act of 1974 (Pub. L. 93—579 (5 U.S.C. 552a(e)(4))), is publishing notice of the existence of Food and Drug Administration records systems subject to the Act. Systems identified in this notice as maintained by the Food and Drug Administration are in addition to the systems identified in notices of the Department of Health, Education, and Welfare and the Civil Service Commission.

Public comment is invited on the routine uses of records in each system. A "routine use" is a "use of (a) record for a purpose which is compatible with the purposes for which it was collected" (5 U.S.C. 552a(a)(7)). This term does not include any use within the Department of Health, Education, and Welfare to employees who have a need for the record in the performance of their duties or disclosures required by the Freedom of Information Act or otherwise specifically permitted by the Privacy Act under 5 U.S.C. 552a(b) without mention in the system notice (disclosures to the Bureau of the Census, for certain statistical purposes, to the National Archives, for a law enforcement activity, in an individual emergency, to Congress, to the Comptroller General, or by court order).

These notices are issued, and the routine uses proposed, by the Commissioner pursuant to provisions of the Federal Food, Drug, and Cosmetic Act (sec. 201 et seq., 52 Stat. 1040, et seq., as amended (21 U.S.C. 321 et seq.)); the Public ealth Service Act (sec. 1 et seq., 58 Stat. 682, as amended (42 U.S.C. 201 et seq.)); the Freedom of Information Act (Pub L. 90-23, 81 Stat. 54-56, as amended (5 U.S.C. 552)); the Privacy Act of 1974 (Pub. L. 93-579, sec. 2 et seq., 88 Stat. 1896 (5 U.S.C. 552a)), and authority delegated to the Commissioner of Food and Drugs (21 CFR 2.120).

Interested persons may, on or before (insert date 30 days after date of publication in the Federal Register), file with the Hearing Clerk, Food and Drug Administration, Rm. 4-65, 5600 Fishers Lane, Rockville, MD 20852, written comments (preferably in quintuplicate), regarding this notice. Comments received may be seen in the above office between 9 a.m. and 4 p.m., Monday through Friday.

Dated: August 19, 1975.

Sam D. Fine
Associate Commissioner for Compliance

Privacy Act Record Systems maintained by the Food and Drug Administration.

1. Association of Official Analytical Chemists (AOAC) Member File.
3. Clinical Investigator Records.
4. Communications (oral and written) with the public.
5. FDA Cre-ential Holder File.
6. Individual and Household Statistical Surveys and Special Studies on FDS-Regulated Products.
7. Quality Assurance Program.
8. Radiation Protection Program Personnel Monitoring System.
9. Radiation Registry of Physicians.
10. Regulated Industry Employee Enforcement Records.
11. Science Advisor Research Associate Program (SARP).
12. State Food and Drug Official File.

HEW/FDA-1

System name: Association of Official Analytical Chemists (AOAC) Member File—HEW/FDA.

System location: FDA Liaison Office for AOAC, Rm. 3848, FB-8, 200 C St., SW., Washington, DC 20204.

Categories of individuals covered by the system: AOAC Committee members, Subcommittee members, Referees and Associate Referees (employed by FDA, related Federal or State agencies, universities, or regulated industry). Shows individuals involved in AOAC scientific activities, e.g., developing methods for determining adulteration of food, drugs, etc.

Categories of records in the system: Contains name, address, telephone number, and area of study.

Authority for maintenance of the system: Section 702(a) of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 372(a)); section 301 of the Public Health Service Act (42 U.S.C. 241).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Provided to Department of Agriculture, Environmental Protection Agency, and the various State agencies that have an interest in development of official analytical methods.

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

Storage: Maintained in letter-size manila folders, card file, and magnetic tape.

Retrievability: Indexed by name, used to provide a service for AOAC on its committees. Primary use of the system is the preparation of an annual publication listing AOAC projects; used as mailing list and to identify individuals who may be asked to assist FDA.

Safeguards: Masterfile is in locked containers in secured area. Individual files are maintained with other administrative files. All information in the records is required to be disclosed under the Freedom of Information Act.

Retention and disposal: Records are retained as long as an individual is a participating member, then destroyed.

System manager(s) and address: FDA Liaison Officer for AOAC (HFS-56), Rm. 3848, FB-8, 200 C St., SW., Washington, DC 20204.

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Individual on whom the record is maintained.

FDA-2

System name: Certified Retort Operators—HEW/FDA.

System location: Division of Food Technology, Bureau of Foods, Rm. 4029, FB-8, 200 C St., SW., Washington, DC 20204.

Categories of individuals covered by the system: Food industry employees who have attended courses of instruction relating to operation of retorts.

Categories of records in the system: Contains name and training records.

Authority for maintenance of the system: Section 404 of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 344); 21 CFR 128b.10.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records showing that low-acid canned food establishment did not have canning operations under the supervision of certified retort operator may be (1) referred for investigation and possible enforcement action against the company and responsible officials, to the Department of Justice, or appropriate State food and drug law enforcement agencies, or (2) disclosed in administrative or court proceedings. Most records in the system may be disclosed (1) under the Freedom of Information Act (5 U.S.C. 552), or (2) a food company may be advised whether an individual has satisfied FDA requirements.

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

Storage: Maintained in standard filing equipment and magnetic tape.

Retrievability: Indexed by name, used to ascertain program progress.

Safeguards: Magnetic tapes are stored in locked containers in secured area. Individual printouts/original hard copy records are stored in regular administrative files, maintained in secured file area or secured file containers.

Retention and disposal: Retained indefinitely.

System manager(s) and address: Director, Division of Food Technology (HFF-400), Rm. 4029, FB-8, 200 C St., SW., Washington, DC 20204.

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Educational institutions that conduct retort operator training.

FDA-3

System name: Clinical Investigator Records—HEW/FDA.

System location: Scientific Investigations Staff, Bureau of Drugs, Rm. 18B-31, 5600 Fishers Lane, Rockville, MD 20852.

Categories of individuals covered by the system: Clinical investigators who are conducting or have conducted clinical studies of new drugs under investigational new drug exemption requests.

Categories of records in the system: Automated file is maintained on all clinical investigators; contains name, education, professional qualifications, and background, and information on studies being conducted. Manual file contains, in addition to that same information, investigatory material collected or developed by FDA, during investigations of possible violations of statutes and regulations governing new drug studies.

Authority for maintenance of the system: Section 505(i)(3), Federal Food, Drug, and Cosmetic Act (21 U.S.C. 355(i)(3)); 21 CFR Part 312 (New drugs for investigational use).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records that indicate violation or potential violation of law may be (1) referred for investigation and possible enforcement action under the Federal, State, or foreign laws to the Department of Justice, an appropriate State food and drug enforcement agency or licensing authority, or the government of a foreign country where studies are being or have been conducted, or (2) disclosed in administrative or court proceedings. Records in the system may be (1) the subject of discretionary disclosures under the Freedom of Information Act (5 U.S.C. 552) where the Commissioner finds the public interest in disclosure outweighs the impact on the investigator's personal privacy, or (2) disclosed to drug companies seeking information on whether a given investigator is qualified to receive investigational drugs.

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

Storage: Three hundred to five hundred files compiled of investigations of possible violations of statutes and regulations are maintained in letter-size manila folders. Automated file (approximately 30,000 investigators) is maintained on magnetic tape.

Retrievability: Indexed by name, used to provide controls to assure that investigators meet requirements of statute or regulations.

Safeguards: All files are stored in locked cabinets in secured area.

Retention and disposal: Records retained indefinitely.

System manager(s) and address: Director, Scientific Investigations Staff (HFD-108), Bureau of Drugs, Rm. 18B-31, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20852.

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Record access procedures: Same as notification procedure (some material is exempt from access and contest).

Contesting record procedures: Same as notification procedure (some material is exempt from access and contest).

Record source categories: Individual on whom the record is maintained. Some material is obtained from third parties, e.g., drug companies, publications or is developed by FDA.

Systems exempted from certain provisions of the act: This system is exempt from access and contest and certain other provisions of the Privacy Act (5 U.S.C. 552a(c)(3), (d)(1) to (4), (e)(3), (e)(4)(G) to (H) and (f)) to the extent that it includes investigatory material compiled for law enforcement purposes, including criminal law enforcement purposes.

FDA-4

System name: Communications (oral and written) with the public.

System location: Administrative Services Branch, Associate Commissioner for Administration; Office of Legislative Services; 5600 Fishers Lane, Rockville, MD 20852; FDA Field/District Offices (see Appendix A).

Categories of individuals covered by the system: Individuals, other than employees of enterprises regulated by FDA, who communicate with FDA or, in some cases, are the subject of communications by others with FDA; for example, correspondence by members of Congress writing to FDA on their behalf.

Categories of records in the system: Generally initiated by individuals outside the agency. Includes correspondence from and to individuals, summaries of conversations prepared by FDA employees, and records prepared by FDA as a follow-up to consumer complaints, oral and written.

Authority for maintenance of the system: Federal Food, Drug, and Cosmetic Act (21 U.S.C. 321 et seq.); the Public Health Service Act (42 U.S.C. 201 et seq.), and authority delegated to the Commissioner.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: All correspondence to and from members of the public, members of Congress, organization or company officials, or other persons except members of the Executive Branch and special government employees is available for public disclosure except to the extent that the correspondence concerns confidential information (21 CFR 4.102); individual names are generally deleted prior to disclosure. Records that indicate violation or potential violation of law may be (1) referred for investigation and possible enforcement action under Federal, State, or foreign laws to the Department of Justice, an appropriate State food and drug enforcement or health agency or licensing authority, or the government of a foreign country, or (2) disclosed in administrative or court proceedings.

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

Storage: Manual files are maintained in letter-size folders.

Retrievability: Used by FDA employees in carrying out their responsibilities, e.g., responding to follow-up correspondence on complaints, requests for information, etc. Administrative Services Branch files include copies of correspondence received from public and FDA reply. Records are arranged by company or by subject. A card index gives correspondent's name, date of letter, subject and location. An automated index is being implemented. The Office of Legislative Services maintains duplicates of letters FDA sends to members of Congress and summaries of oral inquiries in files organized by members' names. The Office of Legislative Services maintains a manual control system and the Executive Secretariat, Office of the Commissioner, maintains an automated control system of pending correspondence needing reply. Field offices file consumer complaints by complainants' names. Other FDA units have correspondence files but these are not retrieved by individual name or personal identifiers.

Safeguards: All files are stored in locked cabinets in secured areas.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Chief, Administrative Services Branch, Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852; Director, Office of Legislative Services, 5600 Fishers Lane, Rockville, MD 20852; Regional or Deputy Regional Food and Drug Directors in FDA Field/District Offices (see Appendix A).

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Individual on whom the record is maintained or others (generally members of Congress) who write to FDA about them.

FDA-5

System name: FDA Credential Holder File—HEW/FDA.

System location: FDA Employees: Services Management Section, Associate Commissioner for Administration, Rm. 4C-03, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20852; Office Services Section, Associate Commissioner for Administration, Rm. B-002, FB-8, 200 C St., SW., Washington, DC 20204; and Administrative Branches at Field/District Offices (see Appendix A). State Employees: Division of Federal-State Relations (HFO-300), Rm. 12-57, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20852 and Administrative Branches at Field/District Offices (see Appendix A).

Categories of individuals covered by the system: FDA employees and State and local government employees who have been issued FDA credentials for enforcement activities.

Categories of records in the system: Contains name, job title, social security number, sex, height, weight, date of birth, color of eyes and hair, duty status, and for State and local government employees, professional qualifications.

Authority for maintenance of the system: Sections 702 to 704, the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 372 to 374).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Providing assurance to regulated enterprises that an individual is a duly designated enforcement officer and, in the case of State employees, an officer commissioned as an officer of the Department. Used to gain entry to regulated establishments.

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

Storage: Maintained in letter-size manila folders or card files.

Retrievability: Indexed by name, used to issue or reissue credentials.

Safeguards: Masterfile is in locked containers in secured area.

Retention and disposal: Records are retained as long as individual is a duly designated or commissioned official; inactive files destroyed after 6 months.

System manager(s) and address: FDA Employees: Chief, Services Management Section, Associate Commissioner for Administration, Rm. 4C-03, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20852; Chief, Office Services Section, Associate Commissioner for Administration, Rm. B-002, FB-8, 200 C St., SW., Washington, DC 20204; and Administrative Officers of Field/District Offices (see Appendix A). State Employees: Director, Division of Federal-State Relations (HFO-300), Rm. 12-57, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20852 and Administrative Officers at Field/District Offices (see Appendix A).

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852. State officials should provide State of employment.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Individual on whom the record is maintained.

FDA-6

System name: Individual and Household Statistical Surveys and Special Studies on FDA-Regulated Products—HEW/FDA.

System location: Assistant Commissioner for Planning and Evaluation, Rm. 8-89, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20852.

Categories of individuals covered by the system: Individuals, specialty groups, e.g., physicians, and households participating voluntarily in FDA-sponsored surveys and studies.

Categories of records in the system: Data collected varies with each survey. Normal standard information for individuals or household members could, but not necessarily, include name, age, sex, marital status, address or locale of residence, etc. Nondemographic items would relate to experience with or opinions about a particular product.

Authority for maintenance of the system: Section 701(a) of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Data released in statistical form only.

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

Storage: Questionnaires are filed in standard filing equipment. Statistical data are stored on magnetic tape.

Retrievability: Accessed by ID number assigned by contractor during collection process. Individual files are maintained in agency and contractor's custody until all collection procedures are completed.

Safeguards: Questionnaires are maintained in locked containers in secured area. Magnetic tapes are maintained in secure computer facility with access limited to program analysts only. All employees are subject to the restrictions, penalties, and prohibitions of applicable FDA regulations governing the confidentiality of the data.

Retention and disposal: Questionnaires are retained until all statistical problems are resolved then destroyed. Statistical records are retained as long as they can be used validly.

System manager(s) and address: Assistant Commissioner for Planning and Evaluation (HFP-1), Rm. 8-89, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20852.

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Individual on whom the record is maintained or patient's medical records, depending on the type of survey or study.

FDA-7

System name: Quality Assurance Program—HEW/FDA.

System location: Each FDA Field/District Office (see Appendix A).

Categories of individuals covered by the system: FDA employees who conduct inspections.

Categories of records in the system: Contains name, supervisor's evaluation of inspection reports, and notes of conversations or observations.

Authority for maintenance of the system: Section 704 of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 374) authorizes inspections; 1968 directive of Executive Director of Regional Operations, FDA, requires program to assure uniform, high quality inspections.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Not released outside the agency.

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

Storage: Maintained in letter-size manila folders in supervisor's files.

Retrievability: Indexed by name, used to inform employee of results of the review of Establishment Inspection Reports.

Safeguards: Maintained in locked containers in secured area. Building secured when not occupied.

Retention and disposal: Records are retained as long as individual is an employee. Held 1 year then destroyed.

System manager(s) and address: Individual Supervisor (investigational) at Field/District Offices (see Appendix A).

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Supervisor, based on review of Establishment Inspection Reports completed by individual inspector.

FDA-8

System name: Radiation Protection Program Personnel Monitoring System—HEW/FDA.

System location: Division of Radioactive Materials and Nuclear Medicine, Bureau of Radiological Health, Rm. 320, Chapman Bldg., 1901 Chapman Ave., Rockville, MD 20852.

Categories of individuals covered by the system: Personnel in clinics, laboratories, hospitals, industrial plants, etc., who work with ionizing radiation sources required to be monitored by Nuclear Regulatory Commission regulations.

Categories of records in the system: Contains name, date of birth, job code, effective date, and place of business.

Authority for maintenance of the system: Atomic Energy Act of 1954 (68 Stat. 919 et seq.). Nuclear Regulatory Commission Regulations, 10 CFR Part 20.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Results are disclosed to employers, i.e., clinics, laboratories, etc., or employee.

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

Storage: Maintained in letter-size manila folders and on IBM cards.

Retrievability: Indexed by name and by facility. Used to monitor incremental and accumulated exposure to ionizing radiation for radiation protection purposes.

Safeguards: Filed in secured containers or in secured file area. Released on a need-to-know basis.

Retention and disposal: Records are retained as long as individual is a part of the program. Held 1 year in an inactive status. Held in storage thereafter indefinitely.

System manager(s) and address: Radiation Safety Officer, FDA, Rm. 320, Chapman Bldg. Mailing Address: 5600 Fishers Lane, Rockville, MD 20852.

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Individual on whom the record is maintained.

FDA9

System name: Radiation Registry of Physicians—HEW/FDA.

System location: Division of Biological Effects, Bureau of Radiological Health, Rm. 38, Twinbrook Research Laboratory, 12709 Twinbrook Pkwy., Rockville, MD 20852.

Categories of individuals covered by the system: Radiologists and Pathologists who were members of American College of Radiology or College of American Pathologists between 1961 and 1972.

Categories of records in the system: Contains ID number, name, demographic characteristics, radiation exposure history, medical history of conditions affected by radiation, and date and cause of death, if deceased.

Authority for maintenance of the system: Section 356 of the Public Health Service Act (42 U.S.C. 263d) as amended by Pub. L. 90-602, the Radiation Control for Health and Safety Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used for (1) records matched with outside agencies/educational institutions to obtain additional epidemiological, medical, and mortality information, or (2) information exchanged with qualified research scientists.

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

Storage: Maintained in letter-size manila folders, magnetic tape, and punch cards.

Retrievability: Indexed by ID number. An individual identifier index is maintained separate from the data. Used for statistical analysis of compiled data for epidemiologic studies of long term effects of chronic exposure to low levels of ionizing radiation.

Safeguards: Basic data identified by number only are stored in unlocked cabinets in a secured file area. The individual identifier index is stored in a locked cabinet.

Retention and disposal: Records are retained as long as there is a foreseeable need for additional research and data analysis.

System manager(s) and address: Chief, Biometric Section, Division of Biological Effects, Bureau of Radiological Health, Rm. 38, Twinbrook Research Laboratory, 12709 Twinbrook Pkwy., Rockville, MD 20852. Mailing address: 5600 Fishers Lane, Rockville, MD 20852.

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Individual on whom the record is maintained and death certificates.

FDA-10

System name: Regulated Industry Employee Enforcement Records—HEW/FDA.

System location: Administrative Services Branch, Associate Commissioner for Administration, 5600 Fishers Lane, Rockville, MD 20852; FDA Field/District Offices (see Appendix A).

Categories of individuals covered by the system: Employees of enterprises regulated by FDA and other individuals subject to FDA enforcement actions.

Categories of records in the system: Includes correspondence, memoranda, inspection reports, and other documents that are investigatory material compiled for law enforcement purposes, including criminal law enforcement purposes.

Authority for maintenance of the system: Federal Food, Drug, and Cosmetic Act (21 U.S.C. 321 et seq.), the Public Health Service Act (42 U.S.C. 201 et seq.), and authority delegated to the Commissioner, 21 CFR 2.120.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records that indicate violation or potential violation of law may be (1) referred for investigation and possible enforcement action under Federal, State, or foreign laws to the Department of Justice, an appropriate State food and drug enforcement health agency or licensing authority, or the government of a foreign country, or (2) disclosed in administrative or court proceedings. Records in the system may be the subject of discretionary disclosures under the Freedom of Information Act (5 U.S.C. 552).

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

Storage: Manual files are maintained in letter-size folders. Part of FDA's general records on regulated establishments.

Retrievability: Indexed by company or subject, sometimes with individual name in card cross-index. Automated index to system now being implemented. Records are used by FDA employees in investigations of possible violations of the law. FDA regulatory records lacking individual name indexes, such as its case file, and administrative files (AF), are not part of this system.

Safeguards: All files are stored in locked cabinets in a secured area.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Chief, Administrative Services Branch, Associate Commissioner for Administration, Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Record access procedures: Same as notification procedure (some material is exempt from access and contest).

Contesting record procedures: Same as notification procedure (some material is exempt from access and contest).

Record source categories: Individual on whom the record is maintained, from third parties such as consumers, scientists, representatives of other companies, State agencies, or developed by FDA during investigations for law enforcement purposes.

Systems exempted from certain provisions of the act: This system is exempt from access and contest and certain other provisions of the Privacy Act (5 U.S.C. 552a(c)(3), (d)(1) to (4), (e)(3), (e)(4)(G) to (H) and (f)) to the extent that it includes investigatory material compiled for law enforcement purposes, including criminal law enforcement purposes.

FDA-11

System name: Science Advisor Research Associate Program (SARAP)—HEW/FDA.

System location: Field Sciences Branch, Division of Field Operations, Executive Director of Regional Operations, 5600 Fishers Lane, Rockville, MD 20852.

Categories of individuals covered by the system: FDA field personnel who have applied to participate in full-time research effort under the program.

Categories of records in the system: Contains name, curriculum vitae, description of research proposal, budget, and statement of career goals.

Authority for maintenance of the system: Guidelines for Implementation and Operation of the Science Advisor Research Associate Program and Field Research Program, dated July 1, 1974.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Not released outside the agency.

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

Storage: Maintained in letter-size manila folders.

Retrievability: Indexed by name, used to monitor the progress of research objectives of approved individual SARAP research projects. Used by the SARAP Committee and knowledgeable persons in the specific field. Released on a need-to-know basis.

Safeguards: Files are maintained in secured file containers or in secured file area.

Retention and disposal: Records are presently retained indefinitely.

System manager(s) and address: Director, Field Sciences Branch, Division of Field Operations, Executive Director of Regional Operations, (HFO-130), Rm. 13-86, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20852.

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Individual on whom the record is maintained.

FDA-12

System name: State Food and Drug Official File—HEW/FDA.

System location: Division of Federal-State Relations, Rm. 12-57, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20852.

Categories of individuals covered by the system: State Officials who have responsibilities related to those of the Food and Drug Administration.

Categories of records in the system: Contains name, date of birth, education and professional experience.

Authority for maintenance of the system: Section 702(a) of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 372(a)).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Not released outside the agency.

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

Storage: Maintained in letter-size manila folders.

Retrievability: Indexed by name and State.

Safeguards: Maintained in locked files with correspondence by States.

Retention and disposal: Records are retained as long as individual is a State employee or until updated by the individual.

System manager(s) and address: Director, Division of Federal-State Relations, Rm. 12-57, Parklawn Bldg., 5600 Fishers Lane, Rockville, MD 20852.

Notification procedure: FDA Privacy Coordinator (HF-50), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20852. Provide name and State of employment.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Individual on whom the record in maintained.

APPENDIX

Appendix A—Addresses and working hours of the Food and Drug Administration Field Offices.

The following is a list of the Food and Drug Administration Field Offices, their addresses and working hours where individuals may have access to records in Food and Drug Administration Privacy Act Record Systems:

Boston District Office, Region I, 585 Commercial St., Boston, Massachusetts 02109, Office hours: 8 a.m. to 4:30 p.m., Phone: (617) 223-5066.

New York District Office, Region II, 850 3rd Ave., Brooklyn, New York 11232, Office hours: 8 a.m. to 4:30 p.m., Phone: (212) 965-5301.

Buffalo District Office, Region II, 599 Delaware Ave., Buffalo, New York 14202, Office hours: 8 a.m. to 4:30 p.m., Phone: (716) 842-6906.

Newark District Office, Region II, 20 Evergreen Place, East Orange, New Jersey 07018, Office hours: 8 a.m. to 4:30 p.m., Phone: (201) 645-3023.

San Juan District Office, Region II, P.O. Box S-4427, San Juan Station, San Juan, Puerto Rico 00905, Office hours: 8:30 a.m. to 4:30 p.m., Phone: (809) 723-6130.

Philadelphia District Office, Region III, 2nd and Chestnut St., Rm. 900, Philadelphia, Pennsylvania 19106, Office hours: 8 a.m. to 4:30 p.m., Phone: (215) 597-4173.

Baltimore District Office, Region III, 900 Madison Ave., Baltimore, Maryland 21201, Office hours: 8 a.m. to 4:30 p.m., Phone: (301) 962-4012.

Atlanta District Office, Region IV, 880 Peachtree St., NW., Atlanta, Georgia 30309, Office hours: 8 a.m. to 4:30 p.m., Phone: (404) 526-3151.

Nashville District Office, Region IV, 297 Plus Park Blvd., Nashville, Tennessee 37127, Office hours: 8 a.m. to 4:30 p.m., Phone: (615) 749-7222.

Orlando District Office, Region IV, P.O. Box 118, Orlando, Florida 32802, Office hours: 8 a.m. to 4:30 p.m., Phone: (904) 377-2281.

Chicago District Office, Region V, 433 W. Van Buren St., Rm. 1222, Chicago, Illinois 60607, Office hours: 8 a.m. to 4:30 p.m., Phone: (312) 353-7379.

Cincinnati District Office, Region V, 1141 Central Pkwy., Cincinnati, Ohio 45202, Office hours: 8 a.m. to 4:30 p.m., Phone: (513) 684-3503.

Detroit District Office, Region V, 1560 E. Jefferson Ave., Detroit, Michigan 48207, Office hours: 8 a.m. to 4:30 p.m., Phone: (313) 226-6260.

Minneapolis District Office, Region V, 240 Hennepin Ave., Minneapolis, Minnesota 55401, Office hours: 8 a.m. to 4:30 p.m., Phone: (612) 725-2121.

Dallas District Office, Region VI, 3032 Bryan St., Dallas, Texas 75204, Office hours: 8 a.m. to 4:30 p.m., Phone: (214) 749-2935.

New Orleans District Office, Region VI, 423 Canal St., Rm. 222, New Orleans, Louisiana 70130, Office hours: 8 a.m. to 4:30 p.m., Phone: (504) 589-2401.

Kansas City Field Office, Region VII, 1009 Cherry St., Kansas City, Missouri 64106, Office hours: 8 a.m. to 4:30 p.m., Phone: (816) 374-5521.

Denver Field Office, Region VIII, 721 19th St., U.S. Customhouse, Denver, Colorado 80202, Office hours: 8 a.m. to 4:30 p.m., Phone: (303) 837-4915.

San Francisco District Office, Region IX, 50 Fulton St., Rm. 518, San Francisco, California 94102, Office hours: 8 a.m. to 4:30 p.m., Phone: (415) 556-6318.

Los Angeles District Office, Region IX, 1521 W. Pico Blvd., Los Angeles, California 90015, Office hours: 8 a.m. to 4:30 p.m., Phone: (213) 688-3776.

Seattle Field Office, Region X, 909 1st Ave., Rm. 5003, Seattle, Washington 98104, Office hours: 8 a.m. to 4:30 p.m., Phone: (206) 442-5304.

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FEDERAL DEPOSIT INSURANCE CORPORATION

PRIVACY ACT OF 1974

Notice of Systems of Records Maintained by the Federal Deposit Insurance Corporation

1. In accordance with the requirements of section 3(e) of the Privacy Act of 1974, 5 U.S.C. 552(e), 88 Stat. 1896, 1899-1900, the Board of Directors of the Federal Deposit Insurance Corporation is publishing for comment, a proposed notice of systems of records maintained by the Federal Deposit Insurance Corporation.

2. The proposed notice reads as follows:

NOTICE OF SYSTEMS OF RECORDS

FDIC/1 Attorney-Legal Intern Applicant System. (This system is subject to exemption pursuant to 12 C.F.R. sec. 310.13(b), to the extent it contains information provided by confidential sources).

FDIC/2 Bank Irregularity Record System. (This system is subject to exemption pursuant to 12 C.F.R. sec. 310.13(a), to the extent it contains material compiled for law enforcement purposes).

FDIC/3 Board of Directors' Actions REcords.

FDIC/4 Changes in Bank Control Ownership Records.

FDIC/5 Consumer Complaint and Inquiry Records.

FDIC/6 Employee Confidential Statements of Employment and Financial Interests.

FDIC/7 Employee Education Records.

FDIC/8 Equal Employment Opportunity Complaint Files.

FDIC/9 Examiner Training and Education Records. (This system is subject to exemption ursuant to 12 C.F.R. sec. 310.13(c)).

FDIC/10 Graduate Fellowship Applications.

FDIC/11 Legal Compliance and Enforcement Records. (This system is subject to exemption pursuant to 12 C.F.R. sec. 310.13(a), to the extent it contains material compiled for law enforcement purposes).

FDIC/12 Payroll and Employee Financial Records.

FDIC/13 Savings Bond Payroll Deduction System.

FDIC/14 Travel Voucher System. 3. This notice is published pursuant to sections 3(e)(4, 11) of the Privacy Act of 1974, 5 U.S.C. 552a(e)(4, 11), 88 Stat. 1896. 1899-1900. 4. Interested persons are invited to submit written data, views or arguments regarding the proposed notice to the Office of the Executive Secretary, Federal Deposit Insurance Corporation, Washington, D.C. 20429, no later than September 26, 1975. By Order of the Board of Directors, August 20, 1975.

Alan R. Miller
Executive Secretary

Federal Deposit Insurance Corporation

FDIC/1

System name: Attorney—Legal Intern Applicant System—FDIC.

System location: Office of the General Counsel, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: Applicants for the position of attorney or legal intern with the General Counsel's office of the FDIC.

Categories of records in the system: Contains correspondence from the applicants and individuals whose names were provided by the applicants as references, applicants' resumes, application forms, and, in some instances, comments of individuals who interviewed applicants.

Authority for maintenance of the system: Sec. 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disclosure of information may be made in requesting information of individuals or concerns whose names were supplied by the applicant as references and/or past or present employers.

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

Storage: File folders.

Retrievability: Indexed by name.

Safeguards: Maintained in locked metal file cabinet.

Retention and disposal: Records of unsuccessful applicants are retained two years after their submission; records of successful applicants are retained four years after the successful applicant leaves the employ of the FDIC.

System manager(s) and address: General Counsel, Legal Division, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: The information is obtained from the applicants, references supplied by the applicants, current and/or former employers of the applicants, and FDIC employees who interviewed the applicants.

Systems exempted from certain provisions of the act: Pursuant to section 310.13(b) of the FDIC's Rules and Regulations, investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Corporation employment may be withheld from disclosure to the extent that disclosure of such material would reveal the identity of a source who furnished information to the Corporation under a promise of confidentiality.

FDIC/2

System name: Bank Irregularity Record System—FDIC.

System location: Operations Branch, Division of Bank Supervision, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: Directors, officers and employees of FDIC insured State nonmember banks who have been involved in reported irregularities at such banks. Customers of FDIC insured State nonmember banks, and other individuals, who have been involved in reported irregularities at such banks.

Categories of records in the system: Contains interagency correspondence, intra-agency memoranda and reports of investigation. May contain newspaper clippings. May contain Federal or State criminal law enforcement agency investigatory and/or arrest and conviction reports.

Authority for maintenance of the system: Sec. 5, 6, 9, 18 and 19 of the Federal Deposit Insurance Act (12 U.S.C. 1815, 1816, 1819, 1828, 1829).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In the event that information contained in this system indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records may be referred to the appropriate agency, whether Federal or State, 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. In the event of litigation, the approoriate records may be presented to the appropriate court, magistrate, or administrative tribunal as evidence, or to counsel for the presentation of evidence and/or in the course of discovery.

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

Storage: Maintained on file cards and in file folders.

Retrievability: Indexed by name.

Safeguards: Index cards and file folders are maintained in lockable metal cabinets.

Retention and disposal: Permanent retention with periodic review of contents of record and destruction, by shredder, of excess or outdated information.

System manager(s) and address: Director, Division of Bank Supervision, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429. Inquiries must provide the full name of the inquirer. All inquiries must include a notarized statement attesting to the identity of the inquirer.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: FDIC insured banks. Federal and State banking supervisory authorities. Newspapers. Federal and State criminal law enforcement and prosecutory agencies.

Systems exempted from certain provisions of the act: Pursuant to section 310.13(a) of the FDIC's Rules and Regulations, investigatory material compiled for law enforcement purposes, concerning irregularities committed by officers, directors or employees of FDIC insured State nonmember banks, is exempted from the accounting provisions of section 310.10(d)(2) of the FDIC's Rules and Regulations and may be withheld from disclosure to the extent that such disclosure may interfere with the investigation and preparation of any civil, criminal, or administrative law enforcement proceedings. Federal criminal law enforcement investigatory reports maintained as a part of this system may be the subject of exemptions imposed by the originating agency pursuant to 5 U.S.C. 552a(j)(2).

FDIC/3

System name: Board of Directors' Actions System—FDIC.

System location: Office of the Executive Secretariat, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: Individuals who have been subject to administrative actions by the FDIC Board of Directors.

Categories of records in the system: Contains minutes of the FDIC Board of Directors' meet ings, intra-agency memoranda, orders of the Board of Directors, and correspondence with the subject individual.

Authority for maintenance of the system: Sec. 2, 8 and 19 of the Federal Deposit Insurance Act (12 U.S.C. 1812, 1818, 1829); Sec. 506 of the Federal Records Act of 1950 (44 U.S.C. 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Intra-agency uses only.

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

Storage: Card file index and minute ledger.

Retrievability: Card files indexed alphabetically by name.

Safeguards: Card files are stored in lockable metal filing cabinets, minute ledgers are stored in vault.

Retention and disposal: Permanent.

System manager(s) and address: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Same as the above.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Intra-agency records.

Systems exempted from certain provisions of the act: None.

FDIC/4

System name: Changes in Bank Control Ownership Records—FDIC.

System location: Operations Branch, Division of Bank Supervision, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: Individuals who have been involved in the change of bank control ownership in FDIC insured banks and/or have obtained loans from insured banks, when such loans are secured by 25 percent or more of the outstanding stock of an insured bank.

Categories of records in the system: Contains the name of the individual seller or purchaser of shares of stock, the number of shares of stock involved and outstanding, the name of the bank whose control has changed, the purchase price of the stock, the names of beneficial owners if the shares are registered in another name, the total number of shares owned by the seller, purchaser, or beneficial owner both before and after the transaction. In the case of loans, contains the name and location of the lending bank, the name and address of the borrower, the amount of the loan and the name of the bank issuing the stock securing the loan and the number of shares securing the loan.

Authority for maintenance of the system: Sec. 7(j) of the Federal Deposit Insurance Act (12 U.S.C. 1817(j)).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The name of the bank whose control has changed, the seller and purchaser, and the number of shares involved may be distributed to periodicals for publication. In the event that the system of records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred to the appropriate agency, whether Federal or State, 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. In the event of civil, criminal or administrative law enforcement proceedings, the relevant records may be disclosed to the appropriate court and/or counsel for purposes of discovery and the development of the proceedings.

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

Storage: Maintained in file folders and on index cards.

Retrievability: Indexed by name.

Safeguards: Maintained in lockable metal filing cabinets.

Retention and disposal: Permanent retention.

System manager(s) and address: Director, Division of Bank Supervision, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: The bank in which control has changed and the bank which makes a loan secured by 25 percent or more of the outstand ing voting stock of an insured bank.

Systems exempted from certain provisions of the act: None.

FDIC/5

System name: Consumer Complaint and Inquiry Records—FDIC.

System location: Office of Bank Customer Affairs, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: Consumers who have filed complaints or inquiries concerning unfair trade practices by FDIC insured State nonmember banks.

Categories of records in the system: Contains consumers' names and the nature of their complaints. Contains correspondence between the FDIC and the consumer, and may contain correspondence between the FDIC and the bank in question and/or Federal or State bank supervisory authorities. May contain copies of supporting documents supplied by the complainant and intra-agency memoranda.

Authority for maintenance of the system: Sec. 202 of Title II of the Federal Trade Improvement Act (15 U.S.C. 57a(f)); Sec. 8 of the Federal Deposit Insurance Act (12 U.S.C. 1818).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are compiled and used for investigation and resolution of consumer inquiries and complaints. Resolu tion may necessitate disclosure to the institution which is the subject of the complaint. Transmittal may be made to the Federal or State supervisory authority that has direct supervision over the financial institution that is the subject of the complaint. In the event that the sys tem of records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system may be referred to the appropriate agency, whether Federal or State, 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. In the event of civil, criminal or administrative proceedings, the relevant records may be disclosed to the appropriate court and/or counsel for purposes of discovery and the development of the proceed ings. In the event the initial inquiry is a result of a Congressional inquiry, disclosure of the outcome of the investigation and other pertinent information will be made to the inquiring Congressional office.

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

Storage: Maintained in file folders and on 3 x 5 inch cards.

Retrievability: Cards are indexed by complainant's name.

Safeguards: Maintained in lockable metal filing cabinets.

Retention and disposal: Records are retained for five years after resolution or answer of the complaint and then destroyed by shredder.

System manager(s) and address: Director, Office of Bank Customer Affairs, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: Individual on whom the record is maintained. Institutions that are the subject matter of the complaint. The appropriate agency, whether Federal or State, with supervisory authority over the institution, and Congressional offices that may initiate the inquiry.

Systems exempted from certain provisions of the act: None.

FDIC/6

System name: Employee Confidential Statements of Employment and Financial Interests—FDIC.

System location: Office of the Chairman, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: Employees of the FDIC as enumerated in 12 C.F.R. 336.735-31, including all heads, associate heads or assistant heads of a Division or Office of the FDIC, all advisers or assistants to the FDIC Board of Directors, all Regional Directors and all Assistant Regional Directors.

Categories of records in the system: Contains employee's title, date of appointment, outside employment and financial interests, creditors, character of indebtedness, and interests in real property.

Authority for maintenance of the system: Sec. 402 of Exec. Order 11222, "Prescribing Standards of Ethical Conduct for Government Officers and Employees" (May 8, 1965).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In the event that information contained in this system of records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State 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. In the event of litigation, the records may be presented to the appropriate court, magistrate or tribunal as evidence or to counsel for the presentation of evidence and/or in the course of discovery.

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

Storage: File folders.

Retrievability: Indexed by name.

Safeguards: Stored in locked metal file cabinets.

Retention and disposal: Indefinite retention.

System manager(s) and address: Deputy to the Chairman, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: The information is obtained from the employee on whom the record is maintained.

Systems exempted from certain provisions of the act: None.

FDIC/7

System name: Employee Education System—FDIC.

System location: Office of Education, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: All present and former FDIC employees.

Categories of records in the system: Contains the educational history of employees prior to their employment with the FDIC, and educational progression of employees while employed by the FDIC. Information includes employee's schools of attendance, courses completed or enrolled in, dates of attendance, tuition fees and expenses, and may include per diem and travel expenses.

Authority for maintenance of the system: Sec. 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819); Exec. Order No. 9397, "Numbering System for Federal Accounts Relating to Individual Persons" (Nov. 22, 1943).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Intra-agency uses only.

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

Storage: File folders and computer discs.

Retrievability: File folders—alphabetically by name; computer discs—social security number.

Safeguards: File folders are stored in lockable metal cabinets, computer discs are accessed by only authorized personnel.

Retention and disposal: Permanent retention.

System manager(s) and address: Controller, Office of the Controller, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: The information is obtained from the employee on whom the record is maintained and the training institute in which the employee is enrolled.

Systems exempted from certain provisions of the act: None.

FDIC/8

System name: Equal Employment Opportunity Complaint Files—FDIC.

System location: Office of the Executive Secretariat, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: Any employee of, or applicant for employment with, the FDIC who files a complaint alleging discrimination with respect to employment on the basis of race, color, religion, age, sex, or national origin.

Categories of records in the system: Contains copies of all documents pertinent to an individual complaint, including: (1) the EEO Counselor's written notice to the aggrieved employee or applicant; (2) the EEO Counselor's written report to the Director of Equal Employment Opportunity summarizing the precomplaint counseling efforts made with regard to the complainant's case; (3) the complaint; (4) the investigative file, consisting of various documents and information acquired during the investigation of the complaint, including affidavits of the complainant, of the alleged discriminatory official, and of the witnesses and copies of, or extracts from, records, policy statements, or regulations of the Corporation relevant to the complaint; (5) a written statement of the complainant or the complainant's representative withdrawing the complaint, if the complaint is withdrawn by the complainant; (6) the written record of the terms of any informal adjustment of the complaint, if adjustment of the complaint was arrived at; (7) the letter notifying the complainant of the proposed disposition of the complaint and of the complainant's right to a hearing, if no adjustment of the complaint was arrived at; (8) the letter to the complainant transmitting as the decision of the Corporation the disposition proposed in the letter referred to in clause (7), in a case where the complainant did not request a hearing or decision after receiving notice of the proposed disposition; (9) the record of the hearing, together with the complaints examiner's findings, analysis, and recommended decision on the merits of the complaint, if a hearing was held; (10) the recommendations, if any, made by the Director of Equal Employment Opportunity to the Chairman of the Corporation or the Chairman's designee regarding the disposition of the complaint; and (11) the letter transmitting the decision on the complaint by the Chairman of the Corporation or the Chairman's designee, if decision was made.

Authority for maintenance of the system: Sec. 717 of title VII of the Civil Rights Act of 1967 (42 U.S.C. 2000e-16); Exec. Order No. 11478, "Equal Employment Opportunity in Federal Government" (Aug. 12, 1969).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Documents and information in a complaint file acquired prior to investigation are furnished to the Discrimination Complaint Investigator for background purposes. At various stages of the discrimination complaint processing system, portions of or all of the documents in the complainant's file may be available to or be furnished to (1) the Corporation's Director of Equal Employment Opportunity and members of the Director's immediate staff for purposes of monitoring prescribed time limits, furnishing required notices, and making recommendations as to the disposition of the complaint; (2) the person designated by the Corporation's Director of Equal Employment Opportunity to attempt an informal adjustment of the complaint; (3) the complaints examiner appointed by the Civil Service Commis-

sion to conduct a hearing in the case; (4) the Chairman of the Corporation or the Chairman's designee, for the purpose of formulating a proposed disposition or rendering a decision in the case; (5) the United States Civil Service Commission, upon appeal of the Corporation's decision in the case to that agency; and (6) such other persons as may be entitled by law or regulations of the Civil Service Commission to access to the file or portions thereof for the purpose of processing the case, either administratively or in the courts.

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

Storage: Maintained in file folders.

Retrievability: Indexed by name of complainant.

Safeguards: Maintained in lockable metal file cabinets.

Retention and disposal: Retained for 7 years after final adjustment when case is resolved within the Corporation and is then destroyed by shredder; complaint files on cases appealed to the Civil Service Commission are transferred to that agency and are retained according to its records control schedule.

System manager(s) and address: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Same as the above. Inquiries must contain the full name of the inquirer and must be accompanied by a notarized statement attesting to the inquirer's name.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Complainant on whom the file is maintained; complain ant's personnel record; EEO Counselor; individuals interviewed during the investigation or offering testimony during the hearing.

Systems exempted from certain provisions of the act: None.

FDIC/9

System name: Examiner Training and Education Records—FDIC.

System location: Division of Bank Supervision Training Center, FDIC, 1701 N. Fort Myer Drive, Arlington, Virginia 22209.

Categories of individuals covered by the system: FDIC assistant examiners who have been candidates for determination of progress to become a commissioned bank examiner (Progress Evaluation Candidates). FDIC examiners who attend, or have attended, graduate school of banking (Graduate School of Banking Students).

Categories of records in the system: Progress Evaluation Candidates—contains a statement of the candidate's education, home address, date and place of birth, and experience, a Report of Evaluation of a Progress Evaluation Panel, the consolidated findings of each Progress Evaluation Panel member, the candidate's case studies, basic work papers, and responses, and, in the case of an unsuccessful candidate, the candidate's complete work papers and responses, as well as the individual findings of each Progress Evaluation Panel member.

Graduate School of Banking Students—contains the student's name, enrollment data, record of attendance, record of completion or graduation and general correspond ence between the FDIC and the student's school of enrollment.

Authority for maintenance of the system: Sec. 10(b) of the Federal Deposit Insurance Act (12 U.S.C. 1820(b)).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Intra-agency uses only.

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

Storage: All categories are stored in file folders.

Retrievability: All categories are indexed by name.

Safeguards: All categories are maintained in lockable metal filing cabinets.

Retention and disposal: Progress Evaluation Candidates records maintained two years for the successful candidate and then destroyed by shredder, records of unsuccessful candidate retained until the candidate's successful completion or until the candidate leaves the FDIC's employ. Graduate School of Banking student records are permanently retained.

System manager(s) and address: Director, Division of Bank Supervision, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429. Inquirers must provide their full name and identify the category or categories of which they are inquiring.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: Progress Evaluation Candidates—the candidate, the candidate's personnel record, and members of the candidate's Progress Evaluation Panel. Graduate School of Banking Students—the student, the student's school, and the student's personnel record.

Systems exempted from certain provisions of the act: Pursuant to section 310.13(c) of the FDIC's Rules and Regulations, testing material used solely to assess individual qualifications for appointment or promotion, the disclosure of which would compromise the objectivity or fairness of the testing, evaluation or examination process, may be withheld from disclosure.

FDIC/10

System name: Graduate Fellowship Applications—FDIC.

System location: Division of Research, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: Applicants for FDIC fellowships for graduate study in banking, finance and economics.

Categories of records in the system: Contains correspondence from applicants and from individuals whose names were provided by the applicants as references, application forms, applicants' grade transcripts, samples of written work, and, in some instances, comments of individuals who interviewed applicants.

Authority for maintenance of the system: Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819); Sec. 506 of the Federal Records Act of 1950 (44 U.S.C. 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is for intra-agency use only. Disclosure of information on the applicant may be made in requesting information of individuals or concerns whose names were supplied by the applicant as references and/or past or present employers.

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

Storage: File folders.

Retrievability: Indexed by name.

Safeguards: Maintained in metal file cabinets with a combination lock.

Retention and disposal: Supporting documents in applications of unsuccessful applicants are retained for 3 years after their review and then destroyed, applications of unsuccessful candidates and complete files of fellowship winners are retained indefinitely.

System manager(s) and address: Director, Division of Research, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: Information is obtained from the applicants, references supplied by the applicants, college documents, current and/or former employers, and FDIC employees who interviewed the applicants.

Systems exempted from certain provisions of the act: None.

FDIC/11

System name: Legal Compliance and Enforcement Records—FDIC.

System location: Office of the General Counsel, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: Directors or officers of FDIC insured State nonmember banks who have been the subject of an indictment, informa tion or complaint for a felony involving dishonesty or breach of trust. Directors or officers of FDIC insured State nonmember banks who are suspected of committing violations of law, rule or regulation, or of a final cease-and-desist order, or of committing acts, omissions or practices constituting a breach of fiduciary duty. Individuals who have sought FDIC consent to serve as an officer, director, or employee of a FDIC insured State nonmember bank after having been convicted of a crime involving dishonesty or breach of trust.

Categories of records in the system: Contains the indictment, information, or complaint filed against the subject individual, and any court order or resolution of such indictment, information, or complaint. Contains newspaper clippings on subject individuals. Contains affidavits of the subject individual and bank employees. Contains intra-agency memoranda and general correspondence between the FDIC and the subject individual and/or his/her attorney. Contains final administrative orders issued by the FDIC.

Authority for maintenance of the system: Sec. 8 and 19 of the Federal Deposit Insurance Act (12 U.S.C. 1818, 1829).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In the event that the system of records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system may be referred to the appropriate agency, whether Federal or State, 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. In the event of civil, criminal or administrative proceedings, the relevant records may be disclosed to the appropriate court, magistrate, or administrative tribunal as evidence, or to counsel for purposes of discovery and the presentation of evidence.

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

Storage: Maintained in a file folder and on computer discs.

Retrievability: Indexed by name.

Safeguards: Maintained in lockable metal filing cabinets in a secured room, computer discs are accessed by only authorized personnel.

Retention and disposal: Permanent retention.

System manager(s) and address: General Counsel, Legal Division, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429. Inquirers must provide their full name and the name of the bank with which they were associated. Inquiries must include a notarized statement attesting to the individual's identity.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: Individual on whom the record is maintained. The employer of the individual, newspaper articles, and individuals interviewed during the investigation. Federal and State prosecuting authorities and Federal and State financial institution supervisory authorities.

Systems exempted from certain provisions of the act: Pursuant to section 310.13(a) of the FDIC's Rules and Regulations, investigatory material compiled as a part of this system for law enforcement purposes is exempted from the accounting provisions of section 310.10(d)(2) of the FDIC's Rules and Regulations and may be withheld from disclosure, to the extent that such disclosure may interfere with the investigation and preparation of any civil, criminal or administrative law enforcement proceedings.

FDIC/12

System name: Payroll and Employee Financial Records—FDIC.

System location: Personnel Branch, FDIC, 1709 New York Avenue, N.W., Washington, D. C. 20429 (See APPENDIX A for the location of FDIC Regional Offices.)

Categories of individuals covered by the system: All current and former FDIC employees.

Categories of records in the system: Consists of various forms and computer retrievable data which disclose employee: mailing address and home address; rate and amount of pay, leave, and hours worked, and leave balances; life insurance, health insurance and retirement deductions; tax exemptions; and payroll deduction authorizations.

Authority for maintenance of the system: Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819); Exec. Order 9397, "Numbering System for Federal Accounts Relating to Individual Persons" (Nov. 22, 1943).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information developed from these records is routinely provided to State, City and Federal income tax authorities, including, at the Federal level, the Internal Revenue Service and the Social Security Administration, and, to other recipients, as authorized by the employee, including the United States Treasury Department, savings institutions, insurance carriers and charity funds. Records are periodically made available for inspection to auditors employed by the Government Accounting Office. Relevant records in this system of records may be referred, as a routine use to the appropriate agency, whether Federal or State, charged with the responsibility of investigating or prosecuting any violation of law, rule or regulation. In the event of litigation, relevant records may be presented to the appropriate court, magistrate, or administrative tribunal as evidence or to counsel for the presentation of evidence and/or in the course of discovery.

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

Storage: File folders, record cards and computer discs.

Retrievability: File folders and records cards indexed by name; computer discs are indexed by social security number.

Safeguards: File folders and record cards are stored in lockable metal cabinets; computer discs are accessed only by authorized personnel.

Retention and disposal: Year-end trial balances (the individual earnings record) are retained during employment and then transferred to the Federal Records Center, where the records are maintained indefinitely. Deduction authorizations and documents used to develop the records are retained for the period of use and up to an additional three years after which they are disposed of by shredding or burning.

System manager(s) and address: Controller, Office of the Controller, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, 550 17th Street,N.W., Washington, D.C. 20429.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: RThe information is obtained from the employee on whom the record is maintained.

Systems exempted from certain provisions of the act: SNone.

FDIC/13

System name: Savings Bond Payroll Deduction Systems—FDIC.

System location: Accounting and Budget Branch, FDIC, 1709 New York Avenue, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: All current and former FDIC employees who have authorized payroll deductions for the purchase of United States Savings Bonds.

Categories of records in the system: Consists of the name and address of the employee, the amount of the employee's salary to be withheld, the denomination of bond to be purchased and the series of bond, the owner's name, address and social security number, the designated co-owner or beneficiary and their social security number.

Authority for maintenance of the system: Section 9 of the Federal Deposit Insurance Act (12 U.S.C. 1819); Exec. Order 9397, "Numbering System for Federal Accounts Relating to Individual Persons" (Nov. 22, 1943).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information from this system is routinely transmitted to the United States Treasury Department for the preparation of savings bonds.

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

Storage: File folders, index cards and computer discs.

Retrievability: File folders and record cards are indexed by name, computer discs are indexed by social security number.

Safeguards: File folders and record cards are stored in lockable metal cabinets, computer discs are accessed only by authorized personnel.

Retention and disposal: Records are retained for two years and then destroyed.

System manager(s) and address: Controller, Office of the Controller, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Record access procedures: Same as "Notification" above.

Contesting record procedures: Same as "Notification" above.

Record source categories: The information is obtained from the employee on whom the record is maintained.

Systems exempted from certain provisions of the act: None.

FDIC/14

System name: Travel Voucher System—FDIC.

System location: Accounting and Budget Branch, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Categories of individuals covered by the system: FDIC employees who travel on official business.

Categories of records in the system: Contains records relating to employees' claims for reimbursement of official travel expenses including travel authorizations, advances, and vouchers showing amounts claimed, exceptions taken as a result of audit, advance balances applied, and amounts paid.

Authority for maintenance of the system: Sec. 10(a) of the Federal Deposit Insurance Act (12 U.S.C. 1820(a)); Travel Expense Act of 1949 (5 U.S.C. 5701-5709); Exec. Order 9397, 'Numbering System for Federal Accounts Relating to Individual Persons' (Nov. 22, 1943).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are periodically made available for inspection to auditors employed by the Government Accounting Office. In the event that information contained in this system of records indicates a violation or potential violation of the law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal or State, 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. In the event of litigation, the records may be presented to the appropriate court, magistrate, or administrative tribunal as evidence or to counsel for the presentation of evidence and/or in the course of discovery.

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

Storage: File folders and computer discs.

Retrievability: Files indexed by name, computer discs by social security number.

Safeguards: File folders stored in a lockable room, computer discs are accessed by only authorized personnel.

Retention and disposal: Records are maintained for seven years, then file folders are shredded and computer discs are erased.

System manager(s) and address: Controller, Office of the Controller, FDIC, 550 17th Street, N.W., Washington, D. C. 20429.

Notification procedure: Executive Secretary, Records Unit, FDIC, 550 17th Street, N.W., Washington, D. C. 20429. Inquirers must provide their full name and social security number.

Record access procedures: Same as "Notification" above. HQ Same as "Notification" above.

Record source categories: The information is obtained from the employee on whom the record is maintained.

Systems exempted from certain provisions of the act: None.

APPENDIX A

FEDERAL DEPOSIT INSURANCE CORPORATION REGIONAL OFFICES

Atlanta Regional Office, FDIC, 2 Peachtree Street, NW., Suite 3030, Atlanta, Georgia 30303.

Boston Regional Office, FDIC, 2 Center Plaza, Room 810, Boston, Massachusetts 02108

Chicago Regional Office, FDIC, Sears Tower, 233 S. Wacker Dr., Suite 6116, Chicago, Illinois 60606

Columbus Regional Office, FDIC, 37 West Broad Street, Suite 600, Columbus, Ohio 43215

Dallas Regional Office, FDIC, 300 North Ervay Street, Suite 3300, Dallas, Texas 75201.

Madison Regional Office, FDIC, 1st Wisconsin Plaza, 1 South Pinckney St., 8th Floor, Madison, Wisconsin 53703.

Memphis Regional Office, FDIC, 165 Madison Avenue, Suite 1010, Memphis, Tennessee 38103

Minneapolis Regional Office, FDIC, 730 Second Avenue, South, Suite 266, Minneapolis, Minnesota 55402

New York Regional Office, FDIC, 345 Park Avenue, 21st Floor, New York, New York 10022.

Omaha Regional Office, FDIC, 1700 Farnam Street, Suite 1200, Omaha, Nebraska 68102.

Philadelphia Regional Office, FDIC, 5 Penn Center Plaza, Suite 2901, Philadelphia, Pennsylvania 19103.

Richmond Regional Office, FDIC, 908 E. Main Street, Suite 435, Richmond, Virginia 23219

St. Louis Regional Office, FDIC, 720 Olive Street, Suite 2909, St. Louis, Missouri 63101.

San Francisco Regional Office, FDIC, 44 Montgomery Street, Suite 3600, San Francisco, California 94104.

[FR Doc.75-22635 Filed 8-26-75;8:45 am]

ACTION

PRIVACY ACT OF 1974

Notice of Systems of Records

Notice is hereby given that in accord with 5 U.S.C. 55a(e)(4) and (11), Sec. 3 of the Privacy Act of 1974 (Pub. L. 93-579, hereinafter referred to as the "Act") ACTION proposes to adopt notice of systems of records as set forth below.

Any person interested in this notice may submit written views, comments or other data to ACTION/GC, Room 607, 806 Connecticut Avenue, N.W., Washington, D.C. 20525, on or before September 26, 1975. All written comments received from the public through said date will be considered before publication of a final notice. Comments received will be available for public inspection at the above address between the hours of 9 a.m. and 5 p.m., Monday through Friday (except holidays).

This notice does not include specific identification of certain systems of records in the custody of the Agency due to the fact that other Federal agencies have assumed responsibility for publishing government-wide notices with respect thereto. Primarily this includes publication of systems records pertaining to Federal employee personnel records by the United States Civil Service Commission.

Special note should be taken of the Preliminary Statement to the systems of records containing an indication of general routine uses, general exemptions from disclosure, general regulations as to notification, access and contest, and other material applicable to ACTION record systems generally. The Agency desired to avoid unnecessary repetition and duplication in the publication of each system of records which might make it difficult for the public to review and locate a system in which a record might be available. The publication of general routine uses and exemptions does not serve as an indication that each system will be normally used or usable for such purposes or subject to such exemptions, but that the use of any system for such routine use shall be permitted upon request of a designated routine user. Included in the preliminary statement of routine uses are certain indications of special exemptions with respect to volunteer personnel files and medical/psychiatric records as to which special procedures are required to comply with the Agency's special responsibility to volunteers and to personnel as to whom it maintains medical/psychiatric information.

This notice is issued in Washington, D.C. on August 20, 1975.

MICHAEL P. BALZANO, Jr.
Director, ACTION.

The Agency proposes to adopt the following notice of systems of records:

NOTICE OF SYSTEMS OF RECORDS

PRELIMINARY STATEMENT

OPERATING UNITS—Identification of the operating units within the Agency to which a particular system of records pertains appears as "ACTION" followed by a designated abbreviation. The abbreviations and their meanings are as follows:

OD—Office of the Director
DO—Office of Domestic and Anti-Poverty Operations
IO—Office of International Operations
OPP—Office of Policy and Planning
CA—Office of Congressional Affairs
GC—Office of General Counsel
EO—Office of Equal Opportunity
AF—Office of Administration and Finance
ORC—Office of Recruitment and Communications

OFFICIAL PERSONNEL FILES—Official personnel files of Federal employees in the General Schedule in the custody of the Agency are considered the property of the Civil Service Commission. Access to such files shall be in accordance with such notices published by the Commission. Access to such files in the custody of the Agency will be granted to individuals to whom such files pertain upon request to the Director, Office of Personnel Management, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Files of employees in the Foreign Service Reserve which are not specifically covered by the Civil Service Commission publication are inter-filed with all other personnel files and treated in the same manner. The Commission publication of notice for official personnel files is therefore adopted by reference for Foreign Service personnel files in the custody of the Agency provided however that access, contests and appeals as to any record shall be heard as provided in accord with ACTION Regulations under the Privacy Act.

Various offices in the Agency maintain files which contain miscellaneous copies of personnel material effecting ACTION employees. This would include copies of standard personnel forms, evaluation, etc. These files are kept only for immediate office reference use and are considered by the Agency to be part of the personnel file system. The Agency's internal regulations provide that such information is a part of the general personnel files and can only be disclosed through the Director of the Office of Personnel Management in order that he may insure that any material to be disclosed is relevant, material, current, and fair to the individual employee. It is also the policy of the Agency to limit the use of such files and to encourage the destruction of as many as possible.

STATEMENT OF GENERAL ROUTINE USES—The following routine uses are incorporated by this reference into each system of records set forth herein, unless such incorporation is specifically limited in the system description.

1. In the event that a record in a system of records maintained by the Agency indicates 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 record in this system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign charged with the responsibility of investigating or prosecuting such violation, or charged with enforcing or implementing the statute, 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 or before an administrative board or hearing, and (2) such other interagency referrals as may be necessary to carry out the receiving agencies assigned law enforcement duties.

2. In the event the Agency receives a request from a Federal, state or local instrumentality under the jurisdiction of the United States for a record to be used for a civil or criminal law enforcement activity, authorized by law, such record shall be disclosed to such agency or instrumentality provided ACTION receives a written request from the head of such agency or instrumentality specifying the particular portion of the record desired and the law enforcement activity for which the record is sought.

3. A record may be disclosed as a routine use to designated officers and employees of other agencies and departments of the Federal government having an interest in the individual for employment purposes including the hiring or retention of any employee, the issuance of a security clearance, the letting of a contract, or the issuance of license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter involved, provided however, that other than information furnished for the issuance of authorized security clearances, information divulged hereunder as to full-time volunteers under Title I of the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4951) or the Peace Corps Act (22 U.S.C. 2501) shall be limited to the provision of dates of service and a standard description of service as heretofore provided by the Agency.

4. A record may be disclosed as a routine use in the course of presenting evidence to a court, magistrate or administrative tribunal of appropriate jurisdiction and such disclosure shall include disclosures to opposing counsel in the course of settlement negotiations.

5. A record may be disclosed as a routine use to a member of Congress submitting a request involving an individual who is a constitutent of such member

who has requested assistance from the member with respect to the subject matter of the record.

6. Information from certain systems of records especially those relating to applicants for Federal employment or volunteer service may be disclosed as a routine use to designated officers and employees of other agencies of the Federal government for the purpose of obtaining information as to suitability, qualifications and loyalty to the United States government.

7. Information from records systems may be disclosed to any source 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.

8. Information in any system may be used as a data source, for management information, for the 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. Information may also be disclosed to respond to general requests for statistical information (without personal identification of individuals) under the Freedom of Information Act or the Privacy Act or to locate specific individuals for personnel research or other personnel management functions.

EXEMPTION OF DISCLOSURE—NATIONAL DEFENSE AND FOREIGN POLICY MATTERS—Certain systems of records covered by the Act and maintained by the Agency may from time to time contain materials subject to specific exemptions authorized by 5 U.S.C. 552a (k)(1) relating to national defense and foreign policy materials. Such materials, as an example, might consist of classified cables or other documents properly classified under Executive Order. The Agency maintains the right to exempt such materials from disclosure wherever they might appear in such systems of records, but only to the extent necessary to protect such material as required by Executive Order and various statutes in the interest of national defense and foreign policy.

PARTIAL EXEMPTION OF MEDICAL/PSYCHIATRIC INFORMATION—Certain systems of records maintained by the Agency contain medical/psychiatric information, the disclosure of which might harm an individual if disclosed directly to him. As to such records, if in the sole judgment of appropriate officials of the Agency such disclosure could have an adverse effect upon an individual under the provisions of 5 U.S.C. 55a(f)(3), disclosure may be limited to a physician chosen by the requesting individual or his authorized representative.

LOCATION OF REGIONAL OFFICES—The Agency maintains ten Regional Offices in which certain systems, or parts of systems are maintained. The Agency also maintains State offices under the jurisdiction of the Regional Offices. The Regional Offices, their addresses, and the States within their respective jurisdictions are listed below. In the event of any doubt as to whether a record is maintained in a Regional Office, a query may be directed to the Director, Administrative Services, ACTION, Washington, D.C. 20525, who shall furnish all assistance necessary to locate a specific record.

ACTION Region I, John W. McCormack Federal Bldg., Room 1420, Boston, Massachusetts 02109 (Massachusetts, Maine, New Hampshire, Vermont, Rhode Island, and Connecticut).

ACTION Region II, 26 Federal Plaza, 16th Floor, Suite 1611, New York, New York 10007 (New York, New Jersey, Puerto Rico and Virgin Islands).

ACTION Region III, 320 Walnut Street, Suite 600, Philadelphia, Pennsylvania 19106 (Pennsylvania, Maryland, District of Columbia, Delaware and Virginia).

ACTION Region IV, 730 Peachtree Street, N.E., Room 895, Atlanta, Georgia 30308 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee).

ACTION Region V, 1 North Wacker Drive, 3rd Floor, Rm. 322, Chicago, Illinois 60606 (Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin).

ACTION Region VI, Corrigan Tower Building, Suite 1600, 212 No. St. Paul Street, Dallas, Texas 75201 (Arkansas, Louisiana, New Mexico, Oklahoma and Texas).

ACTION Region VII, II Gateway Center, Suite 330, 4th and State, Kansas City, Kansas 66101 (Iowa, Kansas, Missouri and Nebraska).

ACTION Region VIII, 514 Prudential Plaza, 1050 17th Street, Denver, Colorado 80401 (Colorado, Wyoming, Montana, North Dakota, South Dakota and Utah).

ACTION Region IX, 100 McAllister Street, Room 2400, San Francisco, California 94102 (Arizona, California, Hawaii and Nevada).

ACTION Region X, 1601 Second Avenue, Seattle, Washington 98101 (Alaska, Idaho, Oregon and Washington).

NOTIFICATION—Individuals may inquire as to whether any system contains information pertaining to them by addressing the System Manager in writing. Such request should include the name and address of the individual, his or her social security number, and any relevant data concerning the information sought. Where possible, the place of assignment or employment, etc. In case of any doubt as to which system contains a record, interested individuals may contact the Director, Administrative Services, ACTION, Washington, D.C., 20525, who has overall supervision of records systems and who will provide assistance in locating and/or identifying appropriate systems.

ACCESS AND CONTEST—In response to a written request by an individual, the appropriate System Manager shall arrange for access to the requested record or advise the requester if no such record exists. If an individual wishes to contest the content of any record, he or she may do so by addressing a written request to the Director, Administrative Services, ACTION, 806 Connecticut Avenue, N.W., Washington, DC 20525. The Director shall provide all necessary information regarding such contest and appeal.

ACTION

ALPHABETICAL LISTING OF SYSTEMS OF RECORDS FORWARDED TO THE FEDERAL REGISTER ON AUGUST 20, 1975

Accounts Receivable (Collection of Debts Record & Claims Record)
ACTION Travel File
Classified Document Security Violation File
Combined Domestic Operations & International Volunteer Applicant System
Conflict of Interest Records
Congressional Files System
Data Entry Statistics of Keypunch Operators
Discrimination Complaint File
Domestic Full-Time Volunteer Census Master File
Domestic & International Volunteer Security File
Domestic Program Applicant Medical Record
Domestic Volunteer Appeal File
Domestic Volunteer Applicant Psychiatric Report System
Domestic Volunteer Full-Time Legal File
Domestic Volunteer Full-Time Personnel File
Domestic Volunteer Medical File & Medical Claims
Domestic Volunteer Payroll Records
Domestic Volunteers Status Change System
Employee Indebtedness Files
Employee Payroll Records
Employee Reemployment & Repromotion Priority Consideration
Employee Travel File
Employee Unofficial Personnel Files
Former Peace Corps Volunteer Medical Records
Grievance Appeal & Arbitration
Legal Files—Staff & Applicants
Legal Files—Volunteers and Applicants
Management Union Record System
Occupational Injury & Illness Reports
Overseas Health Records
Overseas Staff Personnel Records
Peace Corps Applicant File (1963–June 1974)
Peace Corps Applicant Records
Peace Corps Applicant & Trainee Medical History
Peace Corps Medical Evacuations/Administrative
Peace Corps Medical Evacuation Cards
Peace Corps Property Records
Peace Corps Trainee & Volunteer Personnel & Pay Record
Peace Corps Volunteer Authorized Storage File
Peace Corps Volunteer Death Files
Peace Corps Volunteer Emergency Leave System
Peace Corps Volunteers Extension/Transfer/Re-enrollment System
Peace Corps Volunteer Financial Records
Peace Corps Volunteer Personnel & Payroll System-Computer
Peace Corps Volunteer Program Correspondence
Peace Corps Volunteer Termination/Consultation System
Performance Evaluation
Personal Services Contract
Staff Security Files
Staff & Volunteer Household Storage File
Talent Bank
Theft of Employee Property
Travel Authorization File
United Nations Volunteer System
Volunteer Applicant Record System
Voucher Payment Record & Schedules of Payments File

ACTION/CA—1

System name: Congressional Files System—ACTION/CA

System location: Office of Congressional Affairs/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Members of Congress.

Categories of records in the system: The records in this system consist of bio-data, voting records, ACTION programs in members districts or states, indications of program concerns of members of Congress affecting ACTION, and copies of incoming and outgoing correspondence between personnel of ACTION and members of Congress.

Authority for maintenance of the system: Peace Corps Act, 22 U.S.C. 2501 et seq. and Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records in this system are not subject to routine use outside the Agency.

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

Storage: Records in this system are maintained in file folders in metal filing cabinets in a room locked at the close of the business day in a building having a 24-hour security guard.

Retrievability: Records in this system concerning members of committees concerned with ACTION legislation are filed by Congressional committee and within each committee alphabetically; Congressional correspondence is filed alphabetically by last name of the member.

Safeguards: Records in this system are generally available only to personnel of ACTION having a need for such information in the performance of their official duties as such.

Retention and disposal: Records in this system are maintained permanently.

System manager(s) and address: Assistant Director for Congressional Affairs/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information in system of record is obtained from the following category of sources: 1. The Congressional Directory, Congressional Records, ongressional Quarterly, Periodicals and standard reference materials. 2. Members of Congress and their staffs. 3. ACTION employees. 4. Newspaper and magazine publications.

ACTION/OEO—1

System name: Discrimination Complaint File

System location: Office of Equal Opportunity, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any employee or applicant for employment who has filed a complaint of discrimination against ACTION.

Categories of records in the system: Affidavits maintained concerning the following information: the complaint, correspondence related to the complaint and copies of personnel records and information how the complaint was resolved.

Authority for maintenance of the system: Executive Order 11478 and 5CFR 713, 222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Contents of these records and files may be disclosed and used as follows: a. To the Civil Service Commission for hearings and/or administrative appeals on the complaint of discrimination; b. To the Department of Justice in connection with any suits brought against the agency for alleged discrimination. c. To the Equal Employment Opportunity Commission for advice and counsel within its jurisdiction.

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination locks when not in immediate use.

Retrievability: Files are indexed alphabetically.

Safeguards: Records in the system are available only to appropriate personnel in the Office of Equal Opportunity and other designated officials of ACTION with a need of such records in the performance of their duties.

Retention and disposal: Records are retained for two years after the close of the case, then retired to the Federal Records Center and transferred to the National Archives ten years after the case is ended.

System manager(s) and address: Director, Equal Employment Opportunity, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Date in this system is obtained from the following categories of sources: 1. Employees of ACTION involved as complainants, witnesses, etc. in discrimination complaints. 2. Reports of investigations and other materials prepared by Equal Employment Opportunity Officers, counsellors and investigators. 3. Copies of Agency documents relevant to any EO investigation. 4. Records of hearings on complaints.

ACTION/AF—1

System name: Former Peace Corps Volunteer Medical Records—ACTION/IO

System location: Office of Health Services/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Former Peace Corps Volunteers

Categories of records in the system: Records maintained contain all medical histories of former Volunteers.

Authority for maintenance of the system: Peace Corps Act, 22 U.S.C. 2501 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed as follows: To the Office of Workers Compensation of the Department of Labor in connection with claims filed under the Federal Employees Compensation Act.

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

Storage: Files are maintained in folders in metal file cabinets in a room locked during off-duty hours, and in a building with 24 hour security guard.

Retrievability: Files are retrieved alphabetically by last name.

Safeguards: Records in the system are available only to approoriate personnel in the Office of Health Services and other appropriate officials of ACTION having a need of such records in the performance of their official duties.

Retention and disposal: Records are retained for two years after the volunteer terminates and are then retired to the Federal Records Center. The Federal Records Center retains the record for fifty years and then destroys them. In addition, normal x-rays are retained for five years and then destroyed. Abnormal x-rays are retained 25 years and then destroyed. All records are destroyed by burning and shredding.

System manager(s) and address: Chief, Health Benefits and Analysis Division Office of Health Services/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Record source categories: Information is obtained from the following categories of sources: 1. Physicians, dentists, and other medical personnel who have treated or examined the individual or his records. 2. Peace Corps medical personnel. 3. Individuals who are the subjects of the records.

ACTION/AF—2

System name: Travel Authorization File—ACTION/AF

System location: Fiscal Services Division/Administration and Finance ACTION 806 Connecticut Ave., N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any ACTION employee, volunteer or person invited to travel for ACTION.

Categories of records in the system: Files consist of copies of obligated travel authorizations, travel vouchers, receipts, records of payments, and other materials related to official travel.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and the Peace Corps Act, 22 U.S.C. 2051 et seq.; The Budget and Accounting Act of 1921; Accounting and Auditing Act of 1950; and the Federal Claim Collection Act of 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Contents of these records and files may be disclosed and used as follows: a. To the Department of Treasury which receives a copy of the travel

voucher forwarded with the Voucher and Schedule of Payment (SF-116) for forwarding to the payee.

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

Storage: Files are maintained in file folders in filing cabinets with bar locks, key locks or manipulation proof combination locks when not in immediatel use.

Retrievability: Files are indexed alphabetically by last name.

Safeguards: Records in the system are available only to appropriate personnel, Fiscal Services Division, and other appropriate officials of ACTION with the need for such records in the performance of their duties.

Retention and disposal: Records are held for three years and retired to the Federal Records Center in accordance with General Accounting Office instructions.

System manager(s) and address: Chief, Fiscal Services Division, Administration and Finance/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Record source categories: Data in this system is obtained from forms submitted by individuals engaging in official travel, and other ACTION employees.

ACTION/AF—3

System name: ACTION Employees Occupational Injury and Illness Reports—ACTION/AF

System location: Maintained at Headquarters, ACTION and all ACTION Domestic Regional Offices

Categories of individuals covered by the system: ACTION employees who have had job-related injuries or illnesses.

Categories of records in the system: Reports of occupational injuries and illnesses and medical reports with respect thereto.

Authority for maintenance of the system: The Occupational Safety and Health Act of 1970 Executive Order 11807 Federal Employees Compensation Act Regulations of the U.S. Department of Labor

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Occupational injury and illness reports are maintained in order to provide data, including statistical data required by the following agencies: Office of Federal Agency Programs, Occupational Safety and Health Administration, Department of Labor; Office of Workers Compensation Programs, the Department of Labor.

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination lock.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records are available only to ACTION employees having a need for such records in the performance of their official duties.

Retention and disposal: Files in this system are retained for a period of five years following the calendar year to which they are related and then destroyed by burning or shredding in accordance with standard procedures.

System manager(s) and address: Director, Office of Health Services, ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525

Record source categories: Information contained in the system is obtained from the following categories of sources: Employees who have suffered a work-related illness or injury ACTION Supervisory personnel Medical personnel treating or examining the employee Witnesses to an accident or occurrence giving rise to a claim.

ACTION-AF—4

System name: Data Entry Statistics of Keypunch Operators—ACTION-AF

System location: Office of Accounting and Computer Services Paramount Building Washington, D.C. 20525

Categories of individuals covered by the system: Employees of ACTION who are Data Entry Operators

Categories of records in the system: Job performance data containing such information as key stroke and error rate.

Authority for maintenance of the system: Domestic Volunteer Service Act of 1973 42 U.S.C. 4951 et. seq.; and the Peace Corps Act 22 U.S.C. 2501 et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Generally speaking the information in this file will not be routinely available outside the agency since most routine uses will have to do with the personal performance within ACTION. This is a computerized file.

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

Storage: The Records herein are stored on magnetic tape which is kept in a locked room when not in use.

Retrievability: Records are retrieved by five digit operator number.

Safeguards: The material on these tapes is generally available only to Programmers and Systems Analysts in the Office of Accounting and Computer Services. It is coded as to be unavailable to anyone else.

Retention and disposal: Records are maintained indefinitely to provide annual workload statistics. Record copy kept in operations division for annual workload figures.

System manager(s) and address: Deputy Director for Data Processing, ACTION, Paramount Building, 1735 Eye Street, N.W., Washington, D.C. 20525.

Record source categories: An automatic counter on each machine.

ACTION-AF—5

System name: Peace Corps Applicant and Trainee Medical History—ACTION-AF

System location: Office of Health Services; ACTION; 1735 Eye Street, N.W., Washington, D.C. 20525

Categories of individuals covered by the system: Applicants for Peace Corps and Peace Corps trainees.

Categories of records in the system: Records maintained in this system consist of medical histories.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. 2501 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: 1. Information in this system may be provided to medical personnel engaged in treatment of the individual to whom the record pertains upon request in situations where it is not feasible to obtain the consent of such individual. 2. Information will be given to a physician of the applicant's choice upon written request of the individual to whom the record pertains.

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

Storage: Files are maintained in folders in metal filing cabinets with manipulation proof combination locks.

Retrievability: Records are maintained in alphabetical order.

Safeguards: Records in this system are available only to authorized personnel of the Office of Health Services with a need for such records in the performance of their duties.

Retention and disposal: Records of applicants who do not become trainees are retained for one year and destroyed. Records of trainees who do not become volunteers are retained for two years and then destroyed. Records of Peace Corps volunteers accompany the volunteers overseas and upon termination of service the record is retired to the Federal Records Center and destroyed after 50 years in accord with its schedule by burning and shredding.

System manager(s) and address: Director, Medical Screening and Services Division Office of Health Services, 1735 Eye Street, N.W. Washington, D.C. 20525.

Record source categories: Information contained in this system is obtained from the following sources: 1. The individual applicant or trainee 2. Physicians and other medical personnel who have examined or treated the individual. 3. Personnel in the Office of Health Services.

ACTION-AF—6

System name: Domestic Volunteer Applicant Psychiatric Report System—ACTION-AF

System location: Office of Health Services/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any person who has applied as a volunteer in an ACTION domestic program who reports, or is reported by a physician or counselor, to have a history of psychiatric treatment.

Categories of records in the system: The records maintained in this system consist of histories of psychiatric or psychological treatment.

Authority for maintenance of the system: Domestic Volunteer Service Act of 1973 42 U.S.C. 4951 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: (a) Psychiatrists or clinical psychologists when necessary for treatment of the individual to whom the record pertains. To the extent practicable such disclosures will not be made without the approval of such individual. (b) The existence of these records but not their contents may be disclosed to designated officers and employees of other agencies and departments of the Federal Government and the District of Columbia Government having an interest in an individual for employment purposes including a security clearance or access determination.

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

Storage: Records are maintained in file folders in metal filing cabinets with manipulation proof combination locks.

Retrievability: These records are maintained in alphabetical order.

Safeguards: Records are available only to personnel of the Office of Health Services having a need for such records in the performance of their duties.

Retention and disposal: Records of applicants who do not become volunteers are destroyed at the end of two years by shredding or burning. Records of applicants who do become volunteers become part of the volunteer's medical folder and are retained in the Federal Records Center and destroyed in accordance with this regulation.

System manager(s) and address: Director, Medical Screening and Services Division Office of Health Services/ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

Record source categories: Information in this system is obtained from the following sources: Category of Sources: 1. Individuals who are subject to the records. 2. Physicians, psychiatrists and psychiatric medical personnel.

ACTION/AF—7

System name: Classified Document Security Violation File—ACTION/AF

System location: Facilities and Property Management Division Office of Administrative Services/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any ACTION employee responsible for using or taking care of classified documents.

Categories of records in the system: Records maintained contain information about security violations and the handling of classified documents in the National defense of the United States, copies of notices sent to employees, and action taken with respect to such violations.

Authority for maintenance of the system: Peace Corps Act, 22 U.S.C. 2501 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in this system may be used and disclosed for routine uses noted in paragraphs 1 and 2 of the Preliminary Statement.

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

Storage: Files are maintained in a safe.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records in this system are available only to ACTION employees having a need for such records in the performance of their duties.

Retention and disposal: Records are kept for three years and then destroyed by shredding.

System manager(s) and address: Chief, Facilities and Property Management Division Administrative Services Division/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information obtained from individuals allegedly committing a security violation and secruity building guards.

ACTION/AF—8

System name: Grievance, Appeal and Arbitration—ACTION/AF

System location: Labor and Employee Relations Division Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any individual involved in a grievance or grievance appeal or who has filed a complaint with the Department of Labor, Federal Labor Relations Council, Federal Mediation and Conciliation Service, or similar organization.

Categories of records in the system: This system contains copies of petitions, complaints, charges, responses, rebuttals, evidentiary material, briefs, affidavits, statements, records of hearings and decisions or findings of fact with respect thereto and incidental correspondence regarding complaints and appeals with respect to grievances and arbitration matters.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. 2501 et seq. and the Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and provisions of the Federal Personnel Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: 1. To the Civil Service Commission on request in conjunction with any appeal or in conjunction with its official duties with regard to personnel matters and investigation regarding complaints of Federal employees and applicants. 2. To designated officers and employees of other Federal agencies conducting investigations of an individual for the purpose of granting a security clearance or access determination, and having a need to evaluate qualifications, suitability, and loyalty to the United States Government in connection with employment. 3. In the event of any indication of any violation or potential violation of the law, whether civil, criminal, or regulatory in nature, and whether arising by statute or be regulation, rule or order issued pursuant thereto, the relevant records in the system may be referred, as a routine use, to the appropriate Federal agency, 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. 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, provided, however, that in the event of a request for records in this system from a Federal agency for a civil or criminal law enforcement activity, authorized by law, the record shall be disclosed only upon written request signed by the head of such agency or instrumentality specifying the particular portion desired in the law enforcement activity for which the record is sought. 4. To designated hearing examiners, arbitrators and third-party appellate authorities involved in the hearing or appeal processes.

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

Storage: Records are maintained in folders in metal file cabinets with three way combination locks.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records in the system are available only to ACTION officials having need for such records in the performance of their official duties.

Retention and disposal: Records are retained indefinitely in the files of the Labor and Employee Relations Division

System manager(s) and address: Chief, Labor and Employee Relations Division Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information contained in the system is obtained from the following categories of sources: 1. ACTION employees. 2. Witnesses to any occurrence giving rise to a grievance, appeal or other action. 3. Hearing records and affidavits and other documents used or usable in connection with such hearings.

ACTION/AF—9

System name: Domestic Volunteer Appeal File—ACTION/AF

System location: Labor and Employee Relations Division Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Persons serving as volunteers in ACTION domestic full-time programs appealing any action terminating such volunteer, or any action of the Agency affecting such individual selected for volunteer service and any other appealable matters affecting domestic volunteers and applicants.

Categories of records in the system: The records contain applications or petitions relating to volunteers' appeals, including replies, rebuttals, hearing records, documentary evidence, determinations and records of resulting actions.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records may be used and disclosed as follows: 1. In the event of any indication of any violation or potential violation of the law, whether civil, criminal, or regulatory in nature, and whether arising by statute or regulation, rule or order issued pursuant thereto, the relevant records in the system may be referred, as a routine use, to the appropriate Federal agency 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. 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 inter-agency referrals as may be necessary to carry out the receiving agency's assigned law enforcement duties, provided however, that in the event of a request for records in this system from a Federal agency for a civil or criminal law enforcement activity, authorized by law, the record shall be disclosed only upon written request signed by the head of such agency or instrumentality specifying the particular portion desired in the law enforcement activity for which the record is sought.

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

Storage: Records are maintained in folders in metal file cabinets with three-way combination locks.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records in the system are generally available only to employees of the Agency having the need for such records in the performance of their duties.

Retention and disposal: Records in this system are maintained for 3 years and then retired to the Federal Records Center for disposition in accordance with regulations.

System manager(s) and address: Chief, Labor and Employee Relations Division Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

Record source categories: Information in this system is obtained from the following sources: 1. Volunteers and trainees. 2. ACTION officials. 3. Officials of sponsoring organizations. 4. Individuals with personal knowledge of the occurrence which are the subject of any appeal.

ACTION/AF—10

System name: Employees Indebtedness Files—ACTION/AF

System location: Labor and Employee Relations Division Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Present and former ACTION employees on whom correspondence has been received to the effect that they have failed to honor a debt.

Categories of records in the system: The system contains records which are primarily correspondence regarding alleged indebtedness of ACTION employees, including employees' responses, the Agency's response to the employee and/or creditor and administrative correspondence and records relating to Agency assistance to the employee in resolving the indebtedness, if appropriate.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. 2501 et seq. and the Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and the provisions of the Federal Personnel Manual and the Foreign Affairs Manual relating to employee indebtedness.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a. To designated officers and employees of other agencies and departments of the Federal Government, having an interest in an individual for employment purposes, including a security clearance or access determination, and a need to evaluate qualifications, suitability, and loyaltV to the United States Government. b. In the event of any 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 may be referred, as a routine use, to the appropriate Federal Agency, 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. 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 inter-agency referrals as may be necessary to carry out the receiving agency's assigned law enforcement duties, provided however, that in the event of a request for records in this system from a Federal agency for a civil or criminal law enforcement activity, authorized by law, the record shall be disclosed only upon written request signed by the head of such agency or instrumentality specifying the particular portion desired in the law enforcement activity for which the record is sought.

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

Storage: Records in the system are maintained in file folders in metal file cabinets with three way combination locks.

Retrievability: Records are indexed in alphabetical order.

Safeguards: These records are generally available only to personnel of Labor and Employee Relations Division and other ACTION officials having a need for such records in the performance of their official duties.

Retention and disposal: The system is purged on a bi-annual basis. Any records as to which the problem has been resolved are destroyed at such time.

System manager(s) and address: Chief, Labor and Employee Relations Division, Office of Personnel Management/ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information in this system is obtained from the following category of sources: 1. Alleged creditors of employees. 2. Employees. 3. ACTION officials.

ACTION/AF—11

System name: ACTION Travel Files—ACTION/AF

System location: Chief, Travel and Transportation Division Office of Administrative Services/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any ACTION employee, volunteer, consultant, contractor or other individual who travels on agency business.

Categories of records in the system: Records maintained contains travel authorization itinerary Government Bills of lading, packing letter and passport numbers which are included for overseas travel, and other travel related material.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. Section 4951 et seq.; the Peace Corps Act, 22 U.S.C. Section 2501 et seq.; The Budget and Accounting Act of 1921; the Accounting and Auditing Act of 1950; the Federal Claim Collection Act of 1966.

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

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

Storage: Files are maintained in key locked cabinets.

Retrievability: Records are arranged alphabetically by name in accord with categories, i.e., staff travel file, Peace Corps volunteer travel file, Domestic Volunteer travel file, and consultants, experts and invitational travel files.

Safeguards: Records are available only to appropriate personnel, Office of Travel and Transportation Division and other appropriate officials of ACTION with need for such records for the performance of their duties.

Retention and disposal: Records in ths system are maintained in the Travel and Transportation Division two years after the employee leaves the agency and are then burned.

System manager(s) and address: Chief, Travel and Transportation Division Office of Administrative Services ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information is obtained from the following categories of sources: Individual travellers ACTION employees

ACTION/AF—12

System name: Accounts Receivable (Collection of Debts Record and Claims Record)—ACTION/AF

System location: Fiscal Services Division/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any person whether vendor or volunteer, or employee of ACTION as well as former volunteers and former employees alegedly erroneously overpaid by ACTION.

Categories of records in the system: This system contains the following categories of records: 1. Register of debts claimed. This record consists of names and addresses of individuals who are indebted to ACTION including the date of the debt, a claim number, the amount of the debt, and the date the debt is paid if that has occurred. 2. Claim Record Card. This record consists of the same information in shorter form as that contained in the Register. 3. File Folders. This record consists of the initial billing, follow up letters for collection of debt and related correspondence together with a copy of the check or checks paying the debt if that has occurred.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. 2501 and the Domestic Volunteer Service Act of 1973, 42 U.S. 4951; The Budget and Account Act of 1950. In addition to the above two Acts granting general powers of management to the Director of ACTION there are additional Federal statutes requiring and permitting the administrative settlement of claims by agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records in this system may be disclosed in the following circumstances: To the General Accounting Office (GAO) for cases of administrative error amounting to over 200 dollars of overpayment and situations in which the agency has been unable to collect such debt. Disclosure will also occur in which the agency requests a waiver for error caused by overpayment of salary in excess to 500 dollars.

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

Storage: Files are maintained in folders in metal files cabinets with manipulation proof combination lock.

Retrievability: Records are indexed in alphabetical order.

Safeguards: These records are available only to officials of ACTION having a need for such records in the performance of their official duties and for the routine uses listed above.

Retention and disposal: These records are maintained until the settlement of a claim and then retired to the Federal Record Center to be destroyed in accord with their schedule of destruction.

System manager(s) and address: Chief, Fiscal Services Division/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Record source categories: Information contained in the system was obtained from the following categories of sources: Domestic Regional Offices Peace Corps Country Posts Headquarters Payroll Office Employees of ACTION having knowledge of the facts.

ACTION/AF—13

System name: Peace Corps Trainee and Volunteer Personnel and Pay Record—ACTION/AF

System location: ACTION, Volunteer Services Section, Administration and Finance, 806 Connecticut Avenue, N.W., Washinqton, D.C. 20525.

Categories of individuals covered by the system: Any person accepted as a Peace Corps Trainee or Volunteer.

Categories of records in the system: Individual trainee and volunteer files contain the following information about the particular person: Permanent Address, Social Security Number, Birthdate, Marital Status, Description of Peace Corps Service, Location of Peace Corps Service, Change of Address, W-2 Forms, Base Salary, Oath, Educational Level, Next of Kin, Designation of Beneficiary, Termination Documents, Trainee Registration Form, Payroll Card containing payments, allotments, withdrawals and related records.

Authority for maintenance of the system: Peace Corps Act, 22 U.S.C. 2501 et seq.; Budget and Accounting Act of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Contents of these records and files may be disclosed and used for routine uses contained in the Preliminary Statement.

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

Storage: Files are maintained in folders in metal file cabinets with manipulation-proof combination locks when not in immediate use.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records in the system are available only to appropriate officials of ACTION with the need for access to such records for the performance of their duties.

Retention and disposal: Records in this system are maintained in the office for two years and are then retired to the Federal Records Center where they are retained for seventy five years. After this period, they are destroyed by burning or shredding.

System manager(s) and address: Chief, Volunteer Services Section/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information supplied by the volunteers and references suggested by him.

ACTION/AF—14

System name: Theft of Employee Property File—ACTION/AF

System location: Facilities and Property Management Division Office of Administrative Services, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: ACTION employees who have been robbed of personal or government property.

Categories of records in the system: Records maintained contain forms filled out on the theft of personal and Federal government property.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and the Peace Corps Act, 22 U.S.C. 2501 et seq.; the Budget and Accounting Act of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Those contained in the Preliminary Statement.

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

Storage: Files are maintained in a safe with combination lock.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records in this system are available only to designated ACTION employees having a need for such records in the performance of their duties.

Retention and disposal: Records of thefts are kept for three years and then destroyed by shredding

System manager(s) and address: Chief, Facilities and Property Management Division Administrative Services Division/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Data in this system is obtained from the following categories of sources: 1. ACTION Employees 2. Police reports. 3. Witness statements.

ACTION/AF—15

System name: Staff Security Files

System location: Personnel Security Office/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Current and former applicants for employment in ACTION. Current and former Federal employees of ACTION. Individuals considered for access to classified information or restricted areas and/or security determinations as contractors, employees of contractors, experts, instructors, and consultants to Federal programs.

Categories of records in the system: These records contain investigative information regarding an individual's character, conduct, behavior in the community where he or she lives; arrests and convictions for any violations against the law; reports of interviews with former supervisors; co-workers, associates, educators, etc; reports about the qualifications of an individual for a specific position; reports of inquiries with law enforcement agencies, former employers, educational institutions attended; and other similar information developed from the above.

Authority for maintenance of the system: Executive Order 10450 Federal Personnel Manual, Chapter 731, et seq. In addition to the provisions cited above, there are various acts of Congress relating to personnel investigations authorizing the same by the Civil Service Commission which responsibility can, under Civil Service Regulations and law, be delegated in whole or in part to agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a. To the Civil Service Commission as a part of the central CSC personnel investigation records system. b. To any source from which information is requested in the course of an investigation, but only 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.

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

Storage: Files are maintained in folders in metal file cabinets with three way combination locks in a room which is locked when not in use.

Retrievability: Records are indexed in alphabetical order.

Safeguards: All officials or employees having access to such files are required to have an appropriate security clearance. Generally these files are available only to personnel of the security office or to agency office heads or other agency personnel having a need for such files in the performance of their duties.

Retention and disposal: Files are maintained in the personnel security office for three years after the termination, death or retirement of an employee, or for the same period of time after consideration of an applicant. Thereafter, said files are transferred to the Federal Records Center where they are maintained for twenty-seven years and then destroyed in accordance with regulations of the General Services Administration.

System manager(s) and address: Chief, Personnel Security Office, Office of Personnel Management, ACTION, Room 400, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information contained in the system was obtained from the following categories of sources: a. Applications and other personnel and security forms furnished by the individual. b. Investigative material furnished by other Federal agencies. c. By personal investigation or written inquiry from such sources as employers, schools, references, etc. d. Neighbors, associates, police departments, courts, credit bureaus, medical records, probation officials, prison officials, and other such sources as may be developed from the above.

ACTION/AF—16

System name: Voucher Payment Record and Schedules of Payments File—ACTION/AF

System location: Fiscal Services Division, Administration and Finance, ACTION, 1735 Eye Street, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any current or former ACTION employee, volunteer or vendor.

Categories of records in the system: The Voucher Payment Record is a single index card form containing the following data: Invoice number or date, amount paid, voucher and schedule number, grant, contract or purchase order number and type of payment (advance, partial or final). The Schedule of Payments File consists of the invoice received, document authorizing the action to be taken such as travel authorization or purchase order and the voucher making the payment as well as the SF-1166 (Voucher and Schedule of Payments) and SF-1081 (Voucher and Schedule of Withdrawals and Credits - used in government only) and to which the other documents are attached.

Authority for maintenance of the system: Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.; Peace Corps Act, 22 U.S.C. 2501 et seq.; Budget and Accounting Act of 1921; Accounting and Auditing Act of 1950; and the Federal Claims Collection Act of 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The content of these records may be disclosed and used as follows: The Treasury Department receives the Schedule of Payment and a copy of voucher for payment.

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

Storage: Voucher Payment Records are stored in an index card box placed in a metal file cabinet with bar locks, key locks or manipulation proof combination locks when not in immediate use. Schedule of Payment is stored in the same way.

Retrievability: Voucher Payment Record is indexed by last name alphabetically. Schedule of Payments is filed numerically by schedule number.

Safeguards: Records in the system are available only to aporopriate personnel, Fiscal Services Division, and other aporopriate officials of ACTION with the need for such records in the performance of their duties.

Retention and disposal: Records are held for three years and retired to the Federal Records Center in accordance with General Accounting Office instructions.

System manager(s) and address: Chief, Fiscal Services Division, Administration and Finance, ACTION, 1735 Eye Street, N.W., Washington, D.C. 20525.

Record source categories: Data is obtained from documents provided by the individual or the vendor.

ACTION/AF—17

System name: Employee Reemployment and Repromotion Priority Consideration File—ACTION/AF

System location: Office of Personnel Management, Office of Administration and Finance/ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Current and previous ACTION employees eligible for priority consideration for reemployment and repromotion under U.S. Civil Service Commission and ACTION regulations.

Categories of records in the system: The records contain a listing of a person's name and the positions he was considered for and dates of consideration.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973; 42 U.S.C. 4951 et seq.; Ch 351, Federal Personnel Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The content of these records and files may be disclosed and used as follows: a. To the Civil Service Commission as part of the CSC personnel management evaluation system. b. To the Civil Service Commission for information concerning the reemployment and repromotion rights of individuals covered under the Civil Service System.

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

Storage: Files are maintained in loose-leaf binders placed in metal file cabinets with three-way combination locks when not in immediate use.

Retrievability: Records are indexed alphabetically by name.

Safeguards: Records in this system are available only to appropriate personnel, Office of Personnel Management and other appropriate officials of ACTION with a need for such records in the performance of their duties.

Retention and disposal: A person's name is retained on the list in accordance with reemployment eligibility: former career-conditional employees, one year; former career employees, two years. Retention for repromotion eligibility is indefinite or until repromoted to the grade previously held.

System manager(s) and address: Director, Recruitment, Staffing and Outplacement Branch, Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information is received from Labor and Employee Relations Division, Office of Personnel Management, ACTION.

ACTION/AF—18

System name: Performance Evaluation File—ACTION/AF

System location: Office of Personnel, Recruitment, Staffing and Outplacement Branch/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: ACTION employees and former employees up to one year after their termination of employment with the Agency.

Categories of records in the system: This system consists of annual performance evaluations of employee performance prepared by supervisors1 and reviewed by supervisory reviewing officials, together with comments, if any, by the employees evaluated.

Authority for maintenance of the system: Chapters 250 and 430, Federal Personnal Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: a. To the Civil Service Commission in connection with any request for information or inquiry as to Federal Personnel Regulations.

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

Storage: Files are maintained in folders in metal file cabinets with three-way combination locks.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Only personnel of the Office of Personnel Management with a need for such records in the performance of their duties, the individual about whom such record is maintained, or supervisory employees of the agency with a need to know in the performance of their duties are granted access to these files.

Retention and disposal: All evaluations are hald for one year and then are destroyed by shredding.

System manager(s) and address: Chief, Recruitment, Staffing and Outplacement Branch, Office of Personnel, ACTION, 806 Connecticut Avenue., N.W., Washington, D.C. 20525.

Record source categories: Information contained in the system was obtained from the following sources: Supervisors of ACTION employees. Reviewing officials who review evaluation reports submitted by supervisors. Employees who make comments with respect to their evaluations when given an opportunity to do so at the time the record is made.

ACTION/AF—19

System name: Management-Union Records System—ACTION/AF

System location: Labor and Employees Relations Division/ACTION Office of Personnel Management 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: ACTION employees including those who have authorized withholding of Union dues in writing.

Categories of records in the system: The records in this system consist of automated data printouts showing an employee's name, grade, series, title, organizational entity and other associated data which determines his inclusion or exclusion from the bargaining unit under the existing Union contract. The record also contains a printout showing the amount of dues withheld from each employee who has authorized such withholding, and other related data.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. 2501, et seq. and the Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and various Executive Orders concerning management relations with employee organizations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records in this system may be disclosed and used for the following uses: 1. The ACTION Employees Union for maintanance of its records with respect to dues and inclusion in the bargaining. 2. The Treasury Department for preparation of payroll checks with appropriate withholding of dues. 3. To the Civil Service Commission for union related reporting in the area of management/labor relations.

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

Storage: Records in this system are maintained in metal filing cabinets.

Retrievability: As to the dues withholding list, records are maintained alphabetically within salary blocks. As to the list of employees in or out of the bargaining unit, records are maintained alphabetically within each organizational unit.

Safeguards: Records in these systems are available generally only to employees of ACTION with the need for such records in the performance of their duties.

Retention and disposal: The listing of all positions considered as included in or excluded from the bargaining unit are retained as follows. A historical/record copy is retained in Labor Relations for purposes of Union representation identification until it is supplemented or replaced by corrected or updated editions as appropriate. The dues withholding listed are retained until updated by new information.

System manager(s) and address: Chief, Labor and Employees Division, Office of Personnel Management/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information contained in this system is obtained from the following categories of sources: 1. Fiscal and payroll records maintained for each employee. 2. The Official Personnel File. 0

ACTION/AF—20

System name: Peace Corps Volunteer Authorized Storage File—ACTION/AF

System location: Chief, Travel and Transportation Division, Office of Administrative Services, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Peace Corps volunteers authorized to store household effects and personal belongings.

Categories of records in the system: Records contain copy of the travel authorization for the volunteer and the household goods storage letter.

Authority for maintenance of the system: Section 5(n) of the Peace Corps Act, 22 U.S.C. Section 2504(n).

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

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

Storage: Files are maintained on book shelves in loose leaf binders in a locked room.

Retrievability: Records are arranged alphabetically by name.

Safeguards: Records in this system are available only to appropriate personnel, Office of Travel and Transportation and other appropriate officials of ACTION with a need for such records for the performance of their duties.

Retention and disposal: Records in the system are maintained in the Office of Travel and Transportation for two years after the Peace Corps volunteers terminate and are then burned.

System manager(s) and address: Chief, Travel and Transportation Division Office of Administrative Services/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Peace Corps Washington Staff ACTION Overseas Peace Corps Mission Requesting Volunteers

ACTION/AF—21

System name: Personal Service Contracts Records—ACTION/AF

System location: Chief, Contracts Division, Office of Contracts and Grants Management/ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any person who has served or is serving as a personal services contractor for the Peace Corps abroad or in the United States.

Categories of records in the system: The records maintained contain the history of employment, including earning records, of individuals hired as personal services contractors.

Authority for maintenance of the system: Section 10(a)(4) of the Peace Corps Act, 22 U.S.C. 2509.

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

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination locks when not in immediate use.

Retrievability: Records are arranged by contract number.

Safeguards: Records in the system are available only to appropriate personnel in the Office of Contracts and Grants Management and other appropriate officials of ACTION with the need for such records for the performance of their duties.

Retention and disposal: Records in the system are maintained in the Office of Contracts and Grants Management for one year after the closing date of the contract and then sent to the Federal Records Center where they are maintained for three years and then

destroyed in accordance with regulations governing such destruction of Federal Record Center records.

System manager(s) and address: Chief, Contracts Division, Office of Contracts and Grants Management, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information contained in the system is obtained from the following categories of sources: Individual contractors Peace Corps Overseas Staff Peace Corps Washington Staff

ACTION/AF—22

System name: Talent Bank—ACTION/AF

System location: Office of Personnel; Recruitment, Staffing and Outplacement Branch/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Applicants for staff employment with ACTION in GS or Foreign Service positions.

Categories of records in the system: These files contain copies of applications for employment (SF-171), resumes submitted by applicants, and other background information regarding qualifications of the applicant for staff positions in ACTION.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and the Peace Corps Act, 22 U.S.C. 2501 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a. To the Civil Service Commission with regard to any question of eligibility, suitability or qualifications of an applicant for employment. b. To any source of which information is requested in the course of an inquiry as to the qualifications of an applicant, to the extent necessary to identify the individual, inform the source of the nature and purpose of the inquiry, and to identify the type of information requested.

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

Storage: Files are maintained in folders in metal file cabinets with three-way combination locks.

Retrievability: Records are indexed in alphabetical order.

Safeguards: All records are placed in combination lock files when not in use and locked during non-business hours.

Retention and disposal: Records in thses files are updated on a continuous basis.

System manager(s) and address: Chief, Recruitment, Staffing and Outplacement Branch, Office of Personnel/ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information contained in the system was obtained from the following categories of sources: Applications and other personnel forms furnished by the individual. By oral or written inquiries from sources disclosed by the applicant such as: Employers Schools References, etc.

ACTION/AF—23

System name: Staff and Volunteer Household Storage File—ACTION/AF

System location: Office of Administration and Finance/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any employee or volunteer of ACTION whose furniture is authorized for storage.

Categories of records in the system: The records maintained contain the following information: Travel authorization. A xerox copy of the invoice for payment. Record of partial payment form.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.; the Peace Corps Act, 22 U.S.C. 2501 et seq.; and the Budget and Accounting Act of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a. To the Department of Treasury in connection with payment of invoice received from vendor. b. To the vendor in the event there is a descrepancy between its and ACTION records.

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

Storage: Files are maintained in folders in metal file cabinets in a room locked during off-duty hours.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records in the system are available only to appropriate persons in Administration and Finance and other appropriate officials of ACTION with the need for such records for the performance of their duties.

Retention and disposal: Records are retained for two years after a volunteer's or employee's termination (including retirement) and retired to the Federal Records Center.

System manager(s) and address: Chief, Fiscal Services Division, Administration and Finance/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Record source categories: Administration and Finance, Fiscal Services Division, Travel Orders, Vendors Invoices.

ACTION/AF—24

System name: Domestic Volunteer Payroll Records—ACTION/AF

System location: Domestic Volunteer Payroll Section/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Full-time volunteers serving in ACTION Domestic programs such as VISTA, UYA, etc.

Categories of records in the system: The records in this system consist of the following: 1. Food and lodging allowance records. 2. Gross and net amounts paid. 3. Stipend amount accrued. 4. Deductions from check for authorization. 5. Overpayments to be collected per pay period. 6. Name of volunteer, sex, age, marital status. 7. Living allowance. 8. Amount of debt, if any, owed to the United States Government and correspondence explaining and relating to such indebtedness.

Authority for maintenance of the system: Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.; Budget and Accounting Act of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information from this system is placed on a computer and ultimately provided on a routine basis to the Social Security Administration for crediting of social security accounts, to the Internal Revenue Service to report on taxes paid, and to the Treasury for the purpose of obtaining payroll checks.

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

Storage: Records are maintained in rooms locked during off-duty hours.

Retrievability: Files are indexed alphabetically.

Safeguards: Files are generally available to personnel of the payroll section and other employees of ACTION having a need for such records in the performance of their official duties.

Retention and disposal: Records in this system are maintained for three years after the end of the fiscal year in which the volunteer terminates and then retired to the Federal Records Center to St. Louis, Missouri, to be disposed of in accord with GAO instructions.

System manager(s) and address: Chief, Domestic Volunteer Payroll Section, ACTION, 1735 Eye Street, N.W., Washington, D.C. 20525.

Record source categories: ACTION employees and the individual to whom the record pertains.

ACTION/AF-25

System name: Peace Corps Volunteer Personnel and Payroll System (Computer System)—ACTION/AF

System location: Accounting Division, Office of Accounting and Computer Services/ACTION, 1717 H St., N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any person who has served or is currently serving as a Peace Corps volunteer.

Categories of records in the system: Records maintained include volunteers' social security number, name and address, next of kin and address, birthdate, sex, marital status, education level, colleges, attended, degree and degree type, skills, jobs and source codes. Date entered on duty, date of oath, completion of service date (projected and actual), effective date of transaction, current and prior project information, current and last country served, and number of school age and non-school age children. Also included is financial data required to accrue and disburse monies in volunteer readjustment allowance account, payee name and address for allotments and withdrawals from readjustment allowance account,

beneficiary name and social security number for bonds purchased for Peace Corps volunteers.

Authority for maintenance of the system: Peace Corps Act, 22 U.S.C. 2501 et seq.; Budget and Accounting Act of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Contents of these records and files may be disclosed and used as follows: a. To the Department of Treasury for the issuance of checks in connection with the payment of volunteer readjustment allowances. b. To the Internal Revenue Service in connection with the filing of W-2 withholding forms for income tax purposes. c. The Social Security Administration in connection with withholdings of social secruity tax as appropriate on allowances paid including readjustment allowance.

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

Storage: Files are maintained on magnetic discs and tapes which are stored in a locked room when not in immediate use, in a building with 24 hour security guard.

Retrievability: Records are indexed by social security number.

Safeguards: Records in the system are available only to approoriate personnel in the Volunteer Support Services Division, Office of Accounting and Computer Services, Administration and Finance, and other appropriate officials of ACTION with the need for such records for the performance of their duties.

Retention and disposal: These records are kept permanently.

System manager(s) and address: Chief, Volunteer Support Services Division, Office of Accounting and Computer Services, Administration and Finance, ACTION, 1717 H Street, N.W., Washington D.C. 20525.

Record source categories: Data is keypunched from forms completed by the volunteers such as Training Registration Form, Waiver of Coverage of Peace Corps Life Insurance, Desiqnation of Beneficiary Peace Corps Life Insurance, Notice of Volunteer-Trainee Action (Status), Application for allotment or withdrawal, Request for payment of Dental Bills, List of Payments Advanced in Country and Application for U.S. Savings Bonds.

ACTION/AF—26

System name: Domestic and International Volunteer Security Files

System location: Personnel Security Office/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Peace Corps volunteers and volunteer applicants Volunteers serving in full-time domestic volunteer programs under Title I of the Domestic Volunteer Service Act of 1973 including service in such programs as VISTA, UYA, PLS, etc. and applicants for such service.

Categories of records in the system: These records contain investigative information regarding an individual's character, conduct, qualifications and integrity and reputation in the community where he or she lives, including records of arrest and convictions for any violations against the law, reports and recommendations from former supervisors, co-workers, friends, educators, etc; reports of inquiries with law enforcement agencies, former employers, educational institutions attended, and other information developed from the above.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq. and the Peace Corps Act, 22 U.S.C. 2501 et seo.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a. To the Civil Service Commission as a part of the central CSC personnel investigation records system. b. To any source from which information is requested in the course of an investigation, but only 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.

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

Storage: Files are maintained in folders in metal file cabinets with three-way combination locks in a room which is locked when not in use.

Retrievability: Records are indexed in alphabetical order.

Safeguards: All officials of employees having access to such files are required to have an appropriate security clearance. Generally, these files are available only to personnel of the security office or to agency office heads or other agency personnel having a need for such files in the performance of their duties.

Retention and disposal: Peace Corps files are maintained in the personnel security office for three years after the termination or death of a volunteer, or for the same period of time after consideration of an applicant. Thereafter, said files are transferred to the Federal Records Center, where they are maintained for twenty-seven years and then destroyed in accordance with regulations of the General Services Administration. All domestic volunteer files are maintained in the personnel security office up to the time of the termination or death of a volunteer when they are destroyed by burning or shredding.

System manager(s) and address: Chief, Personnel Security Branch, Office of Personnel Management, ACTION, Room 400, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information contained in the system was obtained from the following categories of sources: a. Applications and other personnel and security forms furnished by the individual. b. Investigative material furnished by other Federal agencies. c. By personal investigation or written inquiry from such sources as employers, schools, references, etc. d. Neighbors, associates, police departments, courts, credit bureaus, medical records, probation officials, prison officials, and other such sources as may be developed from the above.

ACTION/AF—27

System name: Employee Payroll Records—ACTION/AF

System location: Office of Administration and Finance/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Persons employed by ACTION.

Categories of records in the system: Personnel actions employing, promoting and terminating employees, savings bond applications, advises of allotments, IRS tax levels, notice of deduction for health insurance, combined Federal campaign, union dues withholdings applications, and educational allowances for children of overseas employees and records regarding collections for overpayments.

Authority for maintenance of the system: GAO Policy and Procedures Manual; 31 U.S.C. 66(a); and the Budget and Accounting Procedures Act of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information from these records are routinely provided as follows: 1. To the Treasury for payroll and savings bonds and other deduction purposes. 2. To Internal Revenue Service with regard to tax deductions. 3. To participating insurance companies holdino policies with respect to Federal employees employed by ACTION.

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records in this system are available only to emoloyees of ACTION with a need for such records in the performance of their official duties.

Retention and disposal: Records in this system are maintained for three years after the end of the fiscal year in which an employee terminates his employment with ACTION, and then retired to the Record Center in accordance with GAO instructions.

System manager(s) and address: Chief, Domestic Volunteer and Staff Payroll Division; Administration and Finance, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information contained in the system is obtained from the following categories of sources: Data from payroll change coding document form and Domestic Volunteer notice payroll form Data on employees is obtained from payroll change codinq document form.

ACTION/DO—1

System name: Domestic Full-Time Volunteer Personnel File—ACTION/DO

System location: All ACTION Domestic Regional Offices (See Preliminary Statement for Regional Office Addresses).

Categories of individuals covered by the system: Any full-time ACTION Domestic Volunteer working in the following programs:

Volunteers in Service to America (VISTA), University Year for ACTION (UYA)c ACTION Cooperative Volunteer (ACV), Program for Local Service (PLS), and Volunteers in Justice (VIJ)

Categories of records in the system: Records maintained contain Volunteers application, forms and copies of correspondence regarding actions occurring during the volunteer's service such as authorization to use a motor vehicle, copy of driver's license, status of volunteer form, future intent form, food and lodging allowance, living allowance, time and attendance, paychange forms, volunteer payment vouchers and evaluation on termination.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The content of these records and files may be disclosed and used as follows; To the volunteer's sponsor concerning his placement, performance, support, and related matters.

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

Storage: Files are maintained in folders in metal filing cabinets with manipulation proof combination locks when not in immediate use.

Retrievability: Records are retrievable alphabetically by last name.

Safeguards: Records in the system are available only to appropriate persons in the regional offices and other appropriate officials of ACTION with the need for such records for the performance of their duties.

Retention and disposal: Records are retained for one year after the volunteer has terminated service and then retired to the Federal Record Center for 75 years at which time the record is destroyed.

System manager(s) and address: The records are kept in the regional office, the system manager is the Administrative Officer in the region. The files are kept in the state office, the system manager is the State Director.

Record source categories: The data is supplied by the volunteer or through forms signed and executed by the volunteer or Domestic Regional Office personnel or State Program Director.

ACTION/DO—2

System name: Domestic Volunteer Medical File and Medical Claims—ACTION/DO

System location: All ACTION Domestic Regional Offices

Categories of individuals covered by the system: Present and former volunteer applicants over 44 or with significant medical histories and other with medical problems arising during service.

Categories of records in the system: The records maintained contain the following information: 1. Medical history, medical examination and medical release forms. 2. Medical claims submitted by volunteer for processing and correspondence.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a. To Group Hospitalization, Inc., contractor under the ACTION health policy, for the purposes of adjudicatino volunteer claims. b. The United States Department of Labor in connection with claims under the Federal Employees Unemployment Act.

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

Storage: Files are maintained in folders in metal filing cabinets with manipulation proof combination locks when not in immediate use.

Retrievability: Records are indexed alphabetically by last name.

Safeguards: Records in the system are available only to appropriate persons in the regional offices and other appropriate officials of ACTION with the need for such records for the performance of their duties. Information is released only with the written consent of the volunteer and only to a physician or medical authority.

Retention and disposal: Files are maintained in the regions during service. Files are returned to the Office of Health Services on termination of service and are retired to the Federal Records Center for fifty years, after that they are destroyed.

System manager(s) and address: Administrative Officer Regional Office

Record source categories: Data in this system is obtained from the following categories of sources: 1. Medical personnel who have examined or treated a volunteer or applicant. 2. Domestic volunteers and applicants. 3. ACTION staff.

ACTION/DO—3

System name: Employee Travel File—ACTION/DO

System location: All ACTION Domestic Regional Offices except for Regions I and III

Categories of individuals covered by the system: Any employee, expert, consultant or other person engaged in travel on USG Travel authorization for a Domestic Regional Office.

Categories of records in the system: Records maintained are travel authorizations and vouchers.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records may be disclosed and used for the purposes expressed in the Preliminary Statement.

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

Storage: Files are maintained in folders in metal filing cabinets with manipulation proof combination locks when not in immediate use.

Retrievability: Records are indexed alphabetically by last name.

Safeguards: Records in the system are available only to appropriate persons in the regional offices and other appropriate officials of ACTION with a need for such records for the performance of their duties.

Retention and disposal: Records are retained until the employee has terminated and then are destroyed.

System manager(s) and address: Administrative Officer, ACTION Regional Office

Record source categories: Itinerary provided by individual or supervisor and the voucher submitted by the individual traveller.

ACTION/DO—4

System name: Domestic Full-Time Volunteer Census Master File—ACTION/ DO

System location: Management Information System, Domestic Operations Management, ACTION, 806 Connecticut Avenue, Washington, D.C. 20525.

Categories of individuals covered by the system: Any person who has served or is serving as a full-time ACTION domestic volunteer in one of ACTION's full-time domestic operations programs including VISTA, ACTION Cooperative Volunteers (ACV), University Year for ACTION, (UYA), Program for Local Service (PLS), Volunteers in Justice (VIJ) and Veterans Reach (VETREACH).

Categories of records in the system: The records maintained contain information extracted from the volunteer's application, information about the volunteer's period of service, and information about the volunteer's history with ACTION.

Authority for maintenance of the system: Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Generally speaking the information in this file would not be routinely available outside the agency since most routine uses would have to do with the applicant's volunteer file as such. This is a computerized file used for such things as payroll information, etc. The system might be used to verify the fact that an individual has served or is serving in one of ACTION's full-time domestic programs.

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

Storage: Records are stored on magnetic tape which is kept in a locked room when not in use.

Retrievability: Records are retrieved by social security number and the first four letters of the last name of the volunteer.

Safeguards: The material on these tapes is generally available only to Programmers and Systems Analysts of the Management Information System and is so coded as to be unavailable to anyone else.

Retention and disposal: These records have no present destruction date and are maintained premanently.

System manager(s) and address: Chief, Management Information System/DO,/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Volunteer application and payroll notices.

ACTION/DO—5

System name: Domestic Full-Time Volunteer Legal File—ACTION/DO

System location: ACTION Domestic Region No. 4 (only) 730 Peachtree Street, N.E. Room 895 Atlanta, Georgia 30308

Categories of individuals covered by the system: Any full-time ACTION Domestic Volunteer.

Categories of records in the system: The records maintained contain the following information: (1) Claims related to the Federal Tort Claims Act. (2) Claims related to the Federal Employee Compensation Act. (3) Support material for volunteer claims or losses and thefts. (4) Legal support information for volunteer civil and criminal matters. (5) Material related to alleged misuse of General Services Administration vehicles.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Contents of these records and files may be disclosed and used as follows: (a) To the Department of Labor in connection with names filed by volunteers for compensation under the Federal Employees Compensation Act. (b) To the General Services Administration in connection with the alleged misuse of GSA vehicles. (c) Volunteer supervisors and sponsors who are involved in legal matters effecting volunteers.

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

Storage: Files are maintained in folders in metal filing cabinets with manipulation proof combination locks when not in immediate use.

Retrievability: Records are indexed alphabetically by last name.

Safeguards: Records in the system are available only to aporopriate persons in the regional office and other appropriate officials of ACTION with the need for such records for the performance of their duties.

Retention and disposal: Records are purged annually. Records no longer needed are destroyed by burning or shredding.

System manager(s) and address: Regional Attorney, Region IV 730 Peachtree Street, N.E., Room 895 Atlanta, Georgia 30308

Record source categories: The source of the information may be the volunteer's sponsor, the Volunteer's supervisor or any other person involved in these legal matters including ACTION employees such at the State Director.

ACTION/DO—6

System name: Domestic Volunteers Status Change System

System location: All ACTION Domestic Regional Offices (See Preliminary Statement for addresses)

Categories of individuals covered by the system: Any person who is serving or has served as a full-time ACTION domestic volunteer under Title I of the Domestic Volunteer Services Act of 1973 (42 U.S.C. 4951) including VISTA, ACTION Cooperative Volunteer (ACV), University Year for ACTION (UYA), Program for Local Services (PLS), Volunteers in Justice (VIJ) and Veterans Reach (VETREACH).

Categories of records in the system: Record maintained in a single index card containing the date volunteer entered training, the date of placement, extra payments made for travel and training and the dates of termination, reenrollments, and extensions.

Authority for maintenance of the system: Title I and Title IV of the Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Contents of these records and files may be disclosed and used as follows: a. To the Department of Health, Education and Welfare for the purpose of certifying student loans. b. Verification of present or past volunteer status. c. To volunteer's relatives so that he may be located in case of emergency.

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

Storage: Files are maintained in folders in metal filing cabinets when not in immediate use.

Retrievability: Records are indexed alphabetically by last name.

Safeguards: Records in the system are available only to appropriate persons in the regional offices and other appropriate officials of ACTION with the need for such records for the performance of their duties.

Retention and disposal: Records in this system are maintained as a permanent record.

System manager(s) and address: Administrative Officer, Regional Office.

Record source categories: Volunteer personnel records.

ACTION/DO—7

System name: Employee Unofficial Personnel Files

System location: All ACTION Domestic Regional Offices. In some cases, these files may be located in ACTION State Offices. The supervising ACTION Regional Office shall be responsible for all relevant requests in such cases.

Categories of individuals covered by the system: Current ACTION Domestic Regional employees.

Categories of records in the system: The records maintained consist of copies of personnel documents sent to ACTION Headquarters in Washington including employment applications, appointment papers, job descriptions and personnel action change notices. The Official Personnel Folder is maintained in ACTION Headquarters in Washington.

Authority for maintenance of the system: The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: There are no routine uses other than those in the Preliminary Statement.

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

Storage: Files are maintained in folders in metal filing cabinets with manipulation proof combination locks when not in immediate use.

Retrievability: Records are indexed alphabetically by last name.

Safeguards: Records in the system are available only to appropriate persons in the regional offices and other appropriate officials of ACTION with the need for such records for the performance of their duties.

Retention and disposal: Files are retained until the employee terminates his service at the regional office and destroyed bv burning or shredding one year after such termination.

System manager(s) and address: Administrative Officer, ACTION Regional Office

Record source categories: The data is obtained from the employee, his references and Agency personnel forms.

ACTION/ORC—1

System name: Peace Corps Applicant Record System—ACTION/IO

System location: Placement Division, Office of Recruitment and Communications/ACTION, 1735 Eye Street, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any person whose application to ACTION for enrollment as a Peace Corps volunteer has been accepted by an ACTION Service Center.

Categories of records in the system: The records maintained include the application of a Peace Corps applicant, material received from references provided by him, background investigation material including a National Agency Check provided by the Civil Service Commission, invitations to training and similar material having to do with the enrollment of an individual as a Peace Corps trainee.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. 2501, 2504.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: To host country officials where necessary to obtain visas or to inform such host countries of the impending arrival of the volunteer and for review of such volunteer's qualifications for the intended program.

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

Retrievability: Records are indexed in terminal digit order.

Safeguards: Records in this system are available only to ACTION employees having a need for such records in the performance of their duties as such.

Retention and disposal: Records of applicants rejected at prescreening process are destroyed within six months of such action. Records of applicants rejected during processing are destroyed within one year after such action. Records of applicants who are accepted become part of the Peace Corps volunteer record system

System manager(s) and address: Chief, Applicant Records Center, Office of Recruitment and Communications, 1735 Eye Street, N.W., Washington, D.C. 20525.

Record source categories: Peace Corps applicants References supplied by individuals listed by Peace Corps applicants. Information obtained from United States Government investigative agencies including the Civil Service Commission.

ACTION/ORC—2

System name: Combined Domestic and International Volunteer Applicant System—ACTION/ORC

System location: Office of Recruitment and Communications/ACTION 1717 H Street, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any person who applies to ACTION as a full-time volunteer in Domestic or Peace Corps Volunteer programs. This file has been in existence since June 1974.

Categories of records in the system: The records contain the following information: Name, Date of Birth, Sex, Social Security Number, Type of Volunteer Applied for, Marital Status, Personal Statistics, Skills, Educational Level, Method of Recruitment, Date of Availability, Status Codes (Rejection Codes), similar data required to process a person as an applicant and report on processing progress.

Authority for maintenance of the system: Section 404(e) of the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(e)). Peace Corps Act, 22 U.S.C. 2501, et seq.

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

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

Storage: Files are contained in disc packs with tape backup and are kept in metal file cabinets with manipulation proof combination locks when not in immediate use.

Retrievability: Files are retrievable through the last name and social security number.

Safeguards: Records in the system are available only to appropriate personnel in the Planning and Evaluation Division, Office of Recruitment and Communications and other officials of ACTION with a need of such records in the performance of their duties.

Retention and disposal: Records in the system are maintained indefinitely.

System manager(s) and address: Director, Planning and Evaluation Division, Office of Recruitment and Communications, ACTION 1717 H Street, N.W., Washington, D.C. 20525.

Record source categories: Information is obtained from the Application provided by the Applicant and Evaluations made by the ACTION Placement Division.

ACTION/ORC—3

System name: Volunteer Applicants Record System—ACTION/ORC

System location: ACTION/ORC Field Service Centers: New York Service Center/ACTION 26 Federal Plaza, 1605, New York, New York 10007. Washington Service Center/ACTION 806 Connecticut Avenue, N.W. P-314, Washington, D.C. 20525. Chicago Service Center/ACTION 1 North Wacker Drive, 3rd Floor, Chicago Illinois 60606 Dallas Service Center/ACTION Corrigan Tower Building, 1620, 212 No. St. Paul Street, Dallas, Texas 75201. San Francisco Service Center/ACTION 100 McAllister Street, 24th Floor, San Francisco, California 94102.

Categories of individuals covered by the system: Any person applying as a full-time ACTION volunteer for domestic or overseas programs under the Peace Corps Act or Title I of the Domestic Volunteer Service Act of 1973.

Categories of records in the system: Records maintained in the system include applications, references, invitations to training, medical fitness reports, correspondence and similar documents.

Authority for maintenance of the system: The Peace Corps Act 22 U.S.C. 2501, et seq.; The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4501 et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records may be disclosed and used as follows: To any source from which information is requested in the course of an investigation of qualifications or suitability of an applicant 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.

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

Storage: Maintained in file folders in metal filing cabinets with manipulation proof combination locks.

Retrievability: The last initial of the applicant's name and his social security number are used as a personal identifier.

Safeguards: Records in the system are generally available only to ACTION employees having a need for such records in the performance of their official duties.

Retention and disposal: Records of applicants rejected at prescreening process are destroyed in six months. Records of applicants rejected during processing are destroyed within one year. Records of applicants who are accepted for service become a part of the volunteer folder of such individual.

System manager(s) and address: The Placement Manager at each of the ACTION Service Centers acts as manager for his segment of the system.

Record source categories: Information in the system is obtained from the following categories of sources: From the individual to whom the record pertains. From references supplied by the individual to whom the record pertains. From United States Government investigative agencies and local law enforcement officials.

ACTION/ORC—4

System name: Peace Corps Applicant File for period 1963 to June, 1974—ACTION/ORC

System location: Office of Recruitment and Communications/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Any person who applied to become a Peace Corps Volunteer between 1963 and June, 1974.

Categories of records in the system: Records maintained contain applicant information as follows: Name, date of birth, sex, social security number, marital status, personal statistics, skills, educational level, method of recruitment, date of availability, and similar data required to process a person as an applicant and report on processing progress.

Authority for maintenance of the system: Peace Corps Act, 22 U.S.C. 2501 et seq.

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

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

Storage: Records are stored on magnetic tapes which are maintained in metal file cabinets with manipulation proof combination locks when not in immediate use.

Retrievability: Records are indexed alphabetically and by Social Security number.

Safeguards: Records in this system are available only to appropriate personnel in the Planning and Evaluation Division, Office of Recruitment and Communications and to other appropriate officials of ACTION with the need for access to such records for the performance of their duties.

Retention and disposal: These records are kept indefinitely.

System manager(s) and address: Chief Director Planning and Evaluation Division Office of Recruitment and Communications/ACTION 1735 Eye Street, N.W., Washington, D.C. 20525.

Record source categories: Information is obtained from the application provided by the applicant and evaluations made by the placement division of the Office of Recruitment and Communications.

ACTION/ORC—5

System name: Domestic Program Applicant Medical Record

System location: ORC Field Service Centers: New York Service Center/ACTION 26 Federal Plaza, 1605 New York, New York 10007 Washington Service Center/ACTION Office of Health Services 806 Connecticut Avenue, N.W., Room P-214 Washington, D.C. 20525. Chicago Service Center/ACTION 1 North Wacker Drive, 3rd Floor Chicago, Illinois 60606 Dallas Service Center/ACTION Corrigan Tower Building, no. 1620 212 No. St. Paul Street Dallas, Texas 75201 San Francisco Service Center/ACTION 100 McAllister Street, 24th Floor San Francisco, California 94102

Categories of individuals covered by the system: Any person applying as a volunteer in a domestic ACTION program who is over 44 years of age or has reported in his application information which causes ACTION selection officials to require medical examination or history.

Categories of records in the system: This system contains medical histories, records of examination, and related medical information.

Authority for maintenance of the system: Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: Information may be provided to a physician or other medical personnel treating the applicant. In situations where it is practicable the applicant's consent will be obtained before releasing such information.

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

Storage: Records in this system are maintained in lockable metal file cabinets or secured rooms.

Retrievability: Records are filed alphabetically.

Safeguards: Records in this system are generally available only to ACTION personnel having a need for such information in the performance of their official duties. Information is released only with the written consent of the applicant/volunteer and only to a physician or medical authority.

Retention and disposal: Records of applicants who do not become volunteers are destroyed by burning or shredding after one year. Records of applicants who become volunteers are forwarded to the appropriate Domestic Regional Office. Upon termination of the volunteer's service, these records are returned to the Office of Health Services and retired to the Federal Records Center where they are maintained for fifty years and then destroyed in accord with the regulations of the Center.

System manager(s) and address: Placement Manager of the appropriate Field Service Center is the System Manager of that portion of the system under his or her control.

Record source categories: Information contained in these systems was obtained from the following categories of sources: A. Examining physicians and other medical bersonnel. B. Applicants for volunteer service. C. ACTION personnel.

ACTION/GC—1

System name: Conflict of Interest Records—ACTION/GC

System location: Office of General Counsel/ACTION/M-607 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Employees, contractors, consultants and other persons employed by or dealing with ACTION.

Categories of records in the system: Statement of personal and family interests in business enterprise correspondence with respect thereto including opinions of counsel and confirmation materials.

Authority for maintenance of the system: 18 U.S.C. 306 and E.O. 11222 (5865).

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

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

Retrievability: Records are indexed alphabetically.

Safeguards: Records are generally available only to attorneys and other personnel of the Office of General Counsel and to designated ACTION officials having a need for such knowledge in the performance of their official duties.

Retention and disposal: Records are purged annually and destroyed two years after they are obtained unless there is a specific need for the retention of any specific record.

System manager(s) and address: General Counsel/ACTION/M-607 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Data is obtained from the following categories of sources: 1. Employees of ACTION 2. Work product of attorneys for ACTION.

ACTION/GC—2

System name: Legal Files — Staff and Applicants (A-Z)—ACTION/GC

System location: Office of the General Counsel/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: 1. Applicants for employment with ACTION 2. Staff employees of ACTION

Categories of records in the system: Records of any legal matter effecting any present or former staff member of ACTION or any applicant for employment in ACTION whose employment has raised any legal question. Included among the kinds of records maintained are those involving employee grievances, appeals from adverse actions, claims by and against staff members, records concerning litigation in which ACTION staff members become invooved as parties, legal queries from staff members regarding themselves or their employment and answers thereto and any other matter involving a contact between a staff member and an attorney of the Office of General Counsel.

Authority for maintenance of the system: These records are maintained under the general authority of the Office of General Counsel to represent the Agency in connection with its dealings with its employees and the general functions of the Office of General Counsel to provide advice and counsel to the Director of the Agency and his staff.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are not routinely disclosed outside the Agency except in the following circumstances: 1. To the Department of Justice in conjunction with litigation or potential litigation in situations in which the Department may be called upon to provide representation to the Agency. 2. In circumstances set forth in paragraphs 1, 2 and 7 of the general routine uses set forth in the Preliminary Statement.

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

Storage: Files are kept in separate file folders in cabinets secured by changeable combination locks or bar locks secured by such combination locks and in room locked when not in use.

Retrievability: Files are maintained under subject headings but access to files concerning individuals may be gained by referring to an alphabetical index.

Safeguards: Files are available only to personnel of the Office of General Counsel which includes attorneys and confidential secretaries.

Retention and disposal: Files are maintained for the duration of the litigation or other matter to which they refer and retired on an annual review basis to the Federal Records Center for 27 years at which time they are destroyed.

System manager(s) and address: General Counsel, ACTION 806 Connecticut Avenue, N.W., Room M-607, Washington, D.C. 20525.

Record source categories: Data is obtained from the following categories of sources: 1. ACTION employees. 2. Correspondence and reports from persons and agencies dealing with the agency and its employees. 3. Work product and research of lawyers of the office.

ACTION/GC—3

System name: Legal Files - Volunteers and Applicants (A-Z)—ACTION/GC

System location: Office of the General Counsel/ACTION, Room M-607 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Current and former ACTION volunteers, and applicants for volunteers service.

Categories of records in the system: Records of any legal matter effecting volunteers or applicants for volunteer service, including grievances, appeals from decisions of ACTION staff, claims against volunteers, claims by volunteers, records of litigations in which ACTION is involved as a party, or in conjunction with any obligation under the Peace Corps Act or the Domestic Volunteer Service Act to provide legal defense, legal queries from volunteers or applicants and answers thereto, and any other matter involving contact between a volunteer and the Office of General Counsel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Peace Corps Act 22, U.S.C. 2501. The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951. In addition to authority specifically contained in the above-named Acts, these records maintained as an adjunct to the normal requirements of the functions of the Office of General Counsel to provide advice and counsel. 0

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are not routinely disclosed outside the Agency except in the following circumstances: 1. To the Department of Justice in conjunction with litigation or potential litigation in situations in which the Department may be called upon to provide representation to the Agency. 2. In circumstances set forth in paragraphs 1, 2 and 7 of the general routine uses set forth in the Preliminary Statement.

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

Storage: Files are kept in separate file folders in cabinets secured by changeable combination locks, and in a room locked when not in use.

Retrievability: Files are maintained under subject headings but access may be gained by referring to an alphabetical name index.

Safeguards: Files are available only to personnel of the Office of General Counsel which includes attorneys and confidential secretaries.

Retention and disposal: Files are maintained for the duration of the litigation or other matters to which they refer and retired on an annual review basis to the Federal Records Center for 27 years at which time they are destroyed.

System manager(s) and address: General Counsel/ACTION, Room M-607 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: ACTION employees and volunteers.

ACTION/IO—1

System name: Peace Corps Volunteer Death Files—ACTION/IO

System location: Office of Special Services/ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

Categories of individuals covered by the system: Peace Corps Volunteers and Trainees who have died during service or training.

Categories of records in the system: Official cables relating to the death and subsequent disposition of the body Eye Witness or other accounts of the occurrence or event. Medical Reports including an autopsy report if any. Designation of beneficiary statement. Death certificate. Police report. Copies of all correspondence with family and next of kin of deceased volunteers. Proof of receipt of insurance and readjustment allowance check and other financial documents having to do with the death of a volunteer or trainee.

Authority for maintenance of the system: The Peace Corps Act 22 U.S.C. Section 2500, et seq. and Section 2504(d).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a. To notify an appropriate insurance company to obtain the payment of life insurance benefits and personal property insurance. b. To notify the Office of the Vice President for the preparation of appropriate condolence letters. c. Fo notification to the Department of State. d. Notification of the Department of Labor/Office of Federal Employees Compensation. e. To the family and next of kin of the deceased volunteer or trainee.

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

Storage: Files are maintained in folders in metal file cabinets in a room locked during off duty hours in a building with a 24 hour security guard.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records are available to officials of ACTION with a need for such records for the performance of their duties.

Retention and disposal: Records in this system are maintained in ACTION for ten years at which time they are destroyed by burning or shredding.

System manager(s) and address: Chief, Personnel Security Branch, Office of Special Services/IO, ACTION, 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

Record source categories: Information contained in this system was obtained from the following categories of sources: Peace Corps Country Staff American Embassy and Consulates Host Country Police Host Country Ministry Officials Staff of the Office of International Operations, ACTION Insurance Companies Witnesses to any accident or occurrence causing the death of a volunteer or trainee.

ACTION/IO—2

System name: Peace Corps Volunteer Program Correspondence System—ACTION/IO

System location: These records are maintained in the office of each Peace Corps program overseas. There are at present an excess of 60 such offices and this number fluctuates from time to time as programs are added or withdrawn. A complete list with specific addresses will be provided upon request to the Director of Administrative Services, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525. Any particular country in which Peace Corps maintains a program may be addressed by writing to the Country Director, Peace Corps, c/o the American Embassy in such country.

Categories of individuals covered by the system: Current and Former Peace Corps Volunteers Current and Former Peace Corps Trainees

Categories of records in the system: Correspondence between Peace Corps staff and volunteer or trainees.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. Section 2501 et seo.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: There are no routine uses of this system other than as indicated in the preliminary statement.

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

Storage: Files are maintained in folders and metal file cabinets with manipulation proof combination lock.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records are available only to the Country Director and his staff with a need for such records in the performance of their duties.

Retention and disposal: These files are retired and destroyed after a volunteer terminates, providided that documents, reports, etc., having continuing use in programs may be retained in appropriate program files.

System manager(s) and address: The Country Director in each country in which Peace Corps serves.

Record source categories: Peace Corps volunteers Peace Corps staff Host country ministry officials.

ACTION/IO—3

System name: Peace Corps Volunteer Financial Records—ACTION/IO

System location: These records are maintained in the office of each Peace Corps program overseas. There are at present in excess of 60 such offices and this number fluctuates from time to time as programs are added or withdrawn. A complete list with specific addresses will be provided upon request to the Director of Administrative Services, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525. Any particular country in which Peace Corps maintains a program may be addressed by writing to the Country Director, c/o the American Embassy in such country.

Categories of individuals covered by the system: Current and former Peace Corps volunteers and trainees.

Categories of records in the system: This system consists of records of all payments or accrued credits to volunteers and trainees, and records of any advances or other items due from volunteers or trainees to the government. The records include those of monthly living allowances, leave allowances, settlinq in allowances, etc.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. Section 2501, 2504.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a. To appropriate U.S. Government agencies for monthly payroll preparation. b. To the U.S. Treasury for the purpose of reporting overpayments. c. To the Social Security Administration for the purpose of reporting Social Security withholdings.

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

Storage: Files are maintained in folders and metal file cabinets with manipulation proof combination lock.

Retrievability: Records are indexed in alphabetical order in each location.

Safeguards: Records are available only to ACTION staff with a need for such records in the performance of their duties.

Retention and disposal: These files are retained for two years and then are destroyed.

System manager(s) and address: The Country Director in each country in which Peace Corps serves.

Record source categories: Peace Corps Volunteers and Trainees Personnel of ACTION, Office of Administration and Finance

ACTION/IO—4

System name: Overseas Health Records—ACTION/IO

System location: These files are maintained in the Office of the Medical Officer in each country in which Peace Corps employs such an official.

Categories of individuals covered by the system: Peace Corps Volunteers Peace Corps Trainees Peace Corps Staff Members.

Categories of records in the system: Medical History and Record of treatment received while in Peace Corps.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. Section 2501 et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a. To medical personnel in the process of treating the volunteer or staff member or trainee who have a need for such record in order to provide appropriate treatment. b. See Preliminary Statement.

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination lock.

Retrievability: Records are indexed in alphabetical order.

Safeguards: These records are available only to medical personnel of the Peace Corps.

Retention and disposal: Upon termination of the volunteer, trainee or staff member, these records are sent to Health Services Division of Administration and Finance, ACTION, Washington, 806 Connecticut Avenue, N.W., Washington, D.C. 20525 for ultimate disposition along with other employee health records.

System manager(s) and address: The Medical Officer at any Peace Corps post is System Manager for this system.

Record source categories: Peace Corps Overseas Staff Members Peace Corps Trainees and Volunteers Peace Corps Medical Officials.

ACTION/IO—5

System name: United Nations Volunteer System—ACTION/IO

System location: Office of Multilateral and Special Programs/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: United Nations Volunteer Corps applicants, trainees, volunteers, and returned volunteers.

Categories of records in the system: These records contain applications, correspondence associated therewith, and with the placement of the applicant, and other records connected with the application, training and placement of persons wishing to serve or serving as United Nations volunteers. For short periods of time references furnished by the applicant may be kept in the file but they are transferred to the ACTION Office of Recruitment and Communications which has the responsibility for the selection process. Similarly, medical history forms are collected but are immediately forwarded to the United Nations or to the Office of Medical Affairs (Volunteer Health Service) of ACTION.

Authority for maintenance of the system: The Peace Corps, 22 U.S.C. 2501 et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: a. Designated officers and employees of the United Nations having a responsibility for the selection and placement of United Nations volunteers. b. To officials of a proposed host country desiring the assignment or placement of United Nations volunteers. c. Routine uses as contained in Preliminary Statement.

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records are generally available only to personnel of the Office of Multilateral and Special Programs and to other officials of ACTION having a need for such records in the performance of their official duties.

Retention and disposal: Records are maintained in the Office of Multilateral and Special Programs for two years following the completion of service of a UN volunteer then forwarded to AF/Volunteer Support Services for maintenance with the Peace Corps records and subsequent removal to the Federal Records Center.

System manager(s) and address: Director, Office of Multilateral and Special Programs, ACTION, 806 Connecticut Ave., N.W., Washington, D.C. 20525.

Record source categories: Applicants for United Nations volunteer programs References named by the applicant Multilateral and Special Programs staff United Nations Staff

ACTION/IO—6

System name: Peace Corps Property Records—ACTION/IO

System location: These records are maintained in the office of each Peace Corps program overseas. There are at present an excess of 60 such offices and that this number fluctuates from time to time as programs are added or withdrawn. A complete list with specific addresses will be provided upon request to the Director of Administrative Services, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525. Any particular country in which Peace Corps maintains a program may be addressed by writing to the Country Director, c/o the American Embassy in such country.

Categories of individuals covered by the system: Current and former Peace Corps staff Current and former Peace Corps volunteers Current and former Peace Corps trainees who have trained overseas.

Categories of records in the system: These files consist of records of U.S. Government property assigned to Peace Corps staff, volunteers or trainees for which they are accountable and which must be returned to the Peace Corps.

Authority for maintenance of the system: The Peace Corps Act 22 U.S.C. Section 2501, et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: To the Department of State or any other Federal agency having the responsibility for accounting for the disposition of federal property.

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

Storage: Files are maintained in metal file cabinets with manipulation proof combination locks.

Retrievability: Files are indexed in alphabetical order in each Peace Corps post overseas.

Safeguards: Files are available only to ACTION/Peace Corps staff having a need for such records in the performance of their official duties. For these purposes, host country nationals employed by the United States Government and working for Peace Corps are considered staff.

Retention and disposal: Files in this system are retained at overseas posts for two years after an employee or volunteer leaves the country and then are destroyed by burning, shredding or such other method as is approved by the Department of State for the disposal of such request.

System manager(s) and address: Country Directors in each country in which ACTION/ Peace Corps maintains a program.

Record source categories: Peace Corps overseas staff. The individual to whom the record pertains.

ACTION/IO—7

System name: Peace Corps Volunteer Extension/Transfer/Reenrollment Files—ACTION/IO

System location: Office of Special Services/IO—ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

Categories of individuals covered by the system: Peace Corps Trainees and Volunteers

Categories of records in the system: This system consists of a log book containing the details of all extensions, transfers, reenrollments or reinstatements of volunteers and/or trainees in the Peace Corps. The specific details of the information contained include the name of the volunteer/trainee, the country of assignment, the program number and dates during which actions occurred.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. Section 2501, et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files have no routine uses other than those stated in the general statement of uses and limitations.

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

Storage: The log book is maintained in the Office of Special Services in a metal cabinet in a room locked during off duty hours in a building with a 24 hour security guard.

Retrievability: The records are indexed in alphabetical order by country of assignment.

Safeguards: These records are not considered sensitive or confidential. They are generally available to employees of ACTION having a need for them in the performance of their duties.

Retention and disposal: The records in this system are maintained for five years and then destroyed by burning or shredding.

System manager(s) and address: Chief, Office of Special Services/IO, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information contained in the system is obtained from the following categories of sources: Peace Corps Country Staff Individual Volunteers and Trainees. Staff of the Office of Special Services.

ACTION/IO—8

System name: Peace Corps Medical Evacuation/Administrative System—ACTION/IO

System location: Office of Medical Affairs/ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

Categories of individuals covered by the system: Peace Corps volunteers and trainees who have had medical problems effecting their continued service.

Categories of records in the system: A. For Peace Corps trainees and volunteers medically cleared to resume service after interruption for medical reasons the files contain cables, memos, letters and forms having to do with travel, per diem, and medical clearance. B. For volunteers and trainees who have been medically terminated, the information contained in subparagraph A is forwarded to the Office of Special Services for maintenance in the Peace Corps termination/consultation system. C. A permanent record card is maintained in a file box which includes the name of the volunteer, his home of record, his next of kin and Peace Corps project number. D. For volunteers completing service but terminating in Washington as a result of medical consultation, the file contains all of the above listed material and a permanent record card as aforesaid is also maintained.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. 2501, 2504.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: To Federal agencies having a need to verify volunteer eligibility for special consideration for Federal employment under Executive Order 11103.

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination locks.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records are available only to personnel of the Office of Medical Affairs and selected officials of ACTION having a need for information from such records for the performance of their duties.

Retention and disposal: These records are maintained in the Office of Medical Affairs for three years and then destroyed. A record card as indicated above is permanently maintained in the Office of Medical Affairs.

System manager(s) and address: Director, Office of Medical Affairs, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Peace Corps overseas staff Office of Medical Affairs staff Individual volunteers and trainees Physicians and other medical personnel.

ACTION/IO—9

System name: Peace Corps Medical Evacuation Cards—ACTION/IO

System location: Office of Medical Affairs, ACTION 806 Connecticue Avenue, N.W. Washington, D.C. 20525.

Categories of individuals covered by the system: Peace Corps volunteers and trainees who have had medical problems requiring medical evacuation to Washington.

Categories of records in the system: These cards contain the name of the individual involved, a short description of the medical problem, a record of the consulting physician, treatment, hospitalization and final disposition of the case.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. 2501, 2504(e) and various provisions of the Peace Corps Manual relating to health care.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these cared and files may be disclosed and used as follows: a. To physicians or other medical personnel directly involved in the medical care of Peace Corps volunteers or trainees and having a need for such records for the provision of such services. b. In view of Peace Corps' policy of maintaining medical confidentiality these cards are not otherwise disclosed outside of the agency, and within the agency, only to personnel of the Office of Medical Affairs or selected medical staff of ACTION having a need for knowledge of such records in the performance of their official duties.

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

Storage: Cards are maintained in metal file cabinets with manipulation proof combination locks.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Cards in the system are available only to appropriate personnel of the Office of Medical Affairs having a need for such record in the performance of their official duties as such. Information from these records may be provided to other officials of ACTION having a need for such knowledge in the performance of their official duties.

Retention and disposal: These records are maintained in the Office of Medical Affairs for three years and then destroyed.

System manager(s) and address: Director, Office of Medical Affairs, ACTION 806 Connecticue Avenue, N.W., Washington, D.C. 20525.

Record source categories: Peace Corps overseas staff Office of Medical Affairs staff Individual volunteers and trainees Physicians and other medical personnel.

ACTION/IO—10

System name: Peace Corps Volunteer Termination/Consultation System—ACTION/IO

System location: Office of Special Services/ACTION 806 Connecticut Avenue, N.W. Washington, D.C. 20525.

Categories of individuals covered by the system: Present and former Peace Corps volunteers and trainees who have terminated prior to the end of their tours or been returned to Washington for consultation.

Categories of records in the system: A. Individual volunteer/trainee files contain the following information: 1. Termination

document 2. Description of service 3. Termination report or the statement of resignation 4. Financial information statement 5. Travel agreement 6. Case summary 7. Recommendations of ACTION/Washington staff 8. Relevant cables 9. Early termination questionnaires B. A monthly early termination log containing information from the above files is maintained. It contains the following information: 1. Name of volunteer/trainee 2. Social Security number 3. Project number 4. Date and coded reason for termination. C. A log is maintained known as the early termination project log containing information from the above files including the name of the volunteer/trainee, the date and the coded reason for termination. D. An early termination permanent card file is maintained by name of the volunteer/trainee as a quick reference to paragraph A above.

Authority for maintenance of the system: The Peace Corps Act, 22 U.S.C. 2501 et seq. and various provisions of the Peace Corps Manual and the Foreign Affairs Manual relating to conduct and performance of individuals serving in Peace Corps programs as volunteers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records and files may be disclosed and used as follows: To Federal agencies having a need to verify volunteer eligibility for special consideration for Federal employment under Executive Order 11103.

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination locks when not in immediate use.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records in the system are available only to appropriate personnel in the Office of Special Services and other appropriate officials of ACTION with the need for such records for the performance of their duties.

Retention and disposal: Records in the system are maintained in the Office of Special Services for two years and then sent to the Federal Records Center where they are maintained for fifteen years and then destroyed.

System manager(s) and address: Chief, Office of Special Services, ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Information contained in the system is obtained from the following categories of sources: Peace Corps volunteers and trainees including the individual about whom the record is maintained. Peace Corps Overseas Staff Staff of the Office of Special Services Peace Corps Washington Staff Job Supervisors

ACTION/IO—11

System name: Peace Corps Volunteer Emergency Leave Records

System location: Office of Special Services/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Categories of individuals covered by the system: Peace Corps Trainees and Volunteers

Categories of records in the system: A. Fact sheets giving details of the emergency requiring emergency leave, notes and cables on the handling and course of the emergency, cost information, and a volunteer ACTION report. The system also contains a card file consisting of an alphabetical arrangement which contains name, address, country, project, dates of service and ultimate conclusion of the case as well as a monthly log listing volunteers and trainees home on emergency leave by name giving reasons for the emergency, departure dates, cost, estimated time of return and remarks concerning the emergency.

Authority for maintenance of the system: The Peace Corps Act, (22 U.S.C. Section 2501).

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

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

Storage: Files are maintained in folders in metal file cabinets with manipulation proof combination lock.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records in this system are available to personnel of the Office of Special Services and other officials of ACTION needing such records in performance of their duties.

Retention and disposal: Records in this system are maintained for two years and then destroyed by shredding or burning.

System manager(s) and address: Chief, Office of Special Services/ACTION 806 Connecticut Avenue, N.W., Washington, D.C. 20525.

Record source categories: Individuals who are the subjects of the system Family of an individual as to whom records are maintained Physicians Staff of the Office of Special Services.

ACTION/IO—12

System name: Overseas Staff Personnel Records

System location: These records are maintained in the office of each Peace Corps program overseas. There are at present an excess of 60 such offices and this number fluctuates from time to time as programs are added or withdrawn. A complete list with specific addresses will be provided upon request to the Director of Administrative Services, ACTION, 806 Connecticut Avenue, N.W., Washington, D.C. 20525. Any particular country in which Peace Corps maintains a program may be addressed by writing to the Country Director, c/o the American Embassy in such country.

Categories of individuals covered by the system: Staff employees of ACTION serving overseas who are United States Citizens.

Categories of records in the system: These records contain copies of personnel actions affecting overseas staff, copies of personnel evaluations retained in the Country Files, and an inventory list of Government property contained in residences of overseas staff.

Authority for maintenance of the system: The Peace Corps Act 22 U.S.C. Section 2501 and pertinent sections of the Foreign Affairs Manual adopted by Peace Corps and of the Peace Corps Manual.

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

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

Storage: Files are maintained in folders and metal file cabinets with three way combination locks.

Retrievability: Records are indexed in alphabetical order.

Safeguards: Records are available only to the Country Director and ACTION staff with a need for such records in the performance of their duties.

Retention and disposal: These records are destroyed after the employee leaves the country and has completed all appropriate clearance procedures, including obtaining receipts for any property contained in inventories.

System manager(s) and address: The Country Director in each country in which Peace Corps serves.

Record source categories: The individual employee to whom the record pertains. Supervisors and ACTION personnel officials.

[FR Doc.75-22492 Filed 8-26-75;8:45 am]

SMALL BUSINESS ADMINISTRATION

PRIVACY ACT OF 1974

Notice of Systems of Records

The Privacy Act of 1974 (Pub. L. 93-579), found in 5 U.S.C. 552a, provides certain safeguards for an individual against invasion of personal privacy. As part of the Act all agencies are required to publish in the FEDERAL REGISTER at least annually a notice of the existence and character of each system of records maintained by the agency from which personal information is retrieved by the name of the individual or by some identifying particular assigned to that individual.

In accordance with 5 U.S.C. 552a(e)(4) and (11) the Small Business Administration is submitting the following notices of systems of records maintained by the Agency. Although the Act requires only publication for comment of the proposed "routine uses" of the particular systems of records, public comments on all parts of the notice are invited. Persons interested in submitting written comments, data, reviews or arguments concerning the notice may address their comments to Privacy Act Task Force Chairman, Room 1028, Small Business Administration, 1441 'L' Street, N.W., Washington, D.C. 20416, on or before [September 27, 1975]. All written comments received through this date will be considered prior to publication of the final notice.

Dated: August 2, 1975.

THOMAS S. KLEPPE,
Administrator,
Small Business Administration.

The following notice of systems of records proposed for adoption by the Small Business Administration makes reference to addresses of Agency offices and record centers where Agency records are maintained. Appendix A lists addresses for the Central Office, the 10 regional offices, the 64 district offices, and the 18 branch offices located throughout the United States. Each of the systems contained in the notice may be found at some or all of these offices.

Appendix B lists addresses of national centers not maintained by the Small Business Administration where Agency records are also located. The Small Business Administration is, likewise, responsible for all of its records maintained in these centers and the notice refers to these centers where appropriate.

APPENDIX A

Central Office, 1441 L Street, N.W., Washington, DC 20416
Boston Regional Office, 150 Causeway Street—10th Floor, Boston, MA 02114
New York Regional Office, 26 Federal Plaza, New York, NY 10007
Philadelphia Regional Office, Suite 646—West Lobby, One Bala Cynwyd Plaza, 231 St. Asaphs Road, Bala Cynwyd, PA 19004
Atlanta Regional Office, 1401 Peachtree Street, N.E., Atlanta, GA 30309
Chicago Regional Office, 219 South Dearborn Street, Chicago, IL 60604
Dallas Regional Office, 1720 Regal Row—Suite 230, Dallas, TX 75235
Kansas City Regional Office, 911 Walnut Street—23rd Floor, Kansas City, MO 64106
Denver Regional Office, 721 19th Street—Room 426A, Denver, CO 80202
San Francisco Regional Office, 450 Golden Gate Avenue—Box 36044, San Francisco, CA 94102
Seattle Regional Office, Dexter Horton Building, 710 Second Avenue, Seattle, WA 98104
Boston District Office, 150 Causeway Street—10th Floor, Boston, MA 02114
Augusta District Office, 40 Western Avenue, Augusta, ME 04330
Concord District Office, 55 Pleasant Street, Concord, NH 03301
Hartford District Office, 450 Main Street, Hartford, CT 06103
Montpelier District Office, 87 State Street, Montpelier, VT 05602
Providence District Office, 57 Eddy Street, Providence, RI 02903
New York District Office, 26 Federal Plaza—Room 3100, New York, NY 10007
Hato Rey District Office, Pan-American Building—5th Floor, 255 Ponce De Leon Avenue, Hato Rey, PR 00919
Newark District Office, 970 Broad Street—Room 1635, Newark, NJ 07102
Syracuse District Office, Fayette & Salina Streets, Syracuse, NY 13202
Philadelphia District Office, Suite 400—East Lobby, One Bala Cynwyd Plaza, 231 St. Asaphs Road, Bala Cynwyd, PA 19004
Clarksburg District Office, 109 North Third Street, Clarksburg, WV 26301
Pittsburgh District Office, 1000 Liberty Avenue, Pittsburgh, PA 15222
Richmond District Office, Federal Building—Room 3015, 400 North Eighth Street, Richmond, Va. 23240
Baltimore District Office, 7800 York Road, Towson, MD 21204
Washington District Office, 1030 15th Street, N.W., Washington, DC 20416
Atlanta District Office, 1401 Peachtree Street, N.E., Atlanta, GA 30309
Birmingham District Office, 908 South 20th Street, Birmingham, AL 35205
Charlotte District Office, 222 South Church Street, Charlotte, NC 28202
Columbia District Office, 1801 Assembly Street, Columbia, SC 29201
Miami District Office, 2222 Ponce De Leon Blvd.—5th Floor, Coral Gables, FL 33134
Jackson District Office, Petroleum Building—Room 690, 200 East Pascagoula, Jackson, MS 39201
Jacksonville District Office, 400 West Bay Street, Jacksonville, FL—for Mailing Purposes—P.O. Box 3506, Jacksonville, FL 32202
Louisville District Office, Federal Office Building—Room 188, 600 Federal Place, Louisville, KY 40202
Nashville District Office, Parkway Towers—Room 1012, 404 James Robertson Parkway, Nashville, TN 37219
Chicago District Office, 219 South Dearborn Street, Chicago, IL 60655.
Cleveland District Office, AJC Federal Building—Room 317, 1240 East Ninth Street, Cleveland, OH 44199.
Columbus District Office, 34 North High Street, Columbus, OH 43215
Detroit District Office, 129 Washington Blvd., Detroit, MI 48226
Indianapolis District Office, Federal Building—5th Floor, 575 North Pennsylvania Street, Indianapolis, IN 46204
Madison District Office, 122 West Washington, Ave., Madison, WI 53703
Minneapolis District Office, Plymouth Building—Room 530, 12 South Sixth Street, Minneapolis, MN 55402
Albuquerque District Office, Patio Plaza Building, 5000 Marble Ave., N.E., Albuquerque, NM 87110
Dallas District Office, 1100 Commerce Street, Dallas, TX 75202
Houston District Office, Niels Esperson Building—Room 1210, 808 Travis Street, Houston, TX 77002
Little Rock District Office, 611 Gaines Street—Suite 900, Little Rock, AR—For Mailing Purposes—P.O. Box 1401, Little Rock, AR 72201
Lower Rio Grande Valley District Office, 219 East Jackson Street, Harlingen, TX 78550
Lubbock District Office, 712 Federal Office Building and U.S. Courthouse, 1205 Texas Avenue, Lubbock, TX 79401
Marshall District Office, 505 East Travis Street, Marshall, TX—For Mailing Purposes—P.O. Box 1349, Marshall, TX 75670
New Orleans District Office, Plaza Tower—17th Floor, 1001 Howard Avenue, New Orleans, LA 70113
Oklahoma City District Office, 50 Penn Place—Suite 840, Oklahoma City, OK 73118
San Antonio District Office, 301 Broadway, San Antonio, TX 78205
Kansas City District Office, 911 Walnut Street—24th Floor, Kansas City, MO 64106
Des Moines District Office, 210 Walnut Street, Des Moines, IA 50309
Omaha District Office, 215 North 17th Street, Omaha, NE 68102
St. Louis District Office, 210 North 12th Street—Room 520, St. Louis, MO 63101
Wichita District Office, 120 South Market Street, Wichita, KS 67202
Denver District Office, 721 19th Street—Room 426, Denver, CO 80202
Casper District Office, Federal Building—Room 4001, 100 East B Street, Casper, WY—For Mailing Purposes—P.O. Box 2839, Casper, WY 82601
Fargo District Office, Federal Office Building—Room 218, 653 Second Avenue North, Fargo, ND—For Mailing Purposes—P.O. Box 3086 Fargo, ND 58102
Helena District Office, 613 Helena Avenue, Helena, MT—For Mailing Purposes—P.O. Box 1690, Helena, MT 59601
Salt Lake City District Office, 125 South State Street—Room 2237 Salt Lake City, UT 84138
Sioux Falls District Office, Eighth and Main Avenue, Sioux Falls, SD 57102
San Francisco District Office, 450 Golden Gate Avenue—Box 36044 San Francisco, CA 94102
Honolulu District Office, 1149 Bethel Street—Room 402, Honolulu, HI 96813
Las Vegas District Office, 301 East Stewart, Las Vegas, NV—For Mailing Purposes—Box 7527, Downtown Station, Las Vegas, NV 89121
Los Angeles District Office, 849 South Broadway, Los Angeles, CA 90014
Phoenix District Office, 112 North Central Avenue, Phoenix, AZ 85004
San Diego District Office, 110 West C Street—Suite 705, San Diego, CA 92101
Seattle District Office, Dexter Horton Building, 710 Second Avenue, Seattle, WA 98104
Anchorage District Office, Suite 200—Anchorage Legal Center, 1016 West Sixth Avenue, Anchorage, AK 99501
Boise District Office, 216 North Eighth Street, Boise, ID—For Mailing Purposes—P.O. Box 2618, Boise, ID 83701
Portland District Office, 700 Pittock Block, 921 Southwest Washington Street, Portland, OR 97205
Spokane District Office, 651 U.S. Courthouse, Spokane, WA. For Mailing Purposes—P.O. Box 2167, Spokane, WA 99120
Elmira Branch Office, 1051 South Main Street, Elmira, NY 14904

Buffalo Branch Office, Federal Building—Room 1112, 111 West Huron Street, Buffalo, NY 14202

Charleston Branch Office, Charleston National Plaza—Suite 628, Charleston, WV 25301

Harrisburg Branch Office, 1500 North Second Street, Harrisburg, PA. For Mailing Purposes—P.O. Box 6, Harrisburg, PA 17108

Wilkes-Barre Branch Office, Provincial Tower Building, 34 South Main Street, Wilkes-Barre, PA 18701

Wilmington Branch Office, Federal Building—Room 3015, 844 King Street, Lockbox 16, Wilmington, DE 19801

Biloxi Branch Office, Gulf National Life Insurance Building—2nd Floor, 111 Fred Hais Blvd., Biloxi, MS 39530

Knoxville Branch Office, Fidelity Bankers Building—Room 307, 502 South Gay Street, Knoxville, TN 37902

Cincinnati Branch Office, Federal Building—Room 5524, 550 Main Street, Cincinnati, OH 45202

Marquette Branch Office, Bullock Building, 201 McClellan Street, Marquette, MI 49885

Milwaukee Branch Office, Continental Plaza, 735 West Wisconsin Avenue, Milwaukee, WI 53233

Springfield Branch Office, Ridgely Building—Room 816, 502 East Monroe Street, Springfield, IL 62701

El Paso Branch Office, 417 First National Building, 109 North Oregon Street, El Paso, TX 79901

Corpus Christi Branch Office, 3105 Leopard Street, Chicago Building, Corpus Christi, TX—For Mailing Purposes—P.O. Box 9253, Corpus Christi, TX 78408

Rapid City Branch Office, Federal Building, 515 9th Street, Rapid City, SD 57701

Fresno Branch Office, Federal Office Building, 1130 O Street, Fresno, CA 93721

Agana Branch Office, Ada Plaza Center Building, Agana, Guam—For Mailing Purposes—P.O. Box 927, Agana, Guam 96910

Fairbanks Branch Office, 501½ Second Avenue, Fairbanks, AK 99701

APPENDIX B

Civilian Personnel Records, GSA, 111 Winnebago Street, St. Louis, MO 63118

Federal Records Center, 380 Trapelo Road, Waltham, MA 02154

Federal Records Center, 641 Washington Street, New York, NY 10014

Federal Records Center, 5000 Wissahickon Avenue, Philadelphia, PA 19149

Federal Records Center, Naval Supply Depot, Building 308, Mechanicsburg, PA 17055

Washington National Records Center, Washington, DC 20409

Federal Records Center, 1557 St. Joseph Avenue, East Point, GA 30044

Federal Records Center, 7201 South Leamington Avenue, Chicago, IL 60638

Federal Records Center, 2400 West Dorothy Lane, Dayton, OH 45439

Federal Records Center, 2306 East Bannister Road, Kansas City, MO 64131

Federal Records Center, 4900 Hemphill Street, Post Office Box 6216, Fort Worth, TX 76115

Federal Records Center, Building 48, Denver Federal Center, Denver, CO 80225

Federal Records Center, Building 1, 100 Harrison Street, San Francisco, CA 94105

Federal Records Center, 4747 Eastern Avenue, Bell, CA 90201

Federal Records Center, 6125 Sand Point Way, Settle, WA 98115

SBA001

System name: Accountable Property File—SBA001

System location: Central Office, Regional Office in San Francisco, Ca., District Offices in Marshall, Tex. and Oklahoma City, Okla., and Branch Offices in Corpus Christi, Tex. and Cincinnati, Ohio.

Categories of individuals covered by the system: SBA Employees.

Categories of records in the system: Listing of items processed by employees which are the property of the Small Business Administration, with each employee's signature verifying possession.

Authority for maintenance of the system: 5 U.S.C. 301; 15 U.S.C. 634(b)(6); 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For Internal Use Only.

Storage: Records are kept in file folders or cabinets.

Retrievability: Records are indexed by employee's name.

Safeguards: Access to records is generally limited to Office Services personnel.

Retention and disposal: Records are disposed of 2 years after latest inventory update.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Accountable Officer and employees.

SBA005

System name: Advisory Council File—SBA005

System location: Branch, District, Regional and Central Offices of the Small Business Administration and in Federal Record Centers. See Appendix A for SBA addresses and Appendix B for FRC addresses.

Categories of individuals covered by the system: Members, past and present, of SBA Advisory Councils. Records are also maintained on those individuals being processed for appointment to the SBA Advisory Councils.

Categories of records in the system: This system of records contains information relating to members of SBA Advisory Councils and includes political party affiliations, ethnic/minority identification, security status, Congressional clearances, recommendations, appointment notices, address lists and occasionally, biographical data and correspondence.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

To respond to a request from a member of Congress regarding information about an Advisory Council member.
To disclose information about an Advisory Council member to the general public.
To respond to requests from the National Archives.

Storage: These records are maintained in file folders, binders and index cards.

Retrievability: These records are indexed by the Council member or prospective Council member's name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: These records are retained for three years and then forwarded to a Federal Records Center. The FRC retains these records for five years and then offers the records for transfer to the National Archives.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office Records
Regional Director for Regional Office Records
Branch Manager for Branch Office Records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, Congressional offices, Agency employees, news media, other Advisory Council members, Federal Register.

SBA010

System name: Applicant Representative Files—SBA010

System location: Branch, District, Regional and Central Offices of the SBA. See Appendix A for SBA addresses.

Categories of individuals covered by the system: Individuals who render services in connection with the preparation of SBA loan applications.

Categories of records in the system: This system of records contains information relating to applicant representatives including revocation or suspension of representative privilege, type of service performed, amount of compensation charged borrowers and irregularities or complaints.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with implementing the statute, or rule, regulation or order issued pursuant thereto.

After final SBA action revoking or suspending the privilege of a representative to appear before the SBA, the relevant records in the system of records may be referred, as a routine use, to other Federal Agencies which deal with the individual as an applicant representative.

Storage: These records are maintained in file folders and in index cards.

Retrievability: These records are indexed by representative name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: The system of records is retained indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Loan applicants and applications, Agency employees, third party informants, and individual to whom record pertains.

SBA015

System name: Appraisers List—SBA015

System location: District and Branch Offices of the Small Business Administration. See Appendix A for addresses.

Categories of individuals covered by the system: Individual appraisers.

Categories of records in the system: This system of records contains information relating to individual appraisers including qualifications, correspondence and, occasionally, notes on performance.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634 (b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal use only.

Storage: These records are maintained in file folders and on index cards.

Retrievability: Records are indexed by appraiser's name.

Safeguards: Access to and use of these records are limited to those officials whose duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: District Directors, and Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, or his agent, Agency employees, National Association of Real Estate Appraisers, and published lists of local and regional appraisers.

SBA020

System name: Auctioneers List—SBA020

System location: District and Regional Offices of SBA. See Appendix A for addresses.

Categories of individuals covered by the system: Individuals who are auctioneers.

Categories of records in the system: This system of records contains information relating to auctioneers who are interested in conducting sales on behalf of SBA, including categories of property and geographic areas in which the individual auctioneer is qualified and bonded.

Authority for maintenance of the system: U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

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

Storage: These records are maintained in file folders, binders and on index cards.

Retrievability: These records are indexed by auctioneer's name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, or his agent, General Services Administration, Loan Files.

SBA025

System name: Audit Reports—SBA025

System location: The Central Office of the Small Business Administration and Federal Record Centers. In some cases, copies are maintained in the District and Branch Offices where the loan was processed. See Appendix A for SBA addresses and Appendix B for FRC addresses.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records contains detailed investigations of home disaster loan recioients' use of SBA funds. These records also include related correspondence. Such audits are rarely undertaken unless large sums of money are involved.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

To respond to a request from a member of Congress regarding an audit of a recipient

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

To provide data to the General Accounting Office for periodic reviews of this Agency.

To provide the Internal Revenue Service, in response to its request, with access to an individual's records to the extent that the information is relevant and necessary to the IRS' function.

Storage: These records are maintained in file folders.

Retrievability: These records are indexed by recipient name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are maintained by SBA for two years after the loan has become inactive and are then transferred to an FRC where they are maintained for five years and then destroyed.

System manager(s) and address: Privacy Act Officer, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
District Director for District Office records
Branch Manager for Branch Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Financial institution reports and records, Agency investigation, individual to whom record pertains.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(2), all investigatory material in the record compiled for law enforcement purposes is exempt from the notification, access, and contest requirements (under 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the Agency regulations. This exemption is necessary in order to accomplish the purpose of the Agency in preventing abuse of loan proceeds by recipients, as well as enforcing Agency rules and regulations (pursuant to 15 U.S.C. 634(b)(6) and 15 U.S.C. 645(a)), and preventing subjects of investigations from frustrating the investigatory process.

SBA030

System name: Automated Personnel History—SBA030

System location: SBA Central Office. See Appendix A for address.

Categories of individuals covered by the system: All SBA employees.

Categories of records in the system: Current status of all SBA employees including all data pertinent to that status. This system includes name, Social Security number, grade and salary title, organization, education, veterans preference, competitive level, date of birth, handicap code, health benefits, etc. This system includes all personnel actions affecting active SBA employees since May 1972, and also those of separated employees since that date.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A number of records in this system are sent as a required report to the Civil Service Commission. The General Accounting Office is also given information from this system for audit purposes.

Storage: This system of records is maintained on magnetic tape.

Retrievability: Records in this system can be retrieved by the employee's name or Social Security number.

Safeguards: Physical Security - authorized personnel only.

Retention and disposal: These records form a permanent data bank for the Office of Personnel and are retained indefinitely.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Privacy Act Officer. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Privacy Act Officer. The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: SF 171 and any other forms an employee completes when coming on-board; Personnel actions as recorded on SBA Form 52; Requests for personnel actions; Mass Change Formats; and Award Keypunch Formats.

SBA035

System name: Bankruptcy Filings in South Carolina—SBA035

System location: Columbia District Office of the Small Business Administration. See Appendix A for address.

Categories of individuals covered by the system: Individuals in South Carolina who have filed for bankruptcy.

Categories of records in the system: This system of records, a list, enables Agency officials to identify borrowers and/or guarantors who have declared bankruptcy.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal use only.

Storage: These records are maintained in a file folder.

Retrievability: Records are indexed by individual's name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employeed to prevent unauthorized disclosure.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: District Director. See Appendix A for address.

Notification procedure: An indiviudal may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the District Director for Columbia District Office. The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: List compiled by Bankruptcy Court.

SBA040

System name: Boards of Survey—SBA040

System location: Central Office, Regional Offices, District Offices. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees and other individuals who have been involved in accidents with government vehicles, or other incidents of loss or damage to government property.

Categories of records in the system: This system includes the report and supporting material compiled by the Board of Survey in reviewing cases involving loss or damage to government property. These may be claims by or against the government. Cases involving up to

5000 can be handled in the Regional Offices. Cases involving more than

5000 must be referred to the Central Office Board of Survey.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101, 29 U.S.C. 651-78.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In the event that a suit is initiated in a court, these records would be referred to the Justice Department and General Services Administration for handling. The records would also be given to the parties in litigation with the Agency and to the court, if necessary in the case.

Storage: Records are kept in file folders.

Retrievability: Files are indexed by the name of SBA employees or other individuals involved in the case.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
These addresses are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the paragraph above, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individuals involved in the case, witnesses, Agency investigation.

SBA045

System name: Borrower Insurance Files—SBA045

System location: The following District and Branch Offices maintain this system of records: Boise District Office, Casper District Office, Corpus Christi Branch Office, Honolulu District Office, Marshall District Office, New Orleans District Office, Pittsburgh District Office, Salt Lake City District Office and San Antonio District Office. All other District and Branch Offices maintain this information in the Loan Case File. See Appendix A for addresses.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records contains information relating to a Disaster Home Loan recipient's hazard insurance and Federal Flood Insurance, wherever applicable. These records include a copy of the insurance policy, a history of premium payments and related correspondence.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be disclosed in correspondence with a recipient's insurance company as to the status of his policy.

Storage: These records are maintained in file folders and index cards.

Retrievability: These records are indexed by recipient name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: These records are destroyed when the loan becomes inactive.

System manager(s) and address: District Directors, and Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information in the system should direct their requests to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, insurance companies, Housing and Urban Development—Farmers Home Administration.

SBA050

System name: Career Counseling Files—SBA050

System location: San Francisco Regional Office, San Francisco District Office. See addresses in Appendix A.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: This record system includes notes and forms completed during interviews between employees and supervisors regarding career goals and programs.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal Agency use only.

Storage: Records are kept in file folders.

Retrievability: Records are indexed by employee name within each division of the office.

Safeguards: Access to and use of these records is limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Records are retained for a period of time set by agreement between supervisor and employee.

System manager(s) and address: Regional Director, District Director. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office records
District Director for District Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Interview between employee and supervisor.

SBA055

System name: Chamber of Commerce Members—SBA055

System location: Kansas City Regional Office. See Appendix A for address.

Categories of individuals covered by the system: Chamber of Commerce members.

Categories of records in the system: This system of records contains information relating to individual members of Chambers of Commerce who are available as needed as spokesmen for SBA. The records include a summary of the individual's relationship with SBA.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

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

Storage: These records are maintained on index cards.

Retrievability: These records are indexed by individual's name and geographical area.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are kept indefinitely, but updated every two years.

System manager(s) and address: Regional Director. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request to the Regional Director at Kansas City.

The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so . advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the paragraph above, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, Agency employees.

SBA060

System name: Collateral—SBA060

System location: District and Branch Offices of the SBA. See Appendix A for addresses.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records contains negotiable collateral assigned to the SBA in connection with the award of a disaster home loan. Included in these records are registers of negotiable collateral assigned to SBA, trust receipts, bonds, certificates, mortgages, notes, titles, insurance policies, and agreements of extending deeds of trust.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in these records may be used:

In the event a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation 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 investigation or prosecuting such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

To provide data to the General Accounting Office for periodic reviews of this Agency.

To provide the Internal Revenue Service in response to its request with access to an individual's records for an official audit to the extent that the information is relevant and necessary to the IRS' function.

To request information from a Federal, State, or local agency or a private title search agency to determine an applicant's suitability for a loan.

A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course or settlement negotiations.

Storage: These records are maintained in file folders, index cards, safety deposit boxes and insulated combination safes.

Retrievability: These records are indexed by recipient name and/or loan number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: These records are retained until an individual's loan is paid-in-full or charged-off, then disposed.

System manager(s) and address: District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

District Director for District Office records
Branch Manager for Branch Office records

The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system conatins a record pertaining to him or her, the District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, Agency employees, bank correspondence, State officials, title search companies.

SBA065

System name: Collection Files—SBA065

System location: District, Branch and Central Offices of Small Business Administration and in the Federal Record Centers. See Appendix A for SBA addresses and Appendix B for FRC addresses.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records contains information relating to SBA collection activities in connection with Disaster Home Loans from the time of the initial disbursement until the loan is either paid-in-full or put in liquidation status. These records include:

SBA Form 573—"Cash Collateral and Abeyance Item Register"
SBA Form 230—"Receipt for Payment"
SBA Form 368—"Collectionsy—Disaster Deferred Participation Loans Purchased."
Default Vouchers
Various documents relating to the receipt and disposition of money remitted, issuances of past due notices and other related material.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

To respond to a request from a member of Congress regarding the status of a loan.

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature and whether arising by general statute or particular program statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

In the event court action arises from loan collection activities, a record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or counsel in the course or settlement negotiations.

To provide data to the General Accounting Office for periodic reviews of this Agency.

To provide the Internal Revenue Service, in response to its request, with access to an individual's records for an official audit to the extent that the information is relevant and necessary to the IRS' function.

Storage: These records are maintained on microfilm, magnetic tape, file folders, receipt books, ledgers, and insulated combination safes.

Retrievability: These records are indexed by recipient name as well as a cross-referenced loan number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records located in District and Branch Offices are retained for two years after the loan is paid or charged-off and then forwarded to a Federal Records Center where they are destroyed after two years. Records located in the Central Office are retained no more than two years and then either forwarded to a Federal Records Center for four years or sold for salvage.

System manager(s) and address: Privacy Act Officer, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
District Director for District Office records
Branch Manager for Branch Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, Agency employees, Banks, and Loan Case File.

SBA070

System name: Combined Federal Campaign—SBA070

System location: SBA Regional Offices in Kansas City, Mo., Boston, Mass., and Chicago, Ill. SBA District Offices in Columbus and Cleveland, Ohio. For the addresses of these offices, see Appendix A.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: This system contains a list of participants and their contributions. A copy of pledge cards, names and addresses of personnel connected with the Combined Federal Campaign, code of charities to which donations were made.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Names and addresses of those employees who are connected with the planning and accomplishments of the fund-raising drive are sometimes released to the media.

Storage: Records are maintained in file folders or binders, which are usually stored in file cabinets.

Retrievability: Records are indexed by name, within each fiscal year.

Safeguards: Records used by authorized persons only, on a need to know basis.

Retention and disposal: There is no official disposal schedule for these records, they are kept indefinitely.

System manager(s) and address: Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office records
District Director for District Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Employee on whom the record is maintained.

SBA075

System name: Commercial Toll Calls—SBA075

System location: Portland, Oregon District Office, and Cleveland, Ohio District Office. See Appendix A for addresses. Other offices may keep information on toll calls, but it is only indexed by date.

Categories of individuals covered by the system: SBA employees who have made commercial toll telephone calls.

Categories of records in the system: Copies of SBA Form 485A, "Commercial Telephone Toll Tickets."

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used in communicating with the General Services Administration, or the telephone company regarding telephone bills.

Storage: Records are kept in file folders.

Retrievability: In the offices listed above, these records are indexed by the name of the employee making a commercial toll call.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is utilized to prevent unauthorized disclosure.

Retention and disposal: Records are retained until an audit or until the information otherwise becomes outdated.

System manager(s) and address: District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the District Director. The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: SBA employees, telephone company, General Services Administration.

SBA080

System name: Completion Certificate Control Lists—SBA080

System location: Central Office, District and Branch Offices of the SBA. See Appendix A for addresses.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records contains information relating to SBA Form 1018, "Completion Certificate on SBA Disaster Loans." Each disaster loan recipient is required to execute this form when all loan proceeds have been expended. The system of records contains this form along with borrower reminders, past due listings, and verification reports.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

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

Storage: These records are maintained on magnetic tape, file folders, binders and index cards.

Retrievability: These records are indexed by recipient name as well as a cross-referenced loan number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Privacy Act Officer, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, Agency personnel, Loan Case File.

SBA085

System name: Congressional Hearing Files—SBA085

System location: Central Office of the SBA. See Appendix A for the address.

Categories of individuals covered by the system: SBA employees, as well as applicants for, and recipients of, SBA assistance.

Categories of records in the system: This system of records contains information about individuals in connection with preparation for and attendance at Congressional hearings. These records include data concerning program activities and personnel problems, intra-agency correspondence, investigations and Justice Department reports.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in these records may be used:

To respond to a request from a member of Congress.

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecution of such violation, or charged with enforcing or implementing the statute, or rule, regulation or order, issued pursuant thereto.

Storage: These records are maintained in file folders.

Retrievability: Parts of these records are indexed by an individual's name, and to that extent, are retrievable.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Privacy Act Officer. See Appendix A for the address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Privacy Act Officer. The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, Agency employees, Agency files, Justice Department.

SBA090

System name: Delinquent Loans—SBA090

System location: District and Branch Offices of the Small Business Administration and Federal Record Centers. See Appendix A for SBA addresses and Appendix B for FRC addresses.

Categories of records in the system: Recipients of disaster home loans whose loans have been classified as delinquent.

Categories of records in the system: This system of records contains information relative to delinquent disaster home loans. These records consist of monthly printouts of loans 30, 45, and 60 days past due and SBA Forms 1004A and 1004B, the collection notices and records on past due accounts. Included in these records are the number, amount and dates of delinquent payments, the amount of the loan, related correspondence and remarks by the Service Loan Officer.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal Agency use only.

Storage: These records are maintained in file folders and binders.

Retrievability: These records are indexed by the name of the recipient.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: The monthly listings are retained for up to one year and then destroyed. The 1004A and 1004B forms are transferred to the loan case file or an FRC if the loan becomes current. If the loan remains past due, these records are transferred to liquidation and retained until the loan is charged-off or paid-in-full and then forwarded to an FRC. Records maintained by a Federal Records Center are destroyed after four years.

System manager(s) and address: District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire at to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

District Director for District Office records

Branch Manager for Branch Office records

The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her. The District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the informatn sought.

Record source categories: Agency Collection Activities Branch, individual to whom

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Agency Collection Activities Branch, individual to whom record pertains, agency personnel.

SBA095

System name: Designations of Cashiers—SBA095

System location: Lubbock District Office at address listed in Appendix A.

Categories of individuals covered by the system: SBA employees in office who have been bonded to serve as cashiers.

Categories of records in the system: This record includes request for and designation of cashiers (SF 211 and 1195), who are required to be bonded for the handling of imprest funds and treasury checks.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records is referred to the Treasury Department for bonding.

Storage: Records are kept in file folders.

Retrievability: Records are indexed by the name of the employees designated as cashiers.

Safeguards: Records are kept in a file cabinet.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: District Director, Lubbock, Texas. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the District Director. The address is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual on whom record is maintained.

SBA100

System name: Disaster Relief Act Printout—SBA100

System location: Corpus Christi Branch Office of the SBA. See Appendix A for address.

Categories of individuals covered by the system: Recipients of Disaster Home Loans in the Corpus Christi area.

Categories of records in the system: This Computer Printout lists the name and address of borrowers to whom the "forgiveness" provision of the Disaster Relief Act applies.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

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

Storage: These records are maintained in a file folder.

Retrievability: Records are indexed by recipient name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Indefinite retention.

System manager(s) and address: Branch Manager. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Branch Manager for Branch Office records
The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, Agency employees.

SBA105

System name: Disbursements—SBA105

System location: Central, District and Branch Offices of the SBA and Federal Record Centers. See Appendix A for SBA addresses and Appendix B for FRC addresses.

Categories of individuals covered by the system: Recipients of disaster home loans.

Categories of records in the system: This system of records contains information relating to loan disbursement activities. These records consist of detailed listings of disbursements, SBA Form 191-checks requested, SBA Form 192-checks issued on loan closing and treasury check registers. The information includes amount of the loan, schedule of payments, actual disbursement calendars and overpayments made.

Authority for maintenance of the system: U.S.C. 301; 15 U.S.C. 634(b)(6); 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used;

To provide information to the public when disclosures are warranted.
In communicating with the Treasury Department on disbursement activities.
To provide data to the General Accounting Office for periodic reviews of this Agency.
To respond to a request from a member of Congress regarding the status of a particular loan.

Storage: These records are maintained in file folders, register books, and index cards.

Retrievability: These records are indexed by recipient name and loan number as well as a cross-referenced check control number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: The Central Office maintains these records for three years following the end of the fiscal year whereas the District and Branch Offices maintain the system either for two years or indefinitely. The records are then transferred to an FRC which disposes of them under GAO standards.

System manager(s) and address: Privacy Act Officer, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office Records
District Director for District Office Records
Branch Manager for Branch Office Records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: The individual to whom the record pertains, Treasury Department, Agency personnel, and Loan Case File.

SBA110

System name: EEO Pre-Complaint Counseling—SBA110

System location: Central Office, Regional Offices, District Offices and Branch Offices. For addresses see Appendix A.

Categories of individuals covered by the system: SBA employees who have requested counseling regarding discrimination in employment.

Categories of records in the system: File on each counseling case, compiled by Equal Employment Opportunity Counselor in each office. File may include statements made by the employee being counseled and other persons interviewed, record of attempts to resolve the problem, and EEO Counselor's Report. If a formal complaint is filed after counseling, the EEO Counselor's Report becomes part of the EEO Complaint case.

Authority for maintenance of the system: 5 C.F.R. 713, 13 C.F.R. 105.735-5-4.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used to report counseling activity to the Civil Service Commission, but such reports do not name the individuals who received counseling.

Storage: Files are kept in file folders.

Retrievability: Records are indexed by the name of the person requesting counseling.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is utilized to prevent unauthorized disclosure.

Retention and disposal: Some offices dispose of records after the problem is resolved. Others retain the records for a period of years or indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, and Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records

Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Person requesting counseling, other employees, EEO Counselor, and Personnel and employment records.

SBA115

System name: EEO Complaint Cases—SBA115

System location: Central Office. For address see Appendix A.

Categories of individuals covered by the system: SBA employees who have filed a complaint regarding discrimination in employment.

Categories of records in the system: Files on each complaint case, compiled by the Office of Equal Employment Opportunity. File may include statements made by the complainant and other persons interviewed, EEO Counselor's Report, other information developed in the investigation of a complaint, notes of attemots to resolve the complaint, report of a hearing, Hearing Examiner's Recommendations, and Agency action on the case. Files also include closed cases.

Authority for maintenance of the system: 5 C.F.R. 713, 13 C.F.R. 105.735-5-4.

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

These records are used to report complaints to the Civil Service Commission.

In the event that a complaint results in a hearing, records in this system will be used in preparing and presenting the case before a Complaints Examiner designated by the Civil Service Commission.

In the event that a complaint is appealed to the Civil Service Commission, these records will be used by the Appeals Review Board in making a decision on the case.

In the event that a complaint results in a suit in a Federal court, these records will be referred to the Department of Justice and used by that Department to prepare and present the case in court.

Storage: Files are maintained in file folders.

Retrievability: Records are indexed by the name of the person filing a complaint.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Records are kept indefinitely.

System manager(s) and address: Privacy Act Officer. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Privacy Act Officer, Central Office, at the address listed in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Complainant, Witnesses, Hearing transcript, Complaints Examiner's Recommendations, Agency investigation, Personnel and Employment records.

SBA120

System name: Employee Awards—SBA120

System location: This system is maintained by most SBA Regional and District Offices. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees nominated for and/or receiving awards.

Categories of records in the system: Narratives on each individual nominated for Civil Servant of the Year, SBA Honor Award nominees, Federal Women's Award nominees, recommendations of supervisors and other supporting documentation submitted to awards boards.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: List of nominees for the Federal Women's Award are sent to the Civil Service Commission for consideration.

Storage: These records are kept in file folders which are usually stored in file cabinets.

Retrievability: Records are indexed by name of employee or title of award.

Safeguards: Personnel screening - information released to authorized persons only.

Retention and disposal: These records are retained for a period varying from three to five years, then disposed of.

System manager(s) and address: Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Employees, official Personnel folders, supervisors, Civil Service Commission, Department of Labor, other agencies and organizations.

System name: Employee Biographical Files—SBA125

System location: Central Office, Regional Offices, District Offices, El Paso Branch Office. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: Records include biographical data such as date of birth, employment history, education, photographs, news clippings and record of public appearances in an official capacity. These files do not necessarily contain information on all SBA employees.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records will be released to news media, other Government agencies, and private groups and organizations for publicity purposes.

Storage: Records are kept in file folders.

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

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Most offices retain the records as long as the person is employed by SBA.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Manager. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records

District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual on whom record is maintained, Agency personnel records and memoranda, news media.

SBA130

System name: Employee Bond Participation Files—SBA130

System location: Central Office, Regional and District Offices. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees who purchase U.S. Savings Bonds through payroll deduction.

Categories of records in the system: This record includes the name of an employee purchasing Savings Bonds, address, Social Security number, amount of deduction, bond denomination, names of co-owners or beneficiaries, correspondence and other information relating to bonds.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

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

Records in this system are referred to the Treasury Department for the purchase of bonds.
These records are reviewed by the General Accounting Office in the course of an audit of the Agency.

Storage: Records are kept in journals or file folders.

Retrievability: Records are indexed by employee name or Social Security number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Perosnnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Central Office Files are disposed of after three years or a GAO audit. Other files are kept indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, and District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Employee Savings Bond Form (SBA 1042), Payroll Master File.

SBA135

System name: Employee Counseling Program—SBA135

System location: SBA Central Office; Denver Regional Office; Boston Regional Office; Wichita, KS District Office. See Appendix A for addresses.

Categories of individuals covered by the system: Employees who have requested counseling for personal problems and employees designated as counselors.

Categories of records in the system: Case history documentation relative to problems. Counseling data. Referrals for assistance. Health benefit, compensation or disability processing assistance. Names of employees designated as Employee Counseling Program councelors.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Employee Counseling Program records may be used to contact a doctor or other form of assistance for the employee being counseled.

Storage: Records are stored in locked file cabinets or in the desk of the Employee Counseling Program counselor.

Retrievability: Records are indexed either by the name of the counselor or the employee being counseled.

Safeguards: Records are released to authorized personnel only, on a need to know basis.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: SBA employees and their supervisors.

SBA140

System name: Employee Evaluation and Supervision Files—SBA140

System location: Central Office, Regional Offices, District Offices, Branch Offices. For addresses see Appendix A.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: This record contains Annual Performance Ratings, informal incident files on job activities, and other informal information relating to job performance, kept by supervisors.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal Agency use only.

Storage: Records are kept in file folders.

Retrievability: Records are indexed by employee name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is utilized to prevent unauthorized disclosure.

Retention and disposal: Retention varies from one year to indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertain-

ing to him or her, the Privacy Act Officer, Regional Director, District Director2 or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Supervisors; Observation, conversation, interviews with employees; Agency Personnel records.

SBA145

System name: Employee Identification Card Files—SBA145

System location: Central Office, Regional Offices, District Offices, Branch Offices. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: These files contain names of employees and the identification card numbers issued to them.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal Agency use only.

Storage: Records are kept in file folders or card files.

Retrievability: Records are indexed by employee name or identification card number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is utilized to prevent unauthorized disclosure.

Retention and disposal: Records are retained until employee terminates service with SBA, or indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director, or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual on whom record is maintained, Agency Personnel records.

SBA150

System name: Employee Suggestions—SBA150

System location: Central Office, Regional Offices, Anchorage District Office, Cleveland District Office, Des Moines District Office. For addresses see Appendix A.

Categories of individuals covered by the system: SBA employees who have filed suggestions.

Categories of records in the system: Records include a copy of the suggestion, and information relating to the disposition made of the suggestion.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal Agency use only.

Storage: Records kept in file folders.

Retrievability: Records in the offices listed above are indexed by the name of the person making the suggestion. Suggestion files in other offices are retrievable by date.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Files are kept indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Employee who filed suggestion, Agency personnel who review suggestions.

SBA155

System name: Employment Applications—SBA155

System location: Maintained by individual divisions of the SBA Central, Regional, District, and Branch Offices. See Appendix A for addresses of these offices.

Categories of individuals covered by the system: Applicants for permanent, part-time, and temporary employment with the SBA.

Categories of records in the system: This system of records contains letters of introduction, resumes, personal qualifications statements, referrals, references, pre-employment inquiries, job interview records, Civil Service Commission ratings and lists of eligibles.

Authority for maintenance of the system: 5 U.S.C. 301; 15 U.S.C. 634(b)(6); 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The resumes, etc. of those applicants seeking referral assistance are sometimes forwarded to other Federal agencies for possible employment.

Storage: These records are usually stored in folders within file cabinets.

Retrievability: Records are indexed by applicant's name.

Safeguards: Information released only to authorized personnel on a need to know basis.

Retention and disposal: File disposed of after two years.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Applicant to whom the file pertains, Civil Service Commission, and persons who furnish references for applicant.

SBA160

System name: Exit Interviews—SBA160

System location: SBA Regional Offices in Denver, Colorado and in San Francisco, California. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees who resigned.

Categories of records in the system: A written record of interviews conducted by the Personnel Office to determine why an employee resigned.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are maintained for internal Agency use only.

Storage: The records in this system are stored in file cabinets.

Retrievability: These records are retrieved by the name of the employee.

Safeguards: Records are released to authorized Agency personnel only.

Retention and disposal: These records are maintained indefinitely.

System manager(s) and address: Regional Directors in Denver and San Francisco. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the appropriate Regional Director in either Denver or San Francisco. The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Interviews with employees and supervisors.

SBA170

System name: Finance & Investment Career Program—SBA170

System location: Central Office. Regional Offices. District Offices in Hartford, Connecticut; Lubbock, Texas; Seattle, Washington. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees who have applied for or enrolled in the F & I Career Program.

Categories of records in the system: This system of records includes application forms, appraisals of the employee's performance and potential, training plans, record of an employee's activities in the program, and correspondence relating to the individual and the program.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

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

Information in these records may be used in communicating with a Union which represents SBA employees, in regard to the Career Program.

Information in these records may be communicated to the Civil Service Commission whenever necessary to implement a Personnel action.

These records may be examined by the General Accounting Office or the Civil Service Commission in the course of a review of the Agency.

Storage: Records are kept in file folders or binders.

Retrievability: Records are indexed by employee name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Records are kept indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Employees, Supervisors, Agency Personnel records.

SBA180

System name: Government Drivers' Licenses and Use of Vehicles—SBA180

System location: Regional, District and Branch Offices of the SBA. See Appendix A for addresses.

Categories of individuals covered by the system: Employees authorized to use government vehicles.

Categories of records in the system: This system of records contains information relating to use of government vehicles. Records include SBA Form 607, "Car Authorizations," applications for government driver's license, accident reports, physical fitness statements and operator's identification card.

Authority for maintenance of the system: 40 U.S.C. 471.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in these records may be used:

To supply the General Services Administration and the General Accounting Office with information necessary and relevant to the Agencies' functions.

To request information from State and local police departments to determine an employee's eligibility for a government license.

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course or settlement negotiations.

Storage: These records are maintained in file folders and index cards.

Retrievability: Records are indexed by employee name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, witnesses to accidents, police records, personnel involved in accidents.

SBA185

System name: Grievances and Personnel Practices Appeals—SBA185

System location: Central Office, Regional Offices, or District Offices where grievances or personnel practices appeals have been filed.

Categories of individuals covered by the system: SBA employees who have filed grievances under Union grievances procedures or Personnel Practices Appeals Procedures.

Categories of records in the system: This system includes correspondence, supporting documents, transcripts of hearings, information developed in investigating a grievance or appeal, and other information related to the processing of the grievance or appeal. These cases may be processed under a Union grievance procedure, or procedures established by the Agency pursuant to the Administrator's memorandum of December 9, 1974, to ensure that merit principles and personnel laws and regulations are carried out, where other procedures are not applicable.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C 3101, Collective Bargaining Agreements with Unions which represent SBA employees, SBA Administrator's memorandum of December 9, 1974.

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

Information in these records may be communicated to the Union pursuant to the grievance procedure.

These records may be reviewed by the Civil Service Commission or used in reporting to the Civil Service Commission on labor-management relations activity.

Records may be disclosed to a Hearings Examiner from outside the Agency, purusant to established procedures.

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by name of the employee filing the grievance or appeal.

Safeguards: Access to and use of these records are limited to those persons whose offical duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual who files grievance or appeal, other employees, Union, Personnel and employment records.

SBA190

System name: Hurricane Agnes Disaster Files—SBA190

System location: Philadelphia Regional Office, Harrisburg Branch Office and Wilkes-Barre Branch Office of SBA. See Appendix A for addresses.

Categories of individuals covered by the system: Recipients and applicants of SBA Disaster Home Loans, recipients of Pennsylvania State grants.

Categories of records in the system: This system of records contains information relating to loans applied for and/or issued during the Hurricane Agnes disaster of June 1972. These records include:

Detailed analysis of every SBA disaster loan over 50,000 approved in the Philadelphia Region during the Hurricane Agnes disaster of June 1972,

List of individuals receiving State grants,

List of Mobile Home Loans fully forgiven,

List of borrowers scheduled for liquidation and other information needed to determine eligibility of a borrower for additional funds,

Active disaster accounts containing U.S. Court Order for Restitution for misuse of loan proceeds.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101, 15 U.S.C. 634(b)(6).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in these records may be used:

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

To request information from a Federal, State, or local agency maintaining civil, criminal or other information relevant to determining an applicant's suitability for a loan.

Storage: Records are indexed by recipient's name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Regional Director, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, Loan Case Files, Department of Community Affairs (State of Pa.), United States Probation Officer, United States Clerk of Courts, Agency employees.

SBA195

System name: Inquiries and Correspondence—SBA195

System location: Central, District and Branch Offices of the SBA. See Appendix A for addresses.

Categories of individuals covered by the system: Individuals who have inquired of, or corresponded with, the Small Business Administration, or have been the subject of such inquiry.

Categories of records in the system: This system of records contains information relating to correspondence and inquiries which are filed by the inquiror's name, and are not filed chronologically. Included in these records are inquiries from members of Congress, borrowers and applicants, and interested members of the public and news media. Also included in this system is information relating to Disaster Home Loan borrowers and applicants, and SBA employees who have been the subject of an inquiry, where such information is filed by the individual's name and not chronologically.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

To respond to a request from a member of Congress regarding the status of a loan or application for a loan.

To provide information to the public on an approved loan. Such information is limited to the name and address of the recipient, term and rate of the loan and the apportioned amount of the loan for real or personal property loss.

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecution of such violation, or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

To provide data to the General Accounting Office for periodic reviews of the Agency.

To provide information or disclose to State and Federal agencies, in response to their requests, in connection with the issuance of a grant, loan, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

Storage: These records are maintained in file folders, on magnetic tape, and index cards.

Retrievability: These records are indexed by individual's name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: These records are retained for no more than three years and then disposed of.

System manager(s) and address: Privacy Act Officer, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, Agency personnel, case files, Congressional correpondence, General Accounting Office.

SBA 205

System name: Legal Work Files on Personnel Problems—SBA205

System location: SBA Central See Appendix A for address.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: These work files include opinions, advice, transcripts, witness statements, etc. maintained by the General Counsel's Office on personnel cases.

Authority for maintenance of the system: 15 U.S.C. 634(b)(6); 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal agency use only.

Storage: Records kept in file folders which are stored in file cabinets.

Retrievability: Records indexed by employee's name.

Safeguards: Access limited to those employees in General Counsel's Office involved in these cases.

Retention and disposal: These work files are kept indefinitely.

System manager(s) and address: Privacy Act Officer. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Privacy Act Officer.

The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Office of Personnel, Third party witnesses.

SBA210

System name: Lessees of Federally Owned Land on Rivers in Illinois—SBA210

System location: Springfield, Illinois Branch Office. See Appendix A for address.

Categories of individuals covered by the system: Leesees of Federally owned land on rivers in Illinois.

Categories of records in the system: This system of records contains information as to whether these individuals did or did not obtain SBA loans during the 1973 Federally declared flood disaster.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal Agency use only.

Storage: These records are maintained in a file folder.

Retrievability: These records are indexed by lessee name as well as a cross-referenced lot number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

System manager(s) and address: Branch Manager. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Branch Manager in Springfield, Ill.

The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Department of the Army, Corps of Engineers.

SBA220

System name: Litigation and Claims File—SBA220

System location: Central Office, Regional, District and Branch Offices, and Federal Records Centers. See Appendix A for SBA addresses and Appendix B for FRC addresses.

Categories of individuals covered by the system: All Disaster Home Loan recipients and other individuals who are parties to lawsuits or claims involving the SBA.

Categories of records in the system: This system of records contains information relating to recipients who have been classified as "in litigation" and all individuals involved in claims asserted by or against the Agency. These records include, wherever applicable: affidavits, briefs, pleadings, depositions and interrogatories, summaries of loan status with entries of progress of litigation, opinions, copies of Departement of Justice papers concerning loan cases in litigation, summary foreclosures, chattel lien searches, requests and answers under disclosure of information, modifications of loan terms and conditions, recipients' attorneys' names, amount of liability, narrative report of actual and contingent liabilities and related correspondence.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

> In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecution of such violation, or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

In the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course or settlement negotiations.

Storage: These records are maintained in file folders, binders and index cards.

Retrievability: These records are indexed by the name of recipient and claimant.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: The litigation records are maintained by the Central Records Section for one year after the litigation action has been completed and marked "closed". At that time some records may be transferred to the Loan Case File while the remainder are destroyed. Records of claims and Disclosures of Information are maintained indefinitely and Actual and Contingent Liabilities Reports are maintained until the case is resolved, then forwarded to a Federal Records Center which disposes of them according to a GSA schedule.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Officer records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to those records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, Agency personnel, Department of Justice, interviews and correspondence with individuals outside of the Agency, bankruptcy notices, court records, title companies, and Loan Case Files.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(2) and (k)(5), all investigatory material in the record compiled for law enforcement purposes or for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts, or access to classified information is exempt from the notification, access, and contest requirements (under 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the Agency regulations. This exemption is necessary in order for the Agency legal staff to properly perform its functions.

SBA225

System name: Loan Accounting—SBA225

System location: Central Office of the SBA. See Appendix A for address.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records lists information necessary for proper accounting of Disaster Home Loans. Included in these records are transaction registers, listings of stop actions and manual freezes, listing of assets and liabilities, and listings of outstanding items in suspense.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

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

Storage: Records are maintained in file folders and binders.

Retrievability: Records are indexed by loan number.

Safeguards: Access to and use of these records are limited to Accounting Operations Division personnel. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Privacy Act Officer. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Privacy Act Officer. The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, Agency employees, Loan Case File.

SBA230

System name: Loan Activity Reports—SBA230

System location: District, Branch and Regional Offices of the Small Business Administration. For addresses, see Appendix A.

Categories of individuals covered by the system: Applicants for and recipients of Disaster Home Loans.

Categories of records in the system: This system of records contains information relating to a Disaster Home Loan. Included in this system are lists of loan approvals, lists of loans declined, lists of loans cancelled, lists of bank officers, SCORE/ACE volunteers and Advisory Council members receiving loan approval lists, lists of loans in servicing, lists of loans pending, lists of borrowers' Federal tax status, lists of undisbursed approved loans, lists of loans maturing, and lists of disbursed loans. Lists of approved loans contain information relating to the amount of a loan, the term and rate.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

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

for internal use, with the exception of loan approval lists. Information contained in a loan approval list may be used:

To respond to a request from a member of Congress regarding the status of a loan.

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

To provide data to the General Accounting Office for periodic reviews of this Agency.

To provide the Internal Revenue Service with access to an individual's records for an official audit to the extent that the information is relevant and necessary to the IRS' function.

To provide information to the public on an approved loan. Such information is limited to the name and address of the recipient, term and rate of the loan and the apportioned amount of the loan for real or personal property loss.

Storage: These records are maintained in file folders, binders and index cards.

Retrievability: Records are indexed by applicant and recipient name as well as, for approved loans, the loan number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening in employed to prevent unauthorized disclosure.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, Agency employees, Loan Case File, and Loan Master Files.

SBA235

System name: Loan Case File—SBA235

System location: All District and Branch Offices and some Regional Offices of the Small Business Administration and in Federal Record Centers. See Appendix A for SBA addresses and Appendix B for FRC addresses.

Categories of individuals covered by the system: Applicants and recipients of disaster home loans.

Categories of records in the system: This system of records contains information relating to an individual who has applied for, or is receiving a disaster home loan from the time of the individual's application until the date of payment in full or charge-off if approved; or until the date of an official denial if declined. These records include:

Loan applications and supporting documents
Personal history and financial statements
Credit information
Investigative reports
Appraisers' reports
Correspondence and recommendations of responsible SBA official including approval authorizations
Disbursement amount, term and rate
History of repayments
Collateral and UCC filings
Collection and liquidation activities
Related correspondence
Settlements and compromises
Participating banks

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

To respond to a request from a member of Congress regarding the status of an application or loan.

To provide information to the public on an approved loan. Such information is limited to the name and address of the recipient, term and rate of the loan, and the apportioned amount of the loan for real or personal property loss.

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

To request information from a Federal, State or local agency or a private credit agency maintaining civil, criminal or other information relevant to determining an applicant's suitability for a loan.

To provide data to the General Accounting Office for periodic reviews of this Agency.

To provide information or disclose to State and Federal agencies, in response to their requests, in connection with the issuance of a grant, loan, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

To provide the Internal Revenue Service, in response to its request, with access to an individual's records for an official audit to the extent that the information is relevant and necessary to the IRS' function.

A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of such proceedings or in settlement negotiations.

Storage: These records are maintained in file folders, binders, and index cards.

Retrievability: These records are indexed by applicant and recipient name as well as a cross-referenced loan number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records on approved loans are retained for two years after the loan is paid or charged-off and then forwarded to a Federal Records Center where they are destroyed four years later. Records on withdrawn, declined or cancelled applications are retained for two years after notification of final action and are then destroyed.

System manager(s) and address: Regional Directors, District Directors and Branch Mnagers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertain-

ing to him or her, the Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, Agency employees, financial institution reports, law enforcement agencies, and Federal Disaster Assistance Administration.

SBA240

System name: Loan Closings—SBA240

System location: District and Branch Offices of the SBA. See Appendix A for address.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records lists closing information relating to Disaster Home Loans. Included in these records are closing reports, disbursement status of loan account, expiration of disbursement periods, and other records of disbursement.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

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

Storage: These records are maintained in file folders, binders, and index cards.

Retrievability: These records are indexed by recipient name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Files are retained indefinitely.

System manager(s) and address: District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, Agency employees, Loan Case File.

SBA245

System name: Loans in Liquidation, Charged-Off or Paid-in-Full—SBA245

System location: Central Office, District and Branch Offices of the SBA and Federal Records Centers. See Appendix A for SBA addresses and Appendix B for FRC addresses.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records contains information relating to Disaster Home Loans that have been placed in liquidation status or have been charged-off. These records include information on finances of borrowers, disposition of collateral, how recoveries are applied, comments relative to liquidation status, and date of final charge-off.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

To provide data to the General Accounting Office for periodic reviews of this Agency.

To provide the Internal Revenue Service, in response to its request, with access to an individual's records for an official audit to the extent that the information is relevant and necessary to the IRS' function.

In the event court action arises from loan collection activities, a record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course or settlement negotiations.

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

Storage: These records are maintained in file folders, index cards, and magnetic tape.

Retrievability: These records are indexed by recipient name as well as a cross-referenced loan number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records on a loan in liquidation are retained by the SBA for three years after the case is closed. Except for those cases on which subsequent collection efforts have been made within three years from the date of closing, the records are then transferred to a Federal Records Center, which will dispose of the records after four years.

System manager(s) and address: Privacy Act Officer, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, Agency employees, financial institution reports, creditors of the individual, auctioneers, U.S. Attorney, SBA Collateral File, SBA Loan Case File.

SBA250

System name: Loan Master Files—SBA250

System location: Central Office of Small Business Administration. See Appendix A for the address.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records contains information relating to an individual who has received an SBA Disaster Home Loan. Included in these records are: approval, disbursement, delinquency and bank participation data, modifications of loans, litigation data, and minority code.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in these records may be used:

To respond to a request from a member of Congress regarding the status of a loan.

A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of such proceedings or in settlement negotiations.

In the event that a system of records maintained by this agency to carry out its funciton indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

To provide information or disclose to State and Federal agencies, in response to their requests, in connection with the issuance of a grant, loan or benefit by the requesting agency, or in connection with a review or audit by the other agency. Disclosure will be made only to the extent that the information is relevant and necessary to the requesting agencies' functions.

Storage: These records are maintained on microfilm, magnetic tape, magnetic disc, and in file cabinets.

Retrievability: These records are indexed by loan number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Files are maintained indefinitely.

System manager(s) and address: Privacy Act Officer. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Privacy Act Officer. The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Loan Case File, individual to whom record pertains, Agency employees.

SBA255

System name: Management Assistance Resource Files—SBA255

System location: Central Office, Regional Offices, District Offices, and Branch Offices of the SBA. See Appendix A for addresses.

Categories of individuals covered by the system: SCORE/ACE volunteers, persons who borrow Management Assistance training materials, Small Business Institute coordinators, and other individuals who are potential speakers, counselors or authors and reviewers for Management Assistance.

Categories of records in the system: This system of records contains information relating to individuals listed in the above paragraph. These records include biographical sketches of volunteers, correspondence, copies of travel vouchers, files of accomplishments, copies of counseling reports, occasional evaluations of individual volunteers, publications authored, news releases and clippings.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

To provide SCORE/ACE volunteers with information about an individual SCORE or ACE volunteer.

To provide university coordinators with information about potential speakers at management training sessions.

Storage: These records are maintained in file folders, binders, and index cards.

Safeguards: Access to and use of these records are limited to those Agency personnel and volunteers whose duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained, in the case of SCORE volunteers, for three years either after a volunteer withdraws or has his name removed from active participation, and are then destroyed. For all others, files are retained indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, Agency employees, members of SCORE or ACE, news media, educators and universities, professional organizations, civic organizations.

SBA260

System name: Minority Groups—SBA260

System location: Central Office and the District Offices in New Orleans, Sioux Falls and San Diego. See Appendix A for the addresses.

Categories of individuals covered by the system: Officers and members of minority organizations and minority government and civic leaders.

Categories of records in the system: This system of records contains information on individual's affiliated with various minority activities. Included within this system are membership lists of:

Indian tribes in South Dakota, the Mexican-American Federation of San Diego County, the Union of Pan Asian Communities of San Diego County, Black Mayors of Louisiana and other community organizations. The information in this system includes:

Addresses, telephone numbers, news clippings, position in the organization, investigative materials where applicable and related correspondence.

Authority for maintenance of the system: 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal use only.

Storage: These records are maintained in file folders.

Retrievability: These records are indexed by individual member name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: These records are retained indefinitely.

System manager(s) and address: Privacy Act Officer, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office Records
District Director for District Office Records

The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, Bureau of Indian Affairs, Mexican-American Federation of San Diego County, Union of Pan Asian Communities of San Diego County, Business Resource Center of San Diego, Urban League Business Directory, Agency personnel and the news media.

SBA265

System name: Modifications in Loan Accounting—SBA265

System location: Central Office, District and Branch Offices of SBA. See Appendix A for addresses.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records lists information necessary to keep Loan Case Files up-to-date with changes of borrower's address or loan status, deferments and rejections in payments, and other modifications as contained in SBA Form 327.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal use only.

Storage: These records are maintained in file folders, binders, and index cards.

Retrievability: Records are indexed by loan number and name of borrowers.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained for no more than two years, then destroyed.

System manager(s) and address: Privacy Act Officer, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
District Director for District Office records
Branch Manager for Branch Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Agency Personnel, Individual to whom record pertains, Loan Case File, Financial Institutions.

SBA270

System name: Non-Career Employees—SBA270

System location: Central Office, at address listed in Appendix A.

Categories of individuals covered by the system: Schedule C (Non-Career) employees or applicants.

Categories of records in the system: File includes Clearance Requests, Standard Form 171, resumes and other background information on applicants for non-career positions with the SBA.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

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

Information in these records is used to respond to requests for information from the White House, and to forward information to the White House.

These records may be examined by the Civil Service Commission or General Accounting Office in reviewing the Agency.

Storage: Records are kept in file folders.

Retrievability: Retrievable by name of applicant or employee.

Safeguards: Records are kept in locked filing cabinet. Personnel screening is utilized to prevent unauthorized use.

Retention and disposal: Files are kept current and are disc when no longer needed.

System manager(s) and address: Privacy Act Officer. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Privacy Act Officer at the address contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reason for contesting it and the proposed amendment to the information sought.

Record source categories: Individuals on whom record is maintained, White House.

SBA275

System name: Notaries Public—SBA275

System location: Houston District Office, Fairbanks Branch Office. For addresses see Appendix A.

Categories of individuals covered by the system: SBA employees who have been designated to function as Notaries Public.

Categories of records in the system: This system is a record of employees designated as Notaries Public, whose fees are paid by the agency.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in this system may be used to communicate with the appropriate agency of a State Government responsible for bonding Notaries Public.

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by the name of the employee designated as a Notary Public.

Safeguards: Kept in file cabinet.

Retention and disposal: Indefinite retention, or until superseded.

System manager(s) and address: District Director, Branch Manager. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

District Director for District Office Records
Branch Manager for Branch Office Records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her. The District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it. And the proposed amendment to the information sought.

Record source categories: Individuals on whom record is maintained; purchase orders for fees.

SBA280

System name: Occupational Injuries—SBA280

System location: Central, District, Regional and Branch Offices where injuries have occurred. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees who have been involved in an accident or injured on the job.

Categories of records in the system: Records include report forms on accidents and injuries, medical reports, medical bills and other information pertinent to the accident or injury.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101, 29 U.S.C. 651-78.

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

Records in this system are used to report accidents and injuries to the Department of Labor.

Records in the system may be used in processing claims for compensation for on-the-job injuries, by the appropriate Agency or a court.

Storage: Records are kept in file folders.

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

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Files are retained indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Director, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director, or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting and the proposed amendment to the information sought.

Record source categories: Employee involved in accident, witnesses, other Agency personnel.

SBA285

System name: Official Travel Files—SBA285

System location: Central Office, at address listed in Appendix A. Federal Records Centers, at addresses listed in Appendix B.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: Files include Travel Vouchers submitted by each employee.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

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

Records are reviewed by the General Accounting Office in the course of an audit of the Agency.

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulatory 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 investigation or prosecution of such violation, or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

Storage: Records are kept in file folders.

Retrievability: Records are indexed by employee name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is utilized to prevent unauthorized disclosure.

Retention and disposal: Records are maintained for two years after the end of a fiscal year, or until a GAO audit. Records are then transferred to a Federal Records Center, where they will be disposed of ten years after the end of the fiscal year in which the records were compiled.

System manager(s) and address: Privacy Act Officer. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Privacy Act Officer, at the address contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals siring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Travel Vouchers submitted by employees.

SBA290

System name: Outside Employment Files—SBA290

System location: Central Office, Regional Offices, Lubbock District Office. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees who have requested permission to engage in outside employment.

Categories of records in the system: Records include requests for outside employment, correspondence concerning such requests, and notification of Agency approval or disapproval of outside employment.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

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

Storage: Records are kept in file folders.

Retrievability: Records are indexed by name of employee.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Director. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Office for Central Office records
Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct there request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Employee requesting approval of outside employment and other Agency personnel.

SBA295

System name: Payroll Files—SBA295

System location: SBA Central Office. See Appendix A for address.

Categories of individuals covered by the system: SBA employees, active and inactive.

Categories of records in the system: Name, Social Security number, employee number, grade, step, and salary; organization, retirement or FICA data as applicable; Federal, State and local tax deductions, as appropriate; savings bond and charity deductions; regular and optional Government life insurance deductions; health insurance deduction and plan or code; cash award data; union dues deductions; allotments, by type and amount; financial institution code and employee account number; leave status and leave data of all types; time and attendance records, including number of regular, overtime, holiday, Sunday, and other hours worked; mailing address; co-owner and/or beneficiary of bonds, marital status and number of dependents; notification of Personnel Actions; unemployment records; register of separations; annual leave restoration; over-payment indebtedness; correspondence from employees concerning payroll problems.

Authority for maintenance of the system: Title 6, GAO Policy and Procedures Manual, pursuant to 31 U.S.C. 66(a), and sections 112(a) and 113 of the Budget and Accounting Procedures Act of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in this record system may be used:

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

To transmit data to U.S. Treasury to effect issuance of paychecks to employees and distribution of pay according to employee directions for savings bonds, allotments, financial institutions, and other authorized purposes.

By the General Accounting Office for audit purposes.

In reporting tax withholding to Internal Revenue Service and appropriate State and local taxing authorities; FICA deductions to the Social Security Administration; dues deductions to labor unions; withholdings for health insurance to insurance carriers and the U.S. Civil Service Commission; charity contribution deductions to agents of charitable institutions; annual W-2 statements to taxing authorities and the individual.

Storage: Both manual and machine-readable.

Retrievability: By name and/or employee or Social Security number.

Safeguards: Physical, technical, and administrative security is maintained, with admission to records storage areas limited to authorized personnel.

Retention and disposal: Retained on site until after GAO audit, then disposed of, or transferred to Federal Records Storage Centers in accordance with the fiscal records program approved by GAO, as appropriate, or General Record Schedules of GSA.

System manager(s) and address: Privacy Act Officer. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Subject individuals, supervisors, timekeepers, official personnel records, and IRS.

SBA300

System name: Personnel Benefits Files—SBA300

System location: Cleveland District Office, Casper District Office, Des Moines District Office. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: This record contains information on the enrollment option and carrier number of employees enrolled in Health Insurance and Retirement Plans.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101, 29 U.S.C. 651-78.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records is used in communicating with insurance carriers in regard to employee benefits.

Storage: Records are kept in file folders or card files.

Retrievability: Records are indexed by employee name.

Safeguards: Access to and use of these records is limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the District Director. The address of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information contained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Agency personnel records, individual on whom records are maintained.

SBA305

System name: Personnel Card Index Files—SBA305

System location: Central Office, Regional Offices, District Offices, and Branch Offices. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: This record is kept by each office on its employees. It contains a summary of personnel information, including Social Security number, birthdate, address, telephone number, marital status, employment history, and similar information.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in this system may be used in responding to inquiries from members of Congress.

Records may be used in responding to inquiries from banks or institutions on employees requesting loans or credit.

Storage: Records are kept on cards, or on Standard Form 7, "Employee Service Record Card," in Card Files.

Retrievability: Records are indexed by employee name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Records are retained for ten years after the employee leaves the Agency, then disposed of.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, and Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records

Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Employees on whom records are maintained, Agency Personnel Actions and records.

SBA310

System name: Personnel Organization Roster—SBA310

System location: Maintained at SBA Central Office and at most field offices. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: Employee's name, Social Security number, position title, occupational series, pay plan, grade, step, salary, veteran preference, tenure, birth date, date entered Federal Service, and time spent in grade.

Authority for maintenance of the system: 15 U.S.C. 634(b)(6); 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal Agency use only.

Storage: These records are copies of a computer listing which are kept in file cabinets or the desk of the responsible employee.

Retrievability: Records are filed by office, program area, and name.

Safeguards: Information released only to authorized persons on a need to know basis.

Retention and disposal: A new listing is generated each month. The Central Office disposes of old copies after three years or upon completion of a Civil Service Commission inspection. Field offices dispose of old monthly copy when new copy is received or periodically, if desired.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Personnel and Payroll Records.

SBA315

System name: Personnel Security Files—SBA315

System location: SBA Central Office and Regional Offices. See Appendix A for addresses.

Categories of individuals covered by the system: Active and inactive SBA employees.

Categories of records in the system: This system contains the active and inactive personnel security files, which include the employee's or former employee's name, background information, personnel actions, and Civil Service Commission's full field investigations. Also included in this system are the Civil Service Commission's National Agency checks and the names of those employees in sensitive positions requiring full field investigations.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101, Executive Order 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the investigation or prosecution of such violations or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

Full field investigations and National Agency checks are returned to the Civil Service Commission when employee becomes inactive.

Records in the active and inactive personnel security files are forwarded to other Federal agencies conducting background checks.

A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of such proceedings or in settlement negotiations.

Storage: The active and inactive personnel security files are maintained in rotary diebold power files. CSC National Agency checks are maintained in locked safes.

Retrievability: Records are retrieved by employee's name.

Safeguards: Personnel screening. Information released only to authorized persons.

Retention and disposal: Civil Service Commission National Agency checks are kept until the employee leaves government service and then returned to CSC.

On the separation of an employee from SBA, Security and Investigations Division strips the file and forwards the full field portion of an investigation to the CSC. Remaining information of a nonderogatory nature is destroyed, while derogatory information is kept indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer or Regional Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: SBA employees, SBA Personnel Office, third party witnesses, Civil Service Commission.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(2) and (k)(5), all investigatory material in the record compiled for law enforcement purposes or for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts, or access to classified information is exempt from the notification, access and contest requirements (under 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the Agency regulations. This exemption is necessary in order to fulfill commitments made to protect the confidentiality of sources and to maintain access to sources necessary in making determinations of suitability for employment.

SBA320

System name: Portfolio Reviews—SBA320

System location: Central Office, District Offices, Branch Offices. For addresses see Appendix A.

Categories of individuals covered by the system: Recipients of SBA Disaster Home Loans.

Categories of records in the system: This system consists of reports compiled by the Office of Portfolio Review in the course of reviewing field office handling of all loans. Disaster Home Loans are included in these reviews only occasionally. Central Office files also include line cards prepared with summary information on each loan. Until early 1975 the Portfolio Review Reports contained this information on each loan listed alphabetically. Since that time, loans are no longer listed, but are named only when there is a particular problem in the loan handling.

Authority for maintenance of the system: 15 U.S.C. 634(b)(6), 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records in this system may be examined by the General Accounting Office in the course of a review of the Agency.

Storage: Records are kept in file folders.

Retrievability: Records are indexed by office. Some information within the records is retrievable by loan name or number.

Safeguards: Access to and use of these records is limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Reports are retained indefinitely. Line cards in Central Office are retained until the next report, then disposed of.

System manager(s) and address: Privacy Act Officer, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
District Director for District Office records
Branch Manager for Branch Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Office of Portfolio Review, Loan Case Files, SBA personnel, and Field visits to borrowers.

SBA325

System name: Potential Spanish-Surnamed Applicants—SBA325

System location: Denver Regional Office, at address listed in Appendix A.

Categories of individuals covered by the system: Potential Spanish-surnamed applicants for Federal employment.

Categories of records in the system: This record includes name, address, phone number, and information on employment of Spanish-surnamed individuals who are potential applicants for SBA employment. This information is used to notify individuals of job openings at the SBA.

Authority for maintenance of the system: Public Law 92-261, Executive Order 11478.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal Agency use only.

Storage: Records are kept in a card file.

Retrievability: Records are indexed by the names of individuals.

Safeguards: Access to and use of these records is limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Regional Director. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Regional Director at the address contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual on whom record is maintained; organizations who refer applicants.

SBA330

System name: Power of Attorney Files—SBA330

System location: SBA Regional Offices, District Offices in Atlanta, Georgia; Birmingham, Alabama; Charlotte, North Carolina; Columbia, South Carolina; Miami, Florida; Jacksonville, Florida; Louisville, Kentucky; Jackson, Mississippi; and Nashville, Tennessee; Branch Offices in Biloxi, Mississippi and Knoxville, Tennessee. For addresses see Appendix A.

Categories of individuals covered by the system: Insurance agents who have the authority to execute a surety bond.

Categories of records in the system: Information in this system of records identifies those individuals who are authorized to execute bonds for surety companies.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal use only.

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by agent's and broker's names.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained until the SBA is notified that the authority to execute bonds has been rescinded, at which time the records are destroyed.

System manager(s) and address: Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Surety company for which the agent broker is authorized to execute bonds.

SBA335

System name: Problem Loan Work Files—SBA335

System location: District and Branch Offices of the SBA. See Appendix A for addresses.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records contains information relating to an individual recipient of a Disaster Home Loan. These records include delinquent accounts, reports of

field visits, correspondence and other information pertinent to a problem loan.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In the event that a system of records maintained by the Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

Storage: These records are indexed by recipient's name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: These records are retained independently of the Loan Case File until the problem is resolved and then are incorporated into the Loan Case File.

System manager(s) and address: District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Loan Case File, individual to whom record pertains, Agency employees, financial institutions.

SBA345

System name: Red Cross Blood Program—SBA345

System location: Regional Offices, at addresses listed in Appendix A.

Categories of individuals covered by the system: SBA employees who have donated blood or indicated their willingness to donate blood.

Categories of records in the system: Record includes name of employee, blood type, and date of last donation of blood.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records will be used in referring individuals to the Red Cross to donate blood.

Storage: Information is kept in notebooks or on cards.

Retrievability: In some offices this record is indexed by the employee's name. In other offices it is only indexed by date.

Safeguards: Access to and use of these records is limited to those persons whose official duties require such access. Personnel screening is utilized to prevent unauthorized disclosure.

Retention and disposal: Records are kept for one year, then destroyed.

System manager(s) and address: Regional Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Regional Director. The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director will set forth the procedures for gaining access to the records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual on whom record is maintained.

SBA350

System name: Reports on Minority Employment—SBA350

System location: Central Office, Regional Offices, District Offices. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: This system of records includes computer printouts and other forms of listings of SBA employees, indicating their minority code and sex, and in some cases training and promotions received by them. The records are used to evaluate the Agency's compliance with principles of equal employment opportunity.

Authority for maintenance of the system: Executive Order 11478, 42 U.S.C. 2000e-1 et. seq., 5 C.F.R. 713, 13 C.F.R 105.735-5-4.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used in compiling reports to the Civil Service Commission.

Storage: Records are kept on magnetic tape, on cards, or in file folders.

Retrievability: Information in this system may be indexed by employee name, Social Security Number, or minority code.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Indefinite or until up-dated.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Personnel records and visual observation to determine minority code.

SBA355

System name: SCORE Master Files—SBA355

System location: Central Office. See Appendix A for the address.

Categories of individuals covered by the system: Service Corps of Retired Executives and Active Corps of Executives.

Categories of records in the system: This system of records is a master list of all retired and active executives who volunteer their services to give business counseling to SBA recipients. These records contain information as to personal qualifications and expertise and cases which they have counseled.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal Agency use only.

Storage: These records are maintained on magnetic tape and in a binder.

Retrievability: These records are indexed by SCORE and ACE volunteer's name as well as serial number.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: The master tape is updated periodically and maintained indefinitely. When a SCORE and ACE volunteer's name is withdrawn from active duty, the record is maintained for three years and is then destroyed.

System manager(s) and address: Privacy Act Officer, see appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
The Address of this office is contained in appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, SCORE/ACE registration forms.

SBA360

System name: Security & Investigations Files—SBA360

System location: Central Office and Federal Records Centers. See Appendix A for SBA Central Office address and Appendix B for FRC addresses.

Categories of individuals covered by the system: Applicants and recipients of SBA assistance and principals of applicant and recipient businesses - all types of loans, Lease Guarantees, Small Business Investment Company licensing, 8(a) contractors, call contractors and grantees, State and Local Development Companies, Economic Development Administration loans, Surety Bond Guarantees and applicant representatives, members of Advisory Councils and SCORE/ACE volunteers.

Categories of records in the system: This system of records contains investigations and reports on all of the above indiviudals on whom the Agency has derogatory information. Records of a nonderogatory nature are maintained on the principal SBIC directors and stockholders. These records integrate FBI and IRS reports and include personal history statements, background character checks, field investigations, arrest and conviction records, parole and probation data, Securities and Exchange Commission violations, recommendations and evaluations, and related correspondence.

Authority for maintenance of the system: 15 U.S.C. 634(b)(6), 15 U.S.C. 645(a), 18 U.S.C. 1001.

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

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of such proceeding or in settlement negotiations.

These records may be used to provide data to the General Accounting Office for periodic reviews of this Agency.

These records may routinely be disclosed to other Federal agencies, in response to their requests, in connection with conducting background checks. Disclosure will be made only to the extent that the information is relevant and necessary to the requesting agencies' function.

Storage: These records are maintained in rotary diebold power files, file folders and card indexes.

Retrievability: These records are indexed by applicant and recipient name.

Safeguards: Personnel screening. Information is released only to authorized persons.

Retention and disposal: At the end of each calendar year, investigation records are screened to remove those records on which no derogatory information has been received for five years or more. These inactive records are then sent to an FRC which maintains them for twenty years and then destroys them. Derogatory records on SBIC principals are retained for two years and then transferred to an FRC which destroys them after ten years, whereas nonderogatory records are retained for one year and then destroyed. Investigation cards containing a condensed report and applicant representative cards are retained indefinitely. Correspondence records are retained for as long as they are essential and destroyed annually when nonessential.

System manager(s) and address: Privacy Act Officer. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Privacy Act Officer for Central Office records. The address of this office is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, public court records, parole and probation authorities, FBI, IRS, State and local law enforcement authorities, third party informants and Agency personnel.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(2) and (k)(5), all investigatory material in the record compiled for law enforcement purposes or for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts, or access to classified information is exempt from the notification, access and contest requirements (under 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the Agency regulations. This exemption is necessary in order to fulfill commitments made to protect the confidentiality of sources and to prevent subjects of investigations from frustrating the investigatory process.

SBA365

System name: Security & Investigations Referrals—SBA365

System location: Regional, District and Branch Offices. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees and applicants and recipients of SBA assistance.

Categories of records in the system: This system of records contains referrals to Securities & Investigations for investigations and reports of the above individuals in order to determine whether fraudulent activities or misconduct has taken place. This system sometimes includes copies of the completed report by the S & I Division. These records include: personal statements of any arrests, indictments and convictions-SBA Form 912, allegations of irregularities, informants statements from outside investigative sources, recommendations from the field offices and related correspondence.

Authority for maintenance of the system: 15 U.S.C. 634(b)(6), 15 U.S.C. 645(a), 18 U.S.C. 1001.

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

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order

issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of such proceedings or in settlement negotiations.

These records may be used to provide data to the General Accounting Office for periodic reviews of this Agency.

These records may routinely be disclosed to other Federal agencies, in response to their requests, in connection with conducting background checks. Disclosure will be made only to the extent that the information is relevant and necessary to the requesting agencies' function.

Storage: These records are maintained in file folders and index cards.

Retrievability: These records are indexed by the name of the individual to be investigated.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Some offices retain these records for two years and then destroy them, while other offices retain these records until the irregularities are resolved.

System manager(s) and address: Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office records
District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, Agency personnel, third party informants and the FBI and other investigative Government agencies.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(2) and (k)(5), all investigatory material in the record compiled for law enforcement purposes or for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts, or access to classified information is exempt from the notification, access, and contest requirements (under 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the Agency regulations. This exemption is necessary in order to fulfill commitments made to protect the confidentiality of sources and to prevent subjects of investigations from frustrating the investigatory process.

SBA370

System name: Settlement and Compromise—SBA370

System location: Central Office, Regional Offices, Miami District Office, Louisville District Office, Birmingham District Office. See Appendix A for addresses.

Categories of individuals covered by the system: Recipients of SBA Disaster Home Loans.

Categories of records in the system: Records include listings of loans considered for compromise, case records and financial information relating to compromises of loans, settlement agreements and notices of compromise on loans.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of such proceedings or in settlement negotiations.

Storage: Records are kept in file folders.

Retrievability: Records are indexed by name of borrower.

Safeguards: Access to and use of these records are limited to those persons whose duties require such access. Personnel screening is utilized to prevent unauthorized disclosure.

Retention and disposal: Records are kept indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Borrowers, Loan Case Files, Agency Compromise Committees, other Agency personnel.

SBA375

System name: Small Business Person Awards—SBA375

System location: Central, Regional and District Offices of the SBA. See Appendix A for addresses.

Categories of individuals covered by the system: Loan recipient candidates and winners of the Small Business Person of the Year Awards and Community Development Awards.

Categories of records in the system: This system of records contains information relating to the candidacy and selection of Small Business Person of the Year in SBA District and Regional Offices. These records include applications, biographical summaries, correspondence, recommendations and narratives of business and civic successes. The record of Community Development Awards in the Central Office includes biographical and qualifying information as well as recommendations from SBA field offices.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

To respond to a request from a member of Congress regarding the status of a particular candidate.
To provide information to the news media for public disclosure of the name, address and biographical statement of the recipients of the awards.
To communicate with officials in State and local government as to the status of a particular candidate.

Storage: These records are maintained in file folders.

Retrievability: These records are retrievable by individual name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records may be retained from one to ten years.

System manager(s) and address: Privvcy Act Officer, Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records

Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom record pertains, recommendations from various individual sponsors, Advisory Council members, Agency personnel, research publications directories, news media.

SBA380

System name: Standards of Conduct Files—SBA380

System location: SBA Central Office, all Regional Offices, various District Offices. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system:

Confidential statement of employment and financial interests made by employees Grade 13 and above, and by Grade 12 Branch Managers.
Ad Hoc Committee decisions and memoranda concerning standards of conduct questions used as precedent for later decisions. (Central Office only.)
Correspondence concerning conflicts of interest.
Listing of all SBA employees who have been indicted or convicted in matters involving SBA business.

Authority for maintenance of the system: 13 C.F.R. 105.735 enacted pursuant to the Small Business Act.

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

In the event that a system of records maintained by this Agency to carry out its function indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecution of such violation or charged with enforcing or implementing the statute or rule, regulation or order issued pursuant thereto.
A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of such proceeding or in settlement negotiations.
Records contained in this system may be forwarded to the Civil Service Commission when requested.

Storage: Records are maintained in file folders which are stored in file cabinets or safes.

Retrievability: Records are retrieved by the name of the employee.

Safeguards: Access is strictly limited to those employees with a need to use these records in performing their duties.

Retention and disposal: Files are retained indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Information in the confidential statement of employment and financial interests is collected from the employee himself. Any adverse information could come from other employees or from a member of the general public with specific knowledge of the matter reported.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(5), all investigatory material in the record compiled for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts, or access to classified information is exempt from the notification, access, and contest requirements (under 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) of the Agency regulations. This exemption is necessary in order to fulfill commitments made to protect the confidentiality of sources and maintain access to sources necessary in making determinations of suitability.

SBA385

System name: Tort Claims—SBA385

System location: Central Office and Federal Records Centers, at addresses listed in Appendices A and B.

Categories of individuals covered by the system: Government employees and other individuals involved in accidents.

Categories of records in the system: This record contains reports on accidents which result in tort claims involving the Government.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101, 42 U.S.C. 3211.

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

In the event that a tort claim results in a court suit, these records will be referred to the Department of Justice for handling of the suit and used in the preparation and presentation of the case.
These records are used in reporting on accidents and tort claims to the General Services Administration.

Storage: Records are kept in file folders.

Retrievability: Records are indexed by the names of persons involved in the accident.

Safeguards: Records are kept in a locked cabinet. Access to and use of these records is limited to persons whose official duties require such access. Personnel screening is utilized to prevent unauthorized dusclosure.

Retention and disposal: Records are retained for one year, then sent to a Federal Records Center, where they are retained for five years and then destroyed.

System manager(s) and address: Privacy Act Officer. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the Privacy Act Officer. The address is contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individuals involved in accident, witnesses, investigation of the accident.

SBA390

System name: Transfer of Loan Records—SBA390

System location: District and Branch Offices of the Small Business Administration. See Appendix A for addresses.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records reports the transfer of loan case files from one division of the Small Business Administration to another division, or to the Federal Records Center.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used:

To provide information to the Federal Records Center, as needed, to locate a Loan Case File.

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by recipient name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

District Director for District Office records
Branch Manager for Branch Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Loan Case Files, Agency employees.

SBA395

System name: UCC Refiling and Financial Statements Due—SBA395

System location: District and Branch Offices of the Small Business Administration. See Appendix A for addresses.

Categories of individuals covered by the system: Recipients of Disaster Home Loans.

Categories of records in the system: This system of records lists information relating to recipients of Disaster Home Loans. Records include record of due dates for financial statements and expiration dates of UCC lien filings.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 634(b)(6), 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal use only.

Storage: These records are maintained in file folders and binders.

Retrievability: Records are indexed by recipient name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: Records are retained for no more than three years, then destroyed.

System manager(s) and address: District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

District Director for District Office Records
Branch Manager for Branch Office Records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, Agency employees, and Loan Case File.

SBA400

System name: Union Membership—SBA400

System location: Denver Regional Office, Miami District Office, Little Rock District Office, Minneapolis District Office. See Appendix A for addresses.

Categories of individuals covered by the system: SBA employees who are members of the Union.

Categories of records in the system: This is a list of employees who are members of the Union or who have signed authorizations for payroll withholding of Union dues.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101, Collective Bargaining Agreement with the Union which represents SBA employees.

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

Records in this system might be reviewed by the Civil Service Commission in the course of a personnel management evaluation of the office.

Records may be used in communications with the Union regarding dues withholding or other Union business.

Storage: Records are maintained in file folders.

Retrievability: Records are alphabetical by the name of the member of the Union or person who has signed a dues withholding authorization.

Safeguards: Personnel screening is utilized to prevent unauthorized disclosure.

Retention and disposal: These records are maintained indefinitely.

System manager(s) and address: Regional Director or District Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Regional Director for Regional Office Records
District Director for District Office Records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining him or her, the Regional Director or District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individuals on whom record is maintained, Union, Computer print-out on payroll deductions.

SBA405

System name: Unofficial Personnel Files—SBA405

System location: Maintained by individual divisions and branches of the SBA Central Office, as well as all SBA Regional, District, and Branch Offices. For addresses, see Appendix A.

Categories of individuals covered by the system: SBA employees, both active and separated.

Categories of records in the system: This system contains a number of records pertaining to an individual's employment at SBA. These records include Time and Attendance cards, authorizations for overtime, records of leave, training requested and attended, travel itineraries and vouchers, copies of Personnel actions, requests for Personnel actions, Position Descriptions, copies of official performance evaluations, copies of letters of commendation and retirement, personal information for use in emergencies.

Authority for maintenance of the system: 5 U.S.C. 301; 15 U.S.C. 634(b)(6); 44 U.S.C. 3101; Title 6, "GAO Policy and Procedures Manual," pursuant to 31 U.S.C. 66(a) and sections 112(a) and 113 of the Budget and Accounting Procedures Act of 1950; 5 U.S.C. 5701-09.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal use only.

Storage: These records are maintained in either file folders, binders or card indexes which are located in file cabinets or on the desk of the responsible employee.

Retrievability: Records are indexed by the employee's name, Social Security number, or other personal identifier.

Safeguards: Personnel screening - information released to authorized persons on a need to know basis only.

Retention and disposal: There is no official Agency policy on retention of these records. Most of the records are maintained for up to three years.

System manager(s) and address: Privacy Act Officer, Regional Directors, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
District Director for District Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, Regional Director, District Director or Branch Manager will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Individual to whom the record pertains, SBA Office of Personnel, Supervisor of the respective branch or division, Payroll section of SBA.

SBA410

System name: Upward Mobility Files—SBA410

System location: Central Office, Denver Regional Office, San Francisco Regional Office. For addresses see Appendix A.

Categories of individuals covered by the system: SBA employees who have applied for jobs within the Agency under the Upward Mobility Program.

Categories of records in the system: These records include applications of candidates for higher jobs in the Agency, appraisals by supervisors of qualifications of candidate, ratings by Personnel staff, roster of best-qualified candidates.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

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

Information in these records may be communicated to the Union which represents SBA employees.
Information in these records may be given to the Civil Service Commission for the processing of personnel matters.

Storage: Records are kept in file folders.

Retrievability: Records are indexed by employee name or job vacancy.

Safeguards: Access to and use of these records is limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Privacy Act Officer, Regional Directors. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
Regional Director for Regional Office records
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer or Regional Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reason for contesting it and the proposed amendment to the information sought.

Record source categories: Applicants, supervisors of applicants, Agency Personnel Office, Agency officials responsible for selecting applicants.

SBA415

System name: Virginia Attorneys—SBA415

System location: Richmond District Office, at address listed in Appendix A.

Categories of individuals covered by the system: Attorneys in private practice in Virginia who do title work or SBA work.

Categories of records in the system: Record contains names and addresses of attorneys and a designation as to whether attorney is approved or unapproved. This record is used as a guide to reliability of attorneys, as to what assurances will be required on title opinions given by these attorneys.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal Agency use only.

Storage: Record is maintained in a loose-leaf notebook.

Retrievability: List is alphabetical within categories by locality.

Safeguards: Access to and use of these records is limited to those persons whose official duties require such access. Personnel screening is used to prevent unauthorized disclosure.

Retention and disposal: Record is updated continuously and retained indefinitely.

System manager(s) and address: District Director. See Appendix A for address.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to the District Director, at the address contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the District Director will set forth the procedures for gaining access to these records. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Lawyer's Title Company, SBA personnel.

SBA420

System name: Work Progress Reports—SBA420

System location: SBA Central Office. The following SBA District Offices: Providence, RI; Seattle, Wash.; Detroit, Mich.; Birmingham, Ala.; Minneapolis, Minn.; Miami, Fla.; Columbus, Ohio; Anchorage, Ak.; Honolulu, Hawaii. The following SBA Branch Offices: Harrisburg, Pa.; Springfield, Ill. Addresses for these offices may be found in Appendix A.

Categories of individuals covered by the system: SBA employees.

Categories of records in the system: These records include: Individual work reports showing how an employee's time was expended; Project control sheets; Project status reports; Summary of loan officers' activity; Record of loans processed by loan officers.

Authority for maintenance of the system: 15 U.S.C. 634(b)(6); 5 U.S.C. 301; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For internal Agency use only.

Storage: Records maintained in file folders, which are stored in desk drawers or in file cabinets.

Retrievability: Records are indexed by employee's name.

Safeguards: Personnel screening. Information released to authorized personnel on a need to know basis.

Retention and disposal: Records in this system are retained indefinitely.

System manager(s) and address: Privacy Act Officer, District Directors, Branch Managers. See Appendix A for addresses.

Notification procedure: An individual may inquire as to whether the system contains a record pertaining to him or her by addressing a request in person or in writing to:

Privacy Act Officer for Central Office records
District Director for District Office records
Branch Manager for Branch Office records.
The addresses of these offices are contained in Appendix A.

Record access procedures: In response to a request by an individual to determine whether the system contains a record pertaining to him or her, the Privacy Act Officer, District Director or Branch Manager will set forth the procedures for gaining access to these reocrds. If there is no record of the individual, he or she will be so advised.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the official listed in the above paragraph, stating the reasons for contesting it and the proposed amendment to the information sought.

Record source categories: Employee on whom the file is maintained, the employee's supervisor, production control clerk.

[FR Doc.75-22522 Filed 8-26-75;8:45 am]

GENERAL SERVICES ADMINISTRATION

PRIVACY ACT OF 1974

Notice of Systems of Records

Pursuant to the provisions of the Privacy Act of 1974, Public Law 93-579, 5 U.S.C. 552a, the General Services Administration (GSA) hereby publishes for comment those Systems of Records as defined in the Privacy Act of 1974 that are maintained by GSA.

Any person interested in commenting on the routine use portions of the Systems of Records contained in this notice may do so by submitting comments in writing to General Services Administration (CA), Washington, DC 20405. Comments must be submitted on or before September 26, 1975.

The General Services Administration's rules stating the procedures individuals must follow to access Systems of Records are in 41 CFR 105-64, as published in this issue of the FEDERAL REGISTER.

Notice is given that it is proposed that GSA continue to maintain the following 95 Systems of Records after September 27, 1975, in compliance with the Privacy Act of 1974, Public Law 93-579.

Dated: August 25, 1975.

ARTHUR F. SAMPSON,
Administrator of General Services.

GSA/OAD 1

System name: Standards of Conduct Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice, GSA/OAD 22, the Central Office, Office of Per- sonnel at 18th & F Sts., NW, Washington, DC 20405, and the offices of supervisors and management officials who have a need for information relating to an employee's outside employment.

Categories of individuals covered by the system: All employees who have requested permission to engage in outside employment, received a copy of the standards of conduct, or have been the object of debt complaints.

Categories of records in the system:

1. Application to engage in outside employment, business or professional activities (GSA Form 1974).

2. Standards of Conduct.

3. Acknowledgement of receipt of GSA Standards of Conduct (GSA Form 2160).

4. Debt complaint files.

These records are maintained for the purpose of identifying employees who have received a copy of the standards of conduct, permission to engage in outside employment, or who have been the subject of debt complaints.

Authority for maintenance of the system: The records within this system are authorized by Executive Order 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U. S. C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper records in file cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22 or from the Director of Personnel at the address noted above, whichever applicable Former employees may obtain information from the personnel officers at the addresses listed in the appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Employees requesting permission to engage in outside employment; firms and/or collection agencies filing debt complaints; supervisors and management officials.

GSA/OAD 2

System name: Employee Appraisal Files. GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice, GSA/OAD 22, and the Central Office, Office of Personnel at 18th & F Sts., NW., Washington, DC 20405.

Categories of individuals covered by the system: All GSA employees.

Categories of records in the system:

1. Performance ratings (including GSA Form 2892, Employee Performance Rating and Assessment Relevant to Promotion Potential.

2. Records of performance discussions.

3. Records of performance.

4. Documentation for ratings.

5. Recommendations for performance awards.

The above records are maintained for the purpose of carrying out employee appraisal responsibilities.

Authority for maintenance of the system: 5U.S.C. 4301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Performance ratings may be made available to prospective employers within or outside the agency in connection with a job application. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: Paper records in file drawers or cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Personnel at 18th & F Sts., NW, Washington, DC 20405

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: Employee supervisors.

GSA/OAD 3

System name: Fund Raising Campaigns Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, and all campaign officials' offices in all Regional and Central Office Services and Staff Offices.

Categories of individuals covered by the system: GSA employees who have made voluntary contributions to the Combined Federal Campaign and other fund raising campaigns.

Categories of records in the system:

1. Combined Federal Campaign reports.

2. United Givers Fund reports.

3. Other one-time campaign records.

These records are maintained in order to record those employees who have contributed to campaigns and to prepare necessary campaign statistics.

Authority for maintenance of the system: Executive Order 10927.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a(a) (7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Paper records in file cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th and F Streets, NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applic- able. Former employees may obtain information from the personnel officers at the addresses listed in the appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Campaign officials preparing fund raising campaign records and statistics, based on voluntary contributions and pledges of employees.

GSA/OAD 4

System name: Employee Drug Abuse (including alcoholism) Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts., NW, Washington, DC 20405. in the offices of designated counselors, and in the offices of supervisors who have had employees suspected or known to have drug abuse problems (including alcoholism).

Categories of individuals covered by the system: GSA employees who have been suspected or known to have drug abuse problems.

Categories of records in the system:

1. Records of referrals for counseling

2. Records of counseling

3. Records of referrals for rehabilitative assistance

The above records are maintained for the purpose of:

(1) documenting that supervisors have properly dealt with employees whose work is affected by drug abuse

(2) aiding counselors in their efforts to assist employees

(3) providing a basis for meeting report requirements to the Civil Service Commission

Authority for maintenance of the system:

1. PL 92-555

2. 5 USC 7901

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper records in file drawers or cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820 2)

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following

the GSA/OAD notices, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct re- quests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations outlined in 41 CFR 105-64

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Supervisors, counselors, personnel specialists, and the employees themselves.

GSA/OAD 5

System name: Incentive Awards Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel, 18th & F Sts., NW, Washington, DC 20405, and the offices of all supervisors initiating, reviewing, and recommending incentive awards

Categories of individuals covered by the system: Employees who have received recognition for suggestions, job performance, and other significant accomplishments.

Categories of records in the system:

1. Suggestion Award Certificate (GSA Form 1514)

2. Letters of commendation, citation, and awards.

These records and related supporting material are maintained for the purpose of identifying and recording those employees who have received recognition for suggestions and job performance.

Authority for maintenance of the system: 5 U.S.C. Chapter 45.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper records in file cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel, 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their superviso·· or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Supervisors, management officials, officials with other agencies, and members of the public.

GSA/OAD 6

System name: Occupational Health and Injury Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the locations listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts., NW, Washington, DC 20405, and the offices of all supervisors who have had employees injured on the on the job or other occupational health problems with employees supervised.

Categories of individuals covered by the system: GSA employees who have sustained injuries or other occupational health problems.

Categories of records in the system:

1. Accident reports (including CA-1 & 2: Federal Employees Notice of Injury or Occupational Disease)

2. Claims for compensation for injury or occupational disease (CA 4)

3. Claims for continuance of compensation on account of disability (CA 8)

4. Lists of employees receiving medical services

5. Health records

The above records are maintained for the purpose of identifying and recording those employees who have sustained injuries or other occupational health problems.

Authority for maintenance of the system: 5 U.S.C. Chap. 81, and 5 U.S.C. 7153 and 5 U.S.C. 7901.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Certain records may at times be released to the Department of Labor for their records. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: Paper records in file cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel, 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information in this system of records is provided by the individuals to whom the records pertain, or by the personnel specialists who prepare various records or claims.

GSA/OAD 7

System name: Labor-Management Relations Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the locations listed in the Appendix for the Office of Per-

sonnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts., NW, Washington DC 20405, and various service and staff offices throughout GSA.

Categories of individuals covered by the system: GSA employees who are union officials or are in an exclusively recognized unit. Also GSA employees who have filed grievances under the negotiated grievance procedure.

Categories of records in the system:

1. Union dues withholding request or revocation.

2. List of employees who are elected or appointed union officers or officials.

3. Arbitration awards based on employee or union grievance.

4. Recognition petitions submitted to the Assistant Secretary of Labor for Labor-Management Relations.

The above records are maintained in order to identify and record those employees who are included in exclusively recognized units, under dues withholding, elected or appointed as union officers, and whose grievances have been resolved by arbitration awards.

Authority for maintenance of the system: Executive Order 11491, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Paper records and machine listings in file cabinets.

Retrievability: Filed alphabetically at locations by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information per- taining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appeal initial determination are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: Officials preparing files and records submitted by employees.

GSA/OAD 8

System name: Disciplinary Action and Appeal and Grievance Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts., NW, Washington, DC 20405, and the Offices of supervisors and management officials.

Categories of individuals covered by the system: GSA employees who may be or who have been subjects of disciplinary action and employees who have filed appeals or grievances.

Categories of records in the system:

1. Appeals and grievance register.

2. Index file of grievance and appeal examiners.

3. Warning letters and official reprimand files.

4. Grievance files. (Agency and Negotiated)

5. Adverse action decision letters.

6. Disciplinary action files.

7. Appeals hearing transcripts.

8. Background information in support of disciplinary and adverse actions.

The above records are maintained to identify, record and document those employees who have become the subject of potential or real disciplinary actions and those who have filed grievances and appeals.

Authority for maintenance of the system: E.O. 10987, E.O. 11491, E.O. 11787, and 5 U.S.C. Chap. 77.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Paper records in file cabinets.

Retrievability: Filed alphabetically by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: Employees who file appeals or grievances and management officials who prepare documents required in these files.

GSA/OAD 9

System name: Employee Benefits Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts. N.W., Washington, DC 20405, and the offices of supervisors and management officials promoting blood donation and savings bonds programs and soliciting employees to attend White House ceremonies.

Categories of individuals covered by the system: All employees enrolled in authorized health and life insurance plans; receiving

severance pay; contributing blood; authorizing withholding for savings bonds; attending White House ceremonies; and deceased employees with survivors entitled to death benefits.

Categories of records in the system:

1. Life and health insurance files.

2. Severance pay files.

3. Savings bonds lists.

4. Blood requests.

5. White House ceremonies files.

6. Death case files.

The above records are maintained for the purpose of identifying and recording those employees who have enrolled in authorized insurance plans, received severance pay, authorized witholding for savings bonds, made blood donations, attended White House ceremonies, and/or passed away leaving survivors entitled to death benefits.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.s.c. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper records in files.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820. 2)

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW., Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information in this system of records is provided by the individuals to whom the records pertain or by the personnel specialists who prepare various records or claims.

GSA/OAD 10

System name: Records Relating to Staffing Activities of GSA. GSA/OAD

System location: This system is maintained in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 and in the Central Office, Office of personnel at 18th & F Sts., NW, Washington,DC 20405.

Categories of individuals covered by the system: Applicants for GSA employment; former and current GSA employees.

Categories of records in the system:

1. Recruitment, qualification and employment.

2. Merit promotion.

3. Separation.

These records are maintained for the purpose of making decisions relating to the hiring, maintaining, utilizing, promoting, reassigning and terminating of employees.

Authority for maintenance of the system:

1. Recruitment, qualification and employment - 5 U.S.C. 3109; E.O 11521; P.L. 93-508; 5 U.S.C. 7153; 75 U.S.C. 612; FPM Chapter 301; FPM Chap. 307; 5 U.S.C. 3582; 5 U.S.C. 3104; 5 U.S.C. 7512; 5 U.S.C. 3321; FPM Chap. 302; FPM Chap. 337; FPM Chap. 315; 5 U.S.C. 4301-4308; FPM Chap. 300.

2. Merit Promotion - 5 U.S.C. 4301-4308; FPM Chap. 335.

3. Separation - 5 U.S.C. 3501-3504; FPM Chap. 753; FPM Chap. 302.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: Records are retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor, from their Personnel Officer,(see the Appendix for the Office of Personnel following the notice GSA/OAD 22) or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from their former personnel officer, their current personnel records, or Federal Records Centers. Applicants for GSA employment may obtain information from the Personnel Officer responsible for the position for which they applied.

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor or to the appropriate personnel officer (see the Appendix) or to the Director of Personnel at the address listed above. Former employees should direct requests to access records to their former personnel officer, their current personnel records, or Federal Records Centers. Applicants for GSA employment may obtain information from the Personnel Officer responsible for the position for which they applied. For identification require- ments refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, other employees and supervisors.

GSA/OAD 11

System name: Records relating to career and executive development. GSA/OAD

System location: This system is located in the personnel offices at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel, at 18th & F Streets NW., Washington, D.C. 20405, and within offices of the services and staff offices throughout GSA where there are participants in the GSA Career Development Program.

Categories of individuals covered by the system: GSA employees, both current and former.

Categories of records in the system:

1. Career folders (supervisory assessments, counseling report, specific and tentative developmental plans).

2. Training and Advancement Program (TAP), Career Ad- vancement Program(CAP), and the GSA Nationwide Cross-Training Agreement records.

3. GSA Form 1349, Personal Data Statement

4. GSA Form 1349-A, Personal Data Statement Change Notice

5. GSA Form 2634, Job Element Appraisal for Career Potential

6. GSA Form 2990, Notice of Trainee Entry

The above records are maintained for the purpose of monitoring and documenting the performance and status of the GSA Career Development Program and GSA Executive Development participants.

Authority for maintenance of the system:

1. Career folders - 5 USC 4103

2. TAP, CAP and Cross-Training Agreement - 5 USC 4301-4308

3. GSA Form 1349, Personal Data Statement - 5 USC 4103

4. GSA Form 1349-A, PDS Change Notice - 5 USC 4103

5. GSA Form 2634, Job Element Appraisal - 5 USC 4301-4308

6. GSA Form 2990, Notice of Trainee Entry - 5USC 4301-4308

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records as defined in 5 USC 552a (a) (7) and provided for in 5 USC 552a (b)(3) are described in the appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Streets NW., Washington, D.C. 20405

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the Director of Personnel at the address listed above.

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor or to the personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address noted above, which- ever applicable. Former employees should direct requests to access records to the Director of Personnel, General Services Building, at the address listed in the appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the con- tents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register

Record source categories: The information upon which these records are based is provided by the following sources:

1. Career folders - employee completed GSA Form 1349, and supervisor's evaluations.

2. TAP, CAP, and Cross-Training Agreements - corres- pondence between personnel specialists in GSA, Central Office, and the personnel specialists in the operating offices of GSA and those in the Civil Service Commission.

3. GSA Forms 1349 and 1349-A - employees and official personnel folder.

4. GSA Form 2634 - employment offices of the personnel offices, supervisors both past and present or other individuals who are familiar with the can- didates.

5. GSA Form 2990 - official personnel folder.

GSA/OAD 12

System name: Records relating to the assignment, promotion, and retirement activities for executives within General Services Administration.

System location: This system is maintained in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th and F STREETS NW., Washington, D.C. 20405, and the executive offioes of the service and staff offices of the GSA Central Office.

Categories of individuals covered by the system: GSA employees, Grade GS-13 and above.

Categories of records in the system:

1. Executive Assignment System case file

2. Retirement Executive Assignment Program file

3. Executive Manpower Resources file

4. Executive Interchange Program file

5. Executive Manpower Resources Applicant file

The above records are maintained for the purpose of administering to and monitoring the assignment, promotion and retirement activities of employees GS-13 and above.

Authority for maintenance of the system:

1. Executive Assignment System file - 5USC 4301-4308

2. Retirement Executive Assignment Program file - 5 USC Chap. 83.

3. Executive Manpower Resources file - 5 USC 4301-4308

4. Executive Interchange Program file - 5 USC 3376; E.O.11589

5. Executive Manpower Resources Applicant file - 5 USC 4301 - 4308

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3) are described in the Appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820. 2).

System manager(s) and address: The Director of Personnel, 18th & F Streets NW., Washington. D.C. 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor, or from their Personnel Officer at the appropriate

address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the Director of Per- sonnel at the address listed above.

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor or to their Personnel Officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or to the Director of Personnel at the address listed above, whichever applicable. Former employees should direct requests to access records to the Director of Personnel at the General Services Building at the address listed in the appendix. For indentification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing inital determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information on which these records are baseed is provided by the following sources:

1. Executive Assignment System file - official personnel folder. Civil Service Executive Inventory and Executive Manpower Resources Applicant file.

2. Retirement Executive Assignment Program - official personnel folder, retirement eligibility report and application from employee involved.

3. Executive Manpower Resources file - official personnel folders applications received from participants.

4. Executive Interchange Program file - official personnel folder, nominations received from Heads of Services and Staff Offices.

5. Executive Manpower Resources Applicant file - official personnel folder, application received from employee.

GSA/OAD 13

System name: Records related to trainee programs in GSA. GSA/OAD

System location: The system is officially maintained in the GSA personnel offices (see the Appendix for the Office of Personnel following the notice GSA/ OAD 22) and the Central Office, Office of Personnel,18th & F Streets NW, Washington, DC 20405. Related records in the system may be located throughout GSA wherever trainees are / were assigned.

Categories of individuals covered by the system: Individuals include: (1) Current and former GSA employees who are or were at one time participants in a formal GSA training program; and (2) individuals who inquire about and/ or apply for employment as a participant in a formal training program.

Categories of records in the system:

1. Employment inquires and interview reports on job applicants for Management Intern, Summer Intern, and general trainee program positions.

2. Pubic Service Career and Worker-Trainee Opportunity Program files.

3. Cooperative Education Employment Program files.

The first category is used for referral purpose as an applicant source file; the other categories are used to record the progress of participants in the training programs, to evaluate both individuals and the program itself and to provide historical continuity for analytical purposes.

4. Report on current and former trainees (GSA Form 2977).

5. Trainee files which include evaluations, trainee reports, ect.

6. Summer Intern Programs files.

7. Management Intern Program files.

Authority for maintenance of the system: 5 U.S.C. 4103

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine uses of these records as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3) are described in the appendix following the GSA notices.

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

Storage: All records are maintained on paper.

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820. 2)

System manager(s) and address: The Director of Personnel, at 18th &F Streets, NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor, or from the appropriate personnel office at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address cited above, whichever applicable. Job applicants and former employees may obtain information from the appropriate personnel office (see the appendix).

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor or to the appropriate personnel office at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or to the Director of Personnel at the address listed above, whichever applicable. Job applicants and former employees should direct requests to access records to the appropriate Personnel Officer (see the appendix). For identification requirements, refer to the agency regulation as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, their Official Personnel Folders, other employees, and supervisors.

GSA/OAD 14

System name: Records relating to formal training of GSA employees. GSA/OAD

System location: The system is located at all GSA locations.

Categories of individuals covered by the system: GSA employees, both former and current.

Categories of records in the system:

1. Nomination and authorization forms

2. Annual Training Plan worksheets (GSA Form 2366)

3. Records relating to the training needs of new supervisors (GSA Form 2540, Regional Forms R3-1487, R4-1487, R9-1487--the latter 3 forms used for PBS Federal Protection Service purpose only)

4. Annual Training Report (required by USCSC) feeder reports

5. Monthly Summary of Training

6. Semi-annual Report of Training (copies are normally filed in OPF'S of individuals who receive training during the reporting period)

7. Records relating to the training needs and accomplishments of employees by specific programs (i e. , Federal Protection Service-- PBS, Office of General Counsel-- OGC, Contract Administration-- FSS and PBS)

The above records are maintained for the purpose of:

(1) planning for, scheduling, nominating, authorizing, and funding (if cost training) training for GSA employees who attend GSA sponsored training and

(2) recording and analyzing completed training

Authority for maintenance of the system: 5 U.S.C. , Chapter 41.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a (a) (7) and provideed for in 5 U.S.C. 552a (b) (3), are described in the Appendix following the GSA notices.

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

Storage: All records except Monthly Summary of Training and Semi-annual Report of Training are maintained on paper; the two exceptions are ADP printouts maintained on magnetic tapes (DPM No 2 2 for both).

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored ins lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Streets NW. Washington, D.C. 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or from their appropriate Personnel Office (see the Appendix for the Office of Per- sonnel following the notice GSA/OAD 22) or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the appropriate Personnel Officer (see the appendix).

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor. Former employees should direct request to access records to the appropriate Personnel Officer (see the Appendix for the Office of Personnel following the notice GSA/OAD 22). For indentification requirements refer to the agency regulations as outlined in 41 CFR 105-64

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, their Official Personnel Folders other employees and supervisors.

GSA/OAD 15

System name: General staffing information maintained by the Central Office, Office of Personnel and personnel offices of GSA. GSA/OAD

System location: The Personal Data Statement Notebook and the Key GSA Official Book are maintained in the GSA Central Office, Office of Personnel, 18th & F Sts., NW, Washington, DC 20405. The General Personnel Staffing Information and Changes to the Personnel Roster records are maintained in the personnel offices of GSA at the locations listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Categories of individuals covered by the system: The Key GSA Official Book contains information on current key officials throughout GSA. The other records concern personnel employees in the personnel offices of GSA as listed in the Appendix for the Office of Personnel following the GSA/OAD Notices.

Categories of records in the system:

1. General Personnel Staffing information

2. Changes to the Personnel Roster

3. Key GSA Official Book

4. Personal Data Statement Notebook

The above records are maintained for the purpose of monitoring the staffing situation within particular organizational units.

Authority for maintenance of the system:

1. General Personnel Staffing Information - 5 U.S.C. 301-302

2. Changes to the Personnel Roster - 5 U.S.C. 301-302

3. Key GSA Official Book - 5 U.S.C. 301-302

4. Personal Data Statement Notebook - 5 U.S.C. 301-302

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3) are described in the Appendix following the GSA Notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Former and current GSA employees may obtain information about whether or not they are a part of this system by contacting their Personnel Officer at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or to the Director of Personnel at the address noted above, whichever applicable.

Record access procedures: Requests from former and current employees to access records should be directed to the appropriate Personnel Officer at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address listed above, whichever applicable. For identification require- ments refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories:

1. General Personnel Staffing Information - information for this record is generated internally within the personnel office.

2. Changes to the personnel roster - the information for this record is drawn from service record cards and various files maintained in the processing and records function of the personnel offices.

3. Key GSA Official Book - the information is provided to the Director of Personnel by the various personnel offices throughout GSA.

4. Personal Data Statement Notebook - information for this record is obtained directly from the individual.

GSA/OAD 16

System name: Special personnel studies and reports. GSA/OAD

System location: This system is maintained in the personnel offices of GSA (see the Appendix for the Office of Personnel following the notice GSA/OAD 22.), and in the GSA Central Office, Office of Personnel, 18th & F Streets, NW., Washington, DC 20405. Personnel management evaluation interview notes may also be maintained by survey team members who are not personnel employees.

Categories of individuals covered by the system: Current and former employees of GSA. The Annotated Performance Analysis Report subsystem applies only to personnel employees; the others may involve employees throughout the agency.

Categories of records in the system:

1. Annotated Performance Analysis Reports

2. Records relating to the Processing Control Record Report (PCR)

3. Executive Salary Ceiling Impact Report backup files

4. Personnel Management Evaluation reports and case listings

5. Personnel Management Evaluation interview notes

The above records are maintained for the purpose of conducting and/or preparing special personnel studies and reports.

Authority for maintenance of the system:

1. Annotated Performance Analysis Reports: 5 USC 301; FPM 250-3

2. Records relating to the Processing Control Record Report (PCR): 5 USC 301

3. Executive Salary Ceiling Impact Report backup files: 5 USC 5307

4. Personnel Management Evaluation reports and case listings: E.O. 9830

5. Personnel Management Evaluation interview notes: E.O. 9830

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information contained in the Personnel Management Evaluation official case files may be released to the Civil Service Commission. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Streets NW., Washington. DC 20405.

Notification procedure: Former and current GSA employees may obtain information about whether or not they are a part of this system of records by contacting their Personnel Officer at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or the Director of Personnel at the address noted above, whichever applicable.

Record access procedures: Requests from former and current employees to access records should be directed to the appropriate Personnel Officer at the address listed in the Appendix for the Office of Personnel fol- lowing the notice GSA/OAD 22 or to the Director of Personnel at the address listed above, whichever applicable. For indentification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information which these records are based on is drawn from the following sources:

1. Annotated Performance Analysis Reports - information is provided in general by the affected individuals.

2. Records relating to the Processing Control Record Report- information is drawn from SF-52, Request for Personnel Action.

3. Executive Salary Ceiling Impact Report backup files - this information is generally obtained from the Processing and Records function and the files which they maintain within each Personnel Office or Division.

4. Personnel Management Evaluation Reports, Case Listings, and Interview Notes - Information in these records is drawn from supervisors and employees, as well as personnel and administrative files.

GSA/OAD 17

System name: Records relating to compensation and classification activities within GSA. GSA/OAD

System location: This system is maintained in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, as well as the GSA Central Office, Office of Personnel, 18th & F Streets, NW, Washington, DC 20405

Categories of individuals covered by the system: Current and former employees of GSA and applicants for GSA positions.

Categories of records in the system: Records consist of documents relating to overseas employees. supergrades, classification surveys, classification appeals, leave and pay administration, position descriptions, and Federal Pro- tective Officers. These records are maintained for the purpose of properly implementing the activities and requirements relevant to compensation and classification within GSA.

Authority for maintenance of the system:

1. Overseas employee file: 5 U.S.C. 5921 thru 5925

2. Supergrade file: 5 U.S.C. 5108

3. Classification surveys: 5 U.S.C. 5115

4. Classification appeals: 5 U.S.C. 5115

5. Leave and pay administration 5 U.S.C. 5301 thru 6326

6. Position description file: 5 U.S.C. 5113

7. Study: Federal Protective Officers: 40 U.S.C. 490

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper in file folders and card files.

Retrievability: The records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Streets, NW., Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or from their personnel office at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees and applicants for GSA positions may obtain information from the personnel officers located at the addresses listed in the appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address listed above, whichever applicable. Former employees and applicants for GSA positions should direct requests to gain access to information pertaining to them to the appropriate GSA personnel officer at the address listed in the appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information on which these records are based is provided by the individuals themselves, official personnel folders, other employees, and supervisors.

GSA/OAD 18

System name: Processing and Records files GSA/OAD

System location: This system is maintained in the personnel offices of GSA at the locations listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Categories of individuals covered by the system: Current and former employees of GSA.

Categories of records in the system:

1. Service record file (including separation, retirement, reemployment, furlough and other active records on current employees and inactive records on past employees).

2. Official Personnel Folder authorized user listing and charge-out system.

3. Leave Without Pay files.

4. Name change files.

5. Pending securities files.

6. SF-52 control sheet files.

The above records are maintained for the purpose of facilitating the processing and recording of personnel actions.

Authority for maintenance of the system: Executive Orders 10561, 9830, 10800, 10988, 11222, and 11246.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Civil Service Commis- sion may utilize this information in the conduct of regulatory audits. The filing of state unemployment claims may also require that certain information be disclosed. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper in either folders or card files.

Retrievability: The records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts. NW, Washington, D.C. 20405

Notification procedure: Former and current GSA employees may obtain information about whether or not they are a part of this system by contacting the Personnel Officer at the appropriate address listed in the Appen- dix for the Office of Personnel following the notice GSA/OAD 22.

Record access procedures: Requests from former and current employees to access records should be directed to the Personnel Officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information in this system is drawn from official personnel records, personnel specialists, employee supervisors, and the employees themselves.

GSA/OAD 19

System name: Office Personnel files GSA/OAD

System location: This system may be maintained at the supervisory or administrative office level throughout the Office of Admin- istration nationwide.

Categories of individuals covered by the system: GSA employees, both former and current, and applicants for employment.

Categories of records in the system: This system consists of a variety of employee related records maintained by operating officials for the purpose of admin- istering personnel matters affecting their employees. Examples of records contained in this system include:

1. GSA form 176 (Statement of Personal History).

2. GSA Form 2892 (Employee Performance Rating and Assessment Relevant to Promotion Potential).

3. Suggestions.

4. Position Descriptions.

5. Counseling report.

6. Supervisory assesment of employees' ability to meet career goals.

7. GSA Form 2424 (Assessment of Supervisory Potential).

8. Employment inquiries from other agencies.

9. Military Service Separation.

10. Developmental needs.

11. Training (miscellaneous).

12. GSA Form 1089 (Placement Follow-up Checklist)

13. Staffing patterns and rosters.

14. Leave and attendance information.

15. Employee addresses and phone numbers.

16. Military reserve lists.

17. Assignment rosters.

18. Affirmative Action Plan files.

19. Accession and separation information.

20. Performance and work measurement records.

The above records are maintained for the purpose of administering day to day personnel management responsibilities.

Authority for maintenance of the system: Executive Order 9830

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper records in file folders and card files.

Retrievability: The records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Assistant Administrator for Administration at 18th & F Sts. N.W. Washington, DC. 20405

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor. Former employees may obtain information from the appropriate Personnel Officer at the address listed in the Appendix for the Office of Per- sonnel following the notice GSA/OAD 22.

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor. Former employees should direct requests to the appropriate Personnel Officer at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, other employees, supervisors, and official and unofficial personnel records.

GSA/OAD 20

System name: Test Material GSA/OAD

System location: This system is maintained in the six Central Office personnel offices of GSA located in the Metropolitan Washington, D. C. area (see the Appendix for the Office of Personnel following the notice GSA/OAD 22.)

Categories of individuals covered by the system: Applicants for employment with GSA as well as current and former GSA employees.

Categories of records in the system: Records consist of test booklets, answer sheets and notices of rating. They are used for the purpose of determining the qualifications of applicants.

Authority for maintenance of the system: 5 USC Chapter 33

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are reported to the Civil Service Commission for their records. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: The records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts. N. W., Washington, D. C. 20405.

Notification procedure: Applicants for employment with GSA and current and former GSA employees may determine if they are included in this system by contacting the appropriate personnel office at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Record access procedures: See last paragraph.

Contesting record procedures: See last paragraph.

Record source categories: The information in this system is provided by the subject individuals.

Systems exempted from certain provisions of the act: In accordance with 5 USC 522a (k)(6) this system of records is exempt from subsections (c)(3),(d),(e),(1),(eg(4)(g)(h)and(i). Provisions for gaining access to and contesting these records are set forth in 41 CFR 105-64, published in the Federal Register

GSA/OAD 21

System name: Intergovernmental Management Trainee Association records. GSA/OAD

System location: This system of records is maintained in the GSA, Region 9 Personnel Division at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Categories of individuals covered by the system: State, local, and Federal Government employees who belong to the association.

Categories of records in the system: The records in this system contain the following information: name, position, and address of members. This information serves reference purposes for the members of the association.

Authority for maintenance of the system: This system of records was created by and for the use of the association members. The association was established in light of the Intergovernmental Personnel Act of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records as defined in 5 U.S.C. 552(a)(7) and provided for in 5 U.S.C. 552a (b)(3) are described in the Appendix following the GSA Notices.

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

Storage: The records within this system are maintained on paper.

Retrievability: The records within this system are primarily retrievable by name.

Safeguards: The records within this system are kept under lock and key.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Individuals may obtain information about whether they are a part of this system of records by contacting the GSA Region 9, Personnel Officer at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Record access procedures: Individuals should direct requests to access records to the GSA, Region 9, Personnel Officer at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual themselves who are state, local, and Federal government association members.

GSA/OAD 22

System name: Listing of Physicians GSA/OAD

System location: This system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Categories of individuals covered by the system: Physicians certified by a board of qualified medical officials established by the Civil Service Commission and in some cases, other physicians approved by GSA.

Categories of records in the system: Names, addresses and phone numbers of the physicians included in this system. These records serve as a referral source for those who are in need of a physician for fitness for duty examination or on the job injuries.

Authority for maintenance of the system: FPM Chapter 831.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the Appendix following the GSA notices.

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

Storage: The records within this system are maintained on paper.

Retrievability: The records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Individuals may obtain information about whether they are included in this system by contacting the Personnel Office listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Record access procedures: Individuals should direct requests to access records to the Personnel Office listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, which is in their particular area. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information in this system of records is provided by the individual themselves to either GSA or to the Civil Service Commission or Public Health Service who forward the information to GSA.

Appendix GSA/OAD Addresses of Locations

Central Office

Office of Administration
Personnel Office
GS Building, Room 1105
18th & F Streets N.W.
Washington, DC 20405
Area Code 202-343-4012

Automated Data and Telecommunications Service
Personnel Office
GS Building, Room 1204
18th & F Streets N.W.
Washington, DC 20405
Area Code 202-343-8

Office of Preparedness
Personnel Office
GS Building, Room 4209
18th & F Streets N.W.
Washington, DC 20405
Area Code 202-343-5631

Federal Supply Service
Personnel Office
Crystal Mall Building 4
1941 Jefferson Davis Highway
Room 925
Arlington, Virginia 20406
Area Code 202-557-8563

National Archives and Records Service
Personnel Office
Archives Building
7th & Pennsylvania Avenue, N.W.
Room G-1
Washington, DC 20408
Area Code 202-963-5411

Public Buildings Service
Personnel Office
GS Building, Room 7331
18th & F Streets N.W.
Washington, DC 20405
Area Code 202-343-6126

Regional Offices

Region 1
Regional Personnel Office
General Services Administration
John W. McCormack
Post Office & Courthouse
Boston, MA 02109
Area Code 617-223-2624

Region 2
Regional Personnel Office
General Services Administration
26 Federal Plaza
New York, NY 10007
Area Code 212-264-8318

Region 3
Regional Personnel Office
General Services Administration
7th & D Streets SW
Washington, DC 20407
Area Code 202-963-5384

Philadelphia Area Office
William J. Green Jr. Federal Building
600 Arch Street, Room 7250
Philadelphia, PA 19102
Area Code 215-597-0991

Baltimore Area Office
Federal Building, Room 110B
Baltimore, MD 21201
Area Code 301-962-4357

Region 4
Regional Personnel Office
General Services Administration
1776 Peachtree Street NW.
Atlanta, GA 30309
Area Code 404-526-5621

Region 5
Regional Personnel Office
General Services Administration
230 South Dearborn Street
Chicago, IL 60604
Area Code 312-353-5550

Region 6
Regional Personnel Office
General Services Administration
1500 E. Bannister Road
Kansas City, MO 64131
Area Code 816-926-7206

St. Louis Area Office
9700 Page Boulevard
Overland, MO 63132
Area Code 314-268-7273

Region 7
Regional Personnel Office
General Services Administration
819 Taylor Street
Fort Worth, TX 76102
Area Code 817-334-2366

Region 8
Regional Personnel Office
General Services Administration
Denver Federal Center Bldg. 41
Denver, CO 80225
Area Code 303-234-2345

Region 9
Regional Personnel Office
General Services Administration
525 Market Street
San Francisco, CA 94105
Area Code 415-556-6527

Stockton Area Office
Building 414
Rough and Ready Island
Stockton, CA 95204
Area Code 209-946-6256

Region 10
Regional Personnel Office
General Services Administration
GSA Center
Auburn, WA 98002
Area Code 206-833-5212

GSA/OAD 23

System name: Staffing Reporting System GSA/OAD

System location: Regional Office Bldg. 7th & D Sts., SW, Washington, DC, 20407

Categories of individuals covered by the system: Current and former ODS employees

Categories of records in the system: This system of records contains information such as names of personnel, salary, location of employees, job descriptions and vacancies.

Authority for maintenance of the system: 44 USC Chapter 21

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 USC 552A (A) (7) and provided for in 5 USC 552A (B) (3), are described in the appendix following the GSA notices.

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

Storage: Paper & ADP punch cards

Retrievability: By name

Safeguards: Released only to authorized officials with a need to know and filed in an automated system protected by password.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance & Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Data Systems, GSA, 7th & D Sts., SW, Washington, DC, 20407

Notification procedure: Individual may obtain information about whether they are a part of this system of records from the Director of Data Systems at 7th & D Sts., SW, Washington, DC, 20407.

Record access procedures: Access to records in this system may be gained by writing to the Director of Data Systems at 7th & D Sts., SW, Washington, DC, 20407. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting the contents and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: ODS employee folder and applications for employment.

GSA/OAD 24

System name: Investigation and Personnel Security Case Files GSA/OAD

Security classification: Some of the material contained in the system has been classified in the interests of the national security pursuant to Executive Order 11652.

System location: The system is located in the Office of Investigations. 18th and F Streets, N.W., Washington, D.C. 20405.

Categories of individuals covered by the system: Individuals covered by the system are employees, applicants for employment, former employees of the General Services Administration; Commissions, Committees and small agencies serviced by the General Services Administration; historical researchers. Also included are employees of contractors performing custodial or guard services in buildings under GSA jurisdiction.

Categories of records in the system: Investigative files contain information such as name, date and place of birth, address, social security number, education, occupation, experience and investigatory material. These records are used as a basis for issuance of security clearances, suitability determinations and determinations in discrimination cases.

Authority for maintenance of the system: Executive Order 10450, April 27, 1953, Executive Order 11478, August 8, 1969, Executive Order 11652, March 8, 1972 and 40 USC. 318(d).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used by officers and representatives of other government agencies on a need-to-know basis in the performance of their official duties under the authorities set forth above and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Indexed alphabetically and filed numerically.

Safeguards: Records are stored in locked alarmed vault type room and/or three way combination dial safes with access limited to authorized personnel. Information released only to authorized officials on a need-to-know basis.

Retention and disposal: Disposition of records is in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P.1820.2). Records are destroyed either by burning or pulping.

System manager(s) and address: The official responsibile for the system is the Director, Office of Investigations, 18th and F Streets, N.W., Washington, D.C. 20405.

Notification procedure: Inquiries by individuals as to whether the system contains a record pertaining to themselves should be addressed to the official cited above or to the Director of Information, 18th and F Streets, N.W., Washington, D.C. 20405.

Record access procedures: Requests from individuals for access to records should be addressed to the Director, Office of Investigations and should include full name (maiden name where appropriate), address, date and place of birth. For personal visits the individual should be able to provide some acceptable identification. Only general inquiries may be made by phone.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individuals, employees, informants, law enforcement agencies, other government agencies, employers, references, co-workers, neighbors, educational institutions and intelligence sources.

Systems exempted from certain provisions of the act: In accordance with 5 U.S.C. 552 a(k) this system of records are exempt from subsections (c)(3), (d), (e)(1), (e)(4)(G)(H)(I) and f.

GSA/OAD 25

System name: Equipment Control Records GSA/OAD.

System location: This system of records is maintained by the Director of Management Services, 18th and F Streets, NW, Washington, DC and by the regional Management Services Divisions as listed in the appendix following notice GSA/OAD 31.

Categories of individuals covered by the system: All employees whose assigned functions involve the control of property. Also, all employees who sign for the use of property.

Categories of records in the system: 1. GSA Form 525, Property Transfer Authorization.

2. GSA Form 1025, Receipt for Property includes the employees name, signature, location, etc. The purpose of this system is to maintain records of property and equipment transfers between different accountable officers, to maintain accurate property records, and to assure that individuals return property before their termination.

Authority for maintenance of the system: The Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper.

Retrievability: Name.

Safeguards: Information on records is released only to authorized officials. Filed in controlled building.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system is the Director, Office of Management Services, 18th and F Streets, NW, Washington, DC 20405. Since this is a geographically dispersed system, individuals may gain access to it by contacting the officials at locations as listed in the appendix following notice GSA/OAD-31.

Notification procedure: The address of the agency offices to which inquiries should be addressed and addresses of locations at which the individual may present a request as to whether a system contains records per- taining to himself is the same as that shown in the appendix following notice GSA/OAD 31. Individual should provide name, social security number, period of employment, and position held to assist the office in locating the record.

Record access procedures: An individual can obtain information on the procedures for gaining access to and contesting records from the Director, Office of Management Services, or Regional Director, Management Services Division, as shown in the appendix following notice GSA/OAD 31.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record and appeal-

ing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information is provided by employee being issued equipment or the official responsible for its control.

GSA/OAD 26

System name: Credentials (includes Passes and Licenses) GSA/OAD.

System location: This system of records is maintained by the Director of Management Services, 18th and F Streets, NW, Washington, DC and by the regional Management Services Divisions as listed in the appendix following notice GSA/OAD 31.

Categories of individuals covered by the system: All employees whose assigned responsibilities require the issuance of credentials for identification and security purposes.

Categories of records in the system:

1. GSA I.D. card, GSA Form 208 (name, service and date of issuance).

2. Request for and Record of Credential or Pass, GSA Form 48 (name, description of individual and place of employment).

3. Civil Defense I.D. Card Data, GSA Form 1315 (name, address, personal characteristics).

4. U.S. Government Motor Vehicle Operators I.D. Card (name, sex, DOB, hair color, eye color, height, weight, SSN, birthplace).

5. Night, Weekend and Holiday Pass, GSA Form 15 (various personal characteristics).

6. Civil Defense I.D. Card, SF 138 (name, service and ID number from SF 138).

7. Property Pass, OF 7 (name, building, description of property, agency and effective date).

The purpose of this system is to facilitate the issuance and control of cards, parking permits, building and dining room passes, drivers licenses, and similar credentials.

Authority for maintenance of the system: The Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 522a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper forms.

Retrievability: Name.

Safeguards: Information on records is released only to authorized officials. When not in use, information is kept in locked files in con- trolled building.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system is the Director, Office of Management Services, 18th and F Streets, NW, Washington, DC 20405. Since this is a geographically dispersed system, individuals may gain access to it by contacting the officials at locations as listed in the appendix following notice GSA/OAD-32.

Notification procedure: The address of the agency offices to which inquiries should be addressed and addresses of locations at which the individual may present a request as to whether a system contains records pertaining to himself is the same as that shown in the appendix following notice GSA/OAD 31. Individual should provide name, social security number, period of employment, and position held to assist the office in locating the record.

Record access procedures: An individual can obtain information on the procedures for gaining access to and contesting records from the Director, Office of Management Services, or Regional Director, Management Services Division, as shown in the appendix following notice GSA/OAD 31.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information is provided by employee being issued credential, and issuing official.

GSA/OAD 27

System name: Physical Fitness Inquiry for Motor Vehicle Operators (SF 47) GSA/OAD.

System location: This system of records is maintained by the Director of Management Services, 18th and F Streets, NW, Washington, DC and by the regional Management Services Divisions as listed in the appendix following notice GSA/OAD 31.

Categories of individuals covered by the system: All employees whose assigned functions require the issuance of a motor vehicle operators license.

Categories of records in the system: Name, address, medical questions, date of birth, driving records, personnel records and physical limitations. The purpose of this system is to assess the ability of an employee to safely operate a government motor vehicle and to determine the issuance of a government drivers permit (SF 46).

Authority for maintenance of the system: 40 U.S.C. 491.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 522a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Paper.

Retrievability: Name.

Safeguards: Information released only to authorized officials.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system is the Director, Office of Management Services, 18th and F Streets, NW, Washington, DC 20405. Since this is a geographically dispersed system, individuals may gain access to it by contacting the officials at locations as listed in the appendix following notice GSA/OAD-31.

Notification procedure: Employees may obtain information as to whether they are included in this system from the applicable Director, or Regional Director at address shown in the appendix following notice GSA/OAD 31.

Record access procedures: An individual can obtain information on the procedures for gaining access to and contesting records from the Director, Office of Management Services, or Regional Director, Management Services Division, as shown in the appendix following notice GSA/OAD 31.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individual.

GSA/OAD 28

System name: Roster of GSA Officials (GSA Form 2177) GSA/OAD 31.

System location: This system of records is maintained by the Director of Management Services, 18th and F Streets, NW, Washington, DC and by the regional Management Services Divisions as listed in the appendix following notice GSA/OAD 31.

Categories of individuals covered by the system: GSA-Officials at Division Director level and above.

Categories of records in the system: Name, organizational title, home address, home phone, office phone, The purpose of this system is to provide current directory in- formation on key GSA Regional office officials to the Central Office contact point for weekends, holidays, and emergencies and to provide a system for maintaining continuing liaison be- tween Central Office and the Regional offices.

Authority for maintenance of the system: The Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 522a(b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper.

Retrievability: Name.

Safeguards: Released to authorized officials only. Filed in controlled building.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system is the Assistant Administrator for Administration, 18th and F Streets, NW, Washington, DC. Since this is a geographically dispersed system, individuals may gain access to it by contacting the officials at locations as listed in the appendix following notice GSA/OAD-31.

Notification procedure: Employees may obtain information as to whether they are part of this system of records from the Assistant Administrator for Administration or the Regional Administrators, at the addresses listed in the appendix following notice GSA/OAD 31.

Record access procedures: An individual can obtain information on the procedures for gaining access to and contesting records from the Director, Office of Management Services, or Regional Director, Management Services Division, as shown in the appendix following notice GSA/OAD 31.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information supplied by individual.

GSA/OAD 29

System name: Essential Residence Telephone Service GSA/OAD.

System location: This system of records is maintained by the Director of Management Services, 18th and F Streets, NW, Washington, DC and by the regional Management Services Divisions as listed in the appendix following notice GSA/OAD 31.

Categories of individuals covered by the system: GSA employees whose assigned functions and responsibilities dictate that telephone service during an emergency is essential.

Categories of records in the system: Contains the name, home phone, and the address of the individual. The purpose of this system is to provide essential telephone service to key employees during emergencies.

Authority for maintenance of the system: The Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 522a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Paper.

Retrievability: Indexed by name.

Safeguards: Maintained in locked file cabinet.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system is the Director, Office of Management Services, 18th and F Streets, NW, Washington, DC 20405. Since this is a geographically dispersed system, individuals may gain access to it by contacting the officials at locations as listed in the appendix following notice GSA/OAD-31.

Notification procedure: Employees may obtain information as to whether they are included in this system from the applicable Director, or Regional Director at addresses as listed in the appendix following notice GSA/OAD 31.

Record access procedures: An individual can obtain information on the procedures for gaining access to and contesting records from the Director, Office of Management Services, or Regional Director, Management Services Division, as shown in the appendix following notice GSA/OAD 31.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information provided by individual.

GSA/OAD 30

System name: Manpower Management GSA/OAD 32.

System location: This system of records is maintained by the Director of Management Services, 18th and F Streets, NW, Washington, DC and by the regional Management Services Divisions as listed in the appendix following notice GSA/OAD 31.

Categories of individuals covered by the system: GSA and former GSA employees.

Categories of records in the system: GSA 1174 Schedule includes a record of annual leave, official travel and training. The purpose of this system is to aid in work scheduling and manpower requirements and enable management to maintain a sufficient work force.

Authority for maintenance of the system: 5 USC 6301, 5701, 4101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper.

Retrievability: Name, Position Title.

Safeguards: Information released only to authorized officials. Filed in controlled building.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The officials responsible for the system of records are the Director, Personnel Management Division, 18th and F Streets, NW, Washington, DC 20405. Since this is a geographically dispersed system, individuals may gain access to it by contacting the officials at locations as listed in the appendix following notice GSA/OAD-31.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisors. Former employees may obtain information from the Director, Personnel Management Division, at the appropriate address listed in the appendix following notice GSA/OAD 31.

Record access procedures: Requests to access and/or contest records from current employees should be directed to the employees' supervisor at the appropriate address listed in the appendix following notice GSA/OAD 31. Former employees should direct requests to access and/or contest records to the Director Personnel Management Division at the addresses listed in the appendix following notice GSA/OAD 31.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record and appealing initial determinations are promulgated 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, other employees, and supervisors.

GSA/OAD 31

System name: Congressional Support Control Sheet (GSA Form 2690) GSA/OAD 31.

System location: This system of records is maintained by the Director of Management Services, 18th and F Streets, NW, Washington, DC and by the regional Management Services Divisions as listed in the appendix following notice GSA/OAD 31.

Categories of individuals covered by the system: Members of Congress.

Categories of records in the system: Name, location and phone number of regional congressional offices and the cost of all expensed and capitalized items bought for a Congressman. The pur-

pose of this system is to keep an accurate balance of funds in a congressional account and to show the actual cost of each item purchased.

Authority for maintenance of the system: The Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper.

Retrievability: Name, address.

Safeguards: Information on records is released only to authorized officials. When not in use, information is kept in locked files in con- trolled building.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Regional Administrator at the addresses listed in the following notice GSA/OAD 31.

Notification procedure: The address of the agency offices to which inquiries should be addressed and addresses of locations at which the individual may present a request as to whether a system contains records per- taining to himself is the same as that shown in the following notice GSA/OAD 32. Individual should provide name and social security number to assist the office in locating the record.

Record access procedures: An individual can obtain information on the procedures for gaining access to and contsting records from the applicable Regional Administrator at the addresses shown in the appendix following notice GSA/OAD 31.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information is acquired through purchase orders and transfer documents.

Appendix GSA/OAD address of locations

Central Office - Office of Administrative Services
18th & F Sts., NW
Washington, DC 20405

Region 1 - Director of Administrative Services
Post Office Square
Boston, Massachusetts 02109

Region 2 - Director of Administrative Services
26 Federal Plaza
New York, New York 10007

Region 3 - Director of Administrative Services
7th & D Sts., SW
Washington, DC 20407

Region 4 - Director of Administrative Services
1776 Peachtree Street NW
Atlanta, Georgia 30309

Region 5 - Director of Administrative Services
219 South Dearborn Street
Chicago, Illinois 60604

Region 6 - Director of Administrative Services
1500 E. Bannister Road
Kansas City, Missouri 64131

Region 7 - Director of Administrative Services
819 Taylor Street
Fort Worth, Texas 76102

Region 8 - Director of Administrative Services
Building 41 - Denver Federal Center
Denver, Colorado 80225

Region 9 - Director of Administrative Services
49-4th Street
San Francisco, California 94103

Region 10 - Director of Administrative Services
GSA Center
Auburn, Washington 98002

GSA/OAD 32

System name: Disbursement and accounts payable files GSA/OAD.

System location: The system is located in the General Services Administration Central Office service and staff offices and other GSA offices at the addresses listed in the appendix following notice GSA/OAD 36.

Categories of individuals covered by the system: Current and former employees.

Categories of records in the system: The system provides for reporting each account's status. Accord- ingly records may include but are not limited to name, address, telephone number, vendor identification number, and social security number.

Authority for maintenance of the system: 31 USC 65 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To the extent necessary the records are available outside GSA to monitor and document adverse action proceedings, advise on credit inquiries, and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files.

Retrievability: Filed alphabetically by name or identifying number.

Safeguards: Stored in guarded buildings in areas controlled by authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Assistant Administrator for Administration, General Services Administration, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Individuals may obtain information about whether they are part of this system of records from the finance office at the appropriate address listed in the appendix following notice GSA/OAD 36 or the Director of Finance at the General Services Administration, 18th & F Streets, NW, Washington, DC 20405, whichever is applicable.

Record access procedures: Request to access records should be directed to the finance officer at the appropriate address listed in the appendix following notice GSA/OAD 36. Inquiries should provide full name, social security number, vendor number, address, and telephone number and appropriate dates and transactions giving rise to the record. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing the initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, employees, other agencies, management officials and non-Federal sources such as private firms.

GSA/OAD 33

System name: Accounts receivable claims files GSA/OAD.

System location: The system is located in the General Services Administration Central Office service and staff offices and other GSA offices at the addresses listed in the appendix following notice GSA/OAD 36.

Categories of individuals covered by the system: Current and former employees.

Categories of records in the system: The system provides for reporting each account's status. Accord- ingly records may include but are not limited to name, address, telephone number, vendor identification number, and social security number.

Authority for maintenance of the system: 31 USC 65 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To the extent necessary the records are available outside GSA to monitor and document adverse action proceedings, advise on credit inquiries, and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files and magnetic tape files.

Retrievability: Filed alphabetically by name or identifying number.

Safeguards: Stored in guarded buildings in areas controlled by authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Assistant Administrator for Administration, General Services Administration, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Individuals may obtain information about whether they are part of this system of records from the finance office at the appropriate address listed in the appendix following notice GSA/OAD 36 or the Director of Finance at the General Services Administration, 18th & F Streets, NW, Washington, DC 20405, whichever is applicable.

Record access procedures: Request to access records should be directed to the finance officer at the appropriate address listed in the appendix following notice GSA/OAD 36. Inquiries should provide full name, social security number, vendor number, address, and telephone number and appropriate dates and transactions giving rise to the record. For identification requirements, refer to agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing the initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, employees, other agencies, management officials and non-Federal sources such as private firms.

GSA/OAD 34

System name: Travel System GSA/OAD

System location: This system is located in the General Services Administration (GSA) Central Office service and staff offices and other GSA offices at the addresses listed in the appendix following notice GSA/OAD 36.

Categories of individuals covered by the system: Individuals include employees and former employees of GSA and other independent offices and commissions, such as Presidential commissions, serviced by GSA including those persons other than full time employees authorized to travel on Government business.

Categories of records in the system: This system provides control over expenditure of funds for travel and related expenses. Therefore, provisions are made to authorize travel, provide and account for advances, and to pay for travel costs. In this connection, the system contains records which may include, but are not limited to, name, social security number, residence address, dependents names and ages, duty stations and itinerary.

Authority for maintenance of the system: 5 USC 5701 - 5709

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files and magnetic tape files.

Retrievability: Filed alphabetically

Safeguards: Stored in guarded buildings in areas controlled by authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Assistant Administrator for Administration, General Services Administration, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or finance office at the appropriate address listed in the appendix or from the Director of Finance at the General Services Administration, 18th & F Streets, NW, Washington, DC 20405, whichever is applicable. Former employees may obtain information from the finance office at the appropriate address listed in the appendix following notice GSA/OAD 36.

Record access procedures: Request to access records from current employees should be directed to the employees' supervisor, the appropriate regional finance offices, or to the Director of Finance at the address listed in the appendix following notice GSA/OAD 36. Former employees should direct requests to access records to the appropriate regional finance officer or to the Director of Finance at the address listed in the appendix following notice GSA/OAD 36. For written request, former employees should provide full name, social security number, address, and telephone number and approximate dates and places of employment. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, other employees, supervisors, other agencies, management officials and non-Federal sources such as private firms.

GSA/OAD 35

System name: Manpower and Payroll Statistics System (MAPS)

System location: The system is located in the General Services Administration Central Office service and staff offices and other GSA offices at the addresses listed in the appendix following notice GSA/OAD 36.

Categories of individuals covered by the system: Individuals include employees and former employees of the General Services Administration including those persons in intern, youth employment and work study programs.

Categories of records in the system: The Manpower and Payroll Statistic System (MAPS) is a comprehensive computerized payroll service and personnel statistics information system with the dual purposes of paying employees salaries, and providing for related accounting and statistical reporting. Thus, MAPS achieves multiple benefits from each data element introduced into the system which is patently designed to meet payroll and personnel statistics needs of all types and sizes of government depart- ments, agencies, bureaus and commissions. To accomplish the above, MAPS can and does provide a number of outputs to the payroll office such as a comprehensive payroll, detail accounting distribution of costs, annual - LWOP - sick leave data reports summary, an employee's statement of earnings deductions and leave every payday for each employee, state and city unemployment compensation report, quarterly Federal and state tax reports, Form 941-FICA and taxable wages, W-2 wage and tax statements and produces reports of withholdings and contributions.

For the personnel office, MAPS produces reports such as an organization roster, classification survey lists, retention register, retirement eligibility list, mandatory retirement lists, report of Federal civilian employment, personnel change listing, length of service and awards lists, and listing of within grade increases.

Records consist of information accumulated by operating officials as well as personnel and finance officials in administering payroll and personnel matters for or about employees. In addition the system contains data necessary to perform detail accounting distributions and to automatically provide for such tasks as mailing checks and bonds, and preparing and mailing tax returns and reports. Accordingly the system contains a large number of records which may include, but are not limited to, name, social security number, date of birth, sex, region and agency, veterans preference, tenure group, service computation date, physcial handicap, agency transferred to (former employee), position title, position class number, supervisory code, organization location, geographic location - state or continent, geographic location - city, geographic location - county or country, type of appointment, occupation code, pay plan, grade, step, annual salary-table, hourly salary, second shift differential-rate, third shift differential- rate, post differenital,

quarters allowance, cost of living allowance, hazardous duty allowance, within-grade beginning date, days worked since last step increase, date of next within-grade eligibility, within-grade withheld date, full-time/part-time intermittent code, pay rate determinate, employment-limits expiration date, employment-limits total hours, employment-limits balance of hours, employment-limits total salary, employment-limits balance of salary, Government life insurance code, type of retirement status code, normal hours, accounting-distribution fund code (designates specific appropriation or revolving fund to be charged), accounting-distribution allotment or general ledger account, accounting-distribution location facility, accounting-distribution craft code, accounting-distribution object class, wage board shift differentials, sick leave award, in-out of D.C., retirement annuity, date of last pay period, state tax code, state tax exemptions, Federal tax exemptions, Federal tax marital status/options or additonal withholdings, Federal employee health benefits plan number, Federal employee health benefits employee share of costs, balance of terminal leave repayment, per pay period terminal leave repayment, balance of Internal Revenue levy, per pay period Internal Revenue levy, union codes and dues, charity codes and amounts, other deduction code and amount, residence code, shift code, severence pay-total entitle and unpaid balance, check mail code, premium pay percent code, savings allotments-deduction amounts, constant for deducting regular Government life insurance, wage board schedule number, days worked calendar year-to-date, review date-detail, review date-temporary promotion, review date-temporary position, position occupation, promotion exception, U.S. citizenship, Federal employees health benefits Government share of costs, competitive service level, permanent from date, entered on duty date, date entered present grade, probationary period beginning date, educational level, degree-year, academic discipline, city tax code, city tax deduction, city tax deduction (calendar year-to-date), military retired pay grade, military service retired from, military retirement date, calendar year-to-date (cytd) base salary, cytd night differential, cytd overtime pay, cytd holiday pay, cytd sunday premium pay, cytd post differential, cytd quarters allowance, cytd cost of living, cytd awards, cytd education allowance, cytd terminal leave, cytd other earnings, cytd gross pay, cytd retirement, cytd Federal tax, cytd savings bond, cytd FICA deduction, cytd FICA gross, cytd Internal Revenue levy, cytd leave repayment, cytd union dues, cytd charity deductions, cytd savings allotments, cytd health insurance- employee share and Government share, cytd state taxes, cytd Government life insurance employee deduction and Government deduction, cytd other deductions, cytd net pay, cytd severance pay, leave category, annual leave (AL) ceiling, AL carry-over, AL credited, AL used year-to-date (ytd), AL credit balance, AL earned ytd, AL earned balance, sick leave (SL) carry-over, SL credited ytd, SL used ytd, SL balance, compensatory leave (CL) earned ytd, CL used ytd, CL balance, leave without pay (LWOP) used ytd, LWOP used since date shown for last step increase, LWOP carry-over, absent without authorized leave (AWOL) used ytd, AWOL used since last step increase, military leave (ML) ytd, court leave ytd, other leave ytd, net terminal leave hours, ML used prior year, bond denomination, bond deduction, bond accumulated balance, bond direct mail code, bond designee number (refers to an individual), bond designee counter (shows which designee is to appear on next bond issued), bond issue date, Mr. - Mrs. - Miss code, bond owner name (may be employee or another person such as a child), bond owner social security number, bond address line 1, bond address line 2, bond address line 3, W-2 street address, W-2 city-state-zip codes, savings allotments (SA) institution name, SA bank identification, SA bank employee account number, SA address line 1, SA bank address line 1, SA bank address line 2, SA bank zip code, net pay deposit for employee (NPD) bank name, NPD employee account number, NPD bank identification - composite checks, NPD bank address line 1, NPD bank address line 2, NPD bank zip code, payroll check direct mail address and zip code pay, and hours history by payroll and also year-to-date cumulative pay and hours records.

Authority for maintenance of the system: 5 USC, Part III

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To the extent necessary, records are available outside GSA to monitor and document grievance proceedings, EEO complaints, and adverse actions; to provide references to other agencies and persons for employees seeking employment elsewhere; to conduct counseling sessions; and to prepare biographical sketches of employees for release to other agencies and persons. Some routine uses of MAPS output data is shown by examples listed below:

1. SF 1150 Leave transcript: The SF 1150 is printed when an employee separates from an agency and is transferred along with the employee to wherever his destination may be. This is the primary vehicle by which an employee's leave is transferred from one agency to another. Information is provided for annual and sick leave, military leave, health benefits and Government life insurance;

2. Alphabetical listing of employees: The alphabetical listing is a monthly general use printout of all employees arranged alphabetically by last name. The listing contains information of interest to both payroll and personnel, and it serves as a handy reference in place of the official personnel folders to locate employees, verify employment and to supply basic employment information to answer questions for credit and other purposes outside GSA;

3. Alpha listing of employees by service: This report is identical to the alphabetical listing of employees except that is sorted by the service in which the employee is located. The report contains the basic personnel employment record for each listed employee; therefore, the report is used in the same manner as the alphabetical listing of employees to locate employees, verify employment, and to supply basic employment information for credit and other purposes rather than refer to an employee's official personnel folder;

4. Organization Roster. The organizational roster is a monthly listing of all employees by their organizational location. A separate report is produced for the Central Office and each of the ten regions. The uses of this listing are the same as those for the alphabetical listing of employees and the alpha listing of employees by service except this report is better for showing an accurate picture of the organizational structure of an office or other units;

5. Retention register: The retention register is a listing of all employees grouped by the factors which determine retention rights for reduction in force, RIF, purposes;

6. Executive health maintenance list: The executive health maintenance list is a listing of all employees over 40 years of age who are qualified for the Executive Health Maintenance Program according to paramaters set by each region. The listing is available upon request to management officials and Health Unit officials on a need-to-know basis; and also those Routine uses contained in the appendix following the GSA Notices;

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

Storage: Paper records in file folders and card files, microfilm records in reels and cabinets, magnetic tapes and cards in cabinets and storage libraries, computer records within a computer and attached equipment.

Retrievability: Filed alphabetically by name, by social security number, or both methods at each location for each person.

Safeguards: Buildings employ security guards and records are maintained in areas controlled by GSA personnel, or approved contractor personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Assistant Administrator for Administration, General Services Administration, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or from their personnel office at the appropriate address listed in appendix following notice GSA/OAD 36 or from the Director of Personnel or the Director of Finance at General Services Administration, 18th & F Streets, NW, Washington, DC, 20405, whichever is applicable. Former employees may obtain information from the Director of Personnel or the Director of Finance at the address listed above.

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor or to the personnel or finance officer at the address in the appendix noted below or to the Director of Personnel or the Director of Finance, at the address noted above, whichever is applicable. Former employees should direct requests to access records to the personnel or finance officer at the proper address listed in appendix

following notice GSA/OAD 36 or the Director of Personnel or the Director of Finance at the addresses noted, whichever is applicable. For written requests, former employees should provide full name, social security number, address, and telephone number, and approximate dates and places of employment. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, other employees, supervisors, other agencies management officials and non-Federal sources such as private firms.

GSA/OAD 36

System name: Employee payroll and time and attendance reporting system

System location: The system is located in the General Services Administration Central Office service and staff offices and other GSA offices at addresses listed in the appendix following notice GSA/OAD 36.

Categories of individuals covered by the system: Current and former employees.

Categories of records in the system: The system provides for reporting each employee's status as either on the job time or as paid or unpaid leave time including absences without authorized leave. Accordingly records include but are not limited to name, home address, telephone number, work location, social security number, hours of duty, attendance, and processing of the data to the Manpower and Payroll Statistics System

Authority for maintenance of the system: 5 USC Part III

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To the extent necessary the records are available outside GSA to monitor and document grievance proceedings, EEO complaints and adverse actions; to conduct counseling sessions; and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files.

Retrievability: Filed alphabetically by name

Safeguards: Stored in guarded buildings in areas controlled by authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Assistant Administrator for Administration, General Services Administration, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or finance office at the address in the appendix referenced below or from the Director of Finance at the General Services Administration, 18th & F Streets, NW, Washington, DC 20405, whichever is applicable. Former employees may obtain information from the finance office at the appropriate address listed in the appendix following notice GSA/OAD 36 or from the Director of Finance at the address listed above.

Record access procedures: Request to access records from current employees should be directed to the employees' supervisor or to the finance officer at the address in the appendix referenced below or to the Director of Finance, at the address noted above, whichever is applicable. Former employees should direct requests to access records to the finance officer at the appropriate address listed in the appendix following notice GSA/OAD 36 or to the Director of Finance at the address noted, which ever is applicable. For written request, former employees should provide full name, social security number, address, and telephone number, and approximate dates and places of employment. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, other employees, supervisors, other agencies, management officials and non-Federal sources such as private firms.

Appendix GSA/OAD Addresses of Locations

Central Office

Office of Administration
Office of Finance
GS Building, Room 3131
18th & F Streets NW
Washington, DC 20405

Automated Data and Telecommunications Service
Financial Management Division
GS Building, Room 1204
18th & F Streets NW
Washington, DC 20405

Office of Preparedness
Executive Director
GS Building, Room 4241
18th & F Streets NW
Washington, DC 20405

Federal Supply Service
Office of Executive Director
Crystal Mall Building 4
1941 Jefferson Davis Highway
Room 1111
Arlington, VA 20406

National Archives and Records Service
Office of Executive Director
Archives Building
7th & Pennsylvania Avenue NW
Room 108
Washington, DC 20408

Public Buildings Service
Office of Executive Director
GS Building, Room 6340
18th & F Streets NW
Washington, DC 20405

Regional Offices

Region 1
Finance Division
General Services Administration
John W. McCormack
Post Office and Courthouse
Boston, MA 02109

Region 2
Finance Division
General Services Administration
26 Federal Plaza
New York, NY 10007

Region 3
Finance Division
General Services Administration
7th & D Streets SW
Washington, DC 20407

Philadelphia Area Office
William J. Green, Jr.
Federal Building
600 Arch Street, Room 7250
Philadelphia, PA 19102

Baltimore Area Office
Federal Building, Room 110B
Baltimore, MD 21201

Region 4
Finance Division
General Services Administration
1776 Peachtree Street NW

Atlanta, GA 30309

Region 5
Finance Division
General Services Administration
230 South Dearborn Street
Chicago, IL 60604

Region 6
Finance Division
General Services Administration
1500 E. Bannister Road
Kansas City, MO 64131

St. Louis Area Office
9700 Page Boulevard
Overland, MO 63132

Region 7
Finance Division
General Services Administration
819 Taylor Street
Fort Worth, TX 76102

Region 8
Finance Division
General Services Administration
Denver Federal Center Bldg. 41
Denver, CO 80225

Region 9
Finance Division
General Services Administration
525 Market Street
San Francisco, CA 94105

Stockton Area Office
Building 414
Rough and Ready Island
Stockton, CA 95204

Region 10
Finance Division
General Services Administration
GSA Center
Auburn, WA 98002

GSA/OCR 1

System name: Employee Related Files, GSA/OCR

System location: The system is located in the GS Building, 18th and F Streets, NW, Washington, D.C., 20405, and in the regional offices located at the addresses listed in the appendix.

Categories of individuals covered by the system: Individuals include employees, applicants for employment, and former employees of the Office of Civil Rights, including those in intern and youth employment.

Categories of records in the system: Records consist of documents accumulated by supervisory officials in administering personnel matters for or about employees, including but not limited to, name, home address, telephone numbers, work location, social security number, date of birth, date of entry on duty, salary, grade, promotions, within grade increases, age, education, experience, training, biographical data, records relating to attendance, tardiness, work assignments, performance, work measurement, counseling, disciplinary actions, adverse actions, conduct, promotion evaluations, personal qualifications statements, equal employment opportunity, grievances, alcoholism, labor relations, and letters of reference and pictures, all used as a general management tool to oversee personnel administration of the organization.

Authority for maintenance of the system: Title 5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, 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 and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: These records are maintained in file folders, binders and index cards

Retrievability: These records are indexed by the names of the individuals on whom they are maintained.

Safeguards: Records are located in lockable metal file cabinets or in lockable desks in buildings employing security guards. Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosures.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address:

Director of Civil Rights
General Services Administration
18th and F Streets, NW
Washington, DC 20405

Notification procedure: Requests from individuals as to whether they are part of this system should be addressed to the official responsible for the system, or to the Regional Director of Civil Rights in the regional offices located at the addresses listed in the appendix.

Record access procedures: Requests from individuals for access to this system of records should be addressed to:

Executive Director
Office of Civil Rights
General Services Administration
18th & F Streets, NW
Washington, D.C. 20405 or the Regional Directors of Civil Rights in the regional offices located at the addresses listed in the appendix. For written requests, individuals should include their name, address, date of birth and Social Security Number. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. GSA/OCR rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA/OCR rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, other employees, and supervisors.

GSA/OCR 2

System name: Discrimination Complaint File, GSA/OCR

System location: The system is located in the GS Building, 18th and F Streets, NW Washington, DC 20405, and in the regional offices located at the addresses listed in the appendix.

Categories of individuals covered by the system: Individuals include GSA employees or applicants for employment who consult an EEO Counselor concerning allegations of discrimination.

Categories of records in the system: This system of records contains information or documents relating to a decision or determination made by the Agency of the U.S. Civil Service Commission affecting an individual. The records include, but are not limited to, report of counseling, investigation, letters or notices to the individual, record of hearings when conducted, materials placed into the record to support the decision of determination, affidavits or statements, testimony of witnesses, and related correspondence, opinions and recommendations.

Authority for maintenance of the system: Executive Orders 11478 and 11141, and Equal Employment Opportunity Act of 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used to adjudicate an appeal or complaint; to respond to a court subpoena and or refer to a district court in connection with a court suit, to provide infor- mation to the public on the decision of an appeal of complaint as required by the Freedom of Information Act, to provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, 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, and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: These records are maintained in file folders, binders and index cards.

Retrievability: These records are indexed by the names of the individuals on whom they are maintained.

Safeguards: Records are located in lockable metal file cabinets in buildings employing security guards. Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosures.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address:

Director of Civil Rights
General Services Administration
18th and F Streets, NW
Washington, DC 20405

Notification procedure: Requests from individuals as to whether they are part of this system should be addressed to the official responsible for the system, or to the Regional Director of Civil Rights in the regional offices located at the addresses listed in the appendix.

Record access procedures: Requests from individuals for access to this system of records should be addressed to:

Director of EEO
General Services Administration
18th and F Streets, NW
Washington, D. C. 20405

or to the Regional Director of Civil Rights in the regional offices located at the addresses listed in the appendix. For written requests, individuals should include their name, address, date of birth and Social Security Number. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. GSA/OCR rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA/OCR rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individuals to whom the record pertains; Agency officials, affidavits or statements from employee, testimony of witnesses, official documents relating to the request for counseling, appeal, or complaint, and correspondence from specific organizations or persons.

Appendix - GSA/OCR Address of Location

Regional Director of Civil Rights
General Services Administration
John W. Mccormack Post Office
& Courthouse
Post Office Square
Boston, Massachusetts 02109
617/223-4086

Regional Director of Civil Rights
General Services Administration
26 Federal Plaza
New York, New York 10007
212/264-1299

Regional Director of Civil Rights
General Services Administration
7th & D Streets, SW
Washington, D. C. 20407
202/963-4285

Regional Director of Civil Rights
General Services Administration
1776 Peachtree Street, NW
Atlanta, Georgia 30309
404/526-3240

Regional Director of Civil Rights
General Services Administration
230 S. Dearborn Street
Chicago, Illinois 60604
312/353-4550

Regional Director of Civil Rights
General Services Administration
1500 E. Bannister Road
Kansas City, Missouri 64131
816/926-7137

Regional Director of Civil Rights
General Services Administration
819 Taylor Street
Fort Worth, Texas 76102
817/334-3538

Regional Director of Civil Rights
General Services Administration
Building 41-Denver Federal Center
Denver, Colorado 80225
303/234-4670

Regional Director of Civil Rights
General Services Administration
525 Market Street
San Francisco, California 94105
415/556-6060

Regional Director of Civil Rights
General Services Administration
GSA Center
Auburn, Washington 98002
206/833-5512

GSA/OGC 1.

System name: Attorney Evaluations, GSA/OGC.

System location: L. See appendix following notice OGC 6 for address.

Categories of individuals covered by the system: Attorneys in the Office of General Counsel below Assistant General Counsel and Regional Counsel level.

Categories of records in the system: Evaluation of professional performance for the preceding six month period. Records are used within the Office of General Counsel to apprise attorneys on a regular basis of their super- visors' evaluation of their professional performance, and to assist supervisors in evaluating potential and priority of attorneys for promotion or other performance recognition.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper.

Retrievability: Manual, by name.

Safeguards: Kept in locked suite in guarded building.

Retention and disposal: Records are destroyed within 60 days of receipt.

System manager(s) and address: General Counsel. See appendix following notice OGC 6 for addresses.

Notification procedure: GSA notification procedures are contained in 41 CFR 105-64.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting records are contained in 41 CFR 105-64.

Record source categories: Assistant General Counsels and Regional Counsels. The General Counsel solicits these attorney evaluations for review every six months. They are destroyed following that review. Supervisors are instructed not to retain copies.

GSA/OGC 2

System name: Attorney Placement, GSA/OGC. This notice covers 5 unique systems of records of related subject matter.

System location: Each system is located in one of the following 5 offices; the supervisor in each of these 5 offices is the official who sets policies and procedures for the records in his own office: LS, and the Office of the Regional Counsels, Regions 2,5,6, & 7. See appendix following notice OGC 6 for addresses.

Categories of individuals covered by the system: Each of the 5 systems covers attorneys and law students applying for employment

Categories of records in the system: Each of the 5 systems covers qualifications of applicants for legal positions; the Deputy General Counsel for Operations, LS, and the Regional Counsels for Regions 2, 5, 6, and 7 and other authorized OGC employees use the records in their respective offices to fill vacancies and new positions with qualified applicants.

Authority for maintenance of the system: Each of the 5 systems is authorized by 5 U.S.C. 3101 and the Federal Property and Administrative Services Act of 1949 as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper.

Retrievability: Manual by name.

Safeguards: File folders are kept in guarded buildings and released only to authoized persons.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The system managers for the 5 systems are respectively: Deputy General Counsel for Operations, LS; and Regional Counsels, Regions 2, 5, 6, and 7 for records within their offices. See appendix following notice OGC 6 for addresses.

Notification procedure: GSA notification procedures are contained in 41 CFR 105-64.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting records are contained in 41 CFR 105-64.

Record source categories: Information in each of the 5 systems comes from one of the following sources Applicants, placement offices, interviewers.

GSA/OGC 3

System name: Confidential Statements of Employment and Financial Interests, GSA/OGC

System location: Deputy General Counsel, LL; Office of the Regional Counsels, Regions 1-10 for records in their respective offices. See appendix following notice OGC 6 for addresses.

Categories of individuals covered by the system: Persons listed in 5 CFR 735.403, 41 CFR 105-735.402, OAD P 5410.1, Chapter 3-104.25, 26 and 27.

Categories of records in the system: Individual GSA Forms 2157 and 2158, Confidential Statement of Employment and Financial Interests. Records are used solely by the Agency Counselor for Standards of Conduct and Regional Counsels in review for conflicts of interest.

Authority for maintenance of the system: EO 11222, 5/8/65.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of the records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper

Retrievability: Manual, by name.

Safeguards: Filed in accordance with 41 CFR 105-735.408, in secured buildings.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2) para. 21 A 85.

System manager(s) and address: Agency Counselor for Standards of Conduct (Deputy General Counsel), LL is the official responsible for policy and procedure; Regional Counsels, Regions 1-10, are systems managers for records in their respective offices. See appendix following notice OGC 6 for addresses.

Notification procedure: GSA notification procedures are contained in 41 CFR 105-64.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting records are contained in 41 CFR 105-64.

Record source categories: Individual GSA employees who are required to submit Confidential Statements of Employment and Financial Interests.

GSA/OGC 4

System name: General Law Files, GSA/OGC. This notice covers 21 unique systems of records involving related subject matter.

System location: The General Law Files of OGC are divided into 21 unique systems of related subject matter. Each system is located in one of the following 21 offices; the supervisor in each of these 21 offices is the official who sets policies and procedures for the records in his own office:

L, LL, LS, LB, LC, LE, LM, LR, LP, LT, LX, and Office of the Regional Counsels, Regions 1-10, for records in their respective offices. See appendix following notice OGC 6 for addresses.

For information on the location of specific law files contact LS at the address listed in the appendix.

Categories of individuals covered by the system: Each of the 21 systems covers one or more of the following categories of individuals:

GSA employees, past and present; other agency employees; members of the public (including individuals, corporations, and firms); witnesses in regulatory proceedings; persons who have made Freedom of Information and Privacy Act requests and persons about whom such requests have been made; persons involved in litigation with GSA; grievants under collective bargaining agreements; appellants.

Categories of records in the system: Each of the 21 systems covers one or more of the following categories of records:

Among other data, name of individuals, position description, grade, salary, SSN, work history, complaint, history of the case, applicable law, working papers of attorney, testimony of witnesses, background investigation materials, records subject to complaint, request, or litigation, correspondence, damage reports, contracts, accident reports, GSA Form 1593, SF 91, SF 91A, SF 92, pleadings, affidavits, credit ratings, medical diagnoses and prognoses, doctor's bills, estimates of repair costs, invoices, litigation reports, financial data. Records are used to give general legal advice, as requested, throughout GSA, and to prepare attorneys for hearings and trials, to reference past actions, and to maintain internal statistics.

Authority for maintenance of the system: Each of the 21 systems is authorized by one or more of the following statutes or Executive Orders:

Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended; Freedom of Information Act, 5 U.S.C. 552 as amended; the Privacy Act of 1974, 5 U.S.C. 552a; 5 U.S.C., Part II (Civil Service Commission); 5 U.S.C., Chap. 33 (examination, selection and placement); Equal Employment Opportunity Act of 1972, 86 Stat. 103, 5 U.S.C. 5108, 5314-5316 and 42 U.S.C. 2000e, et. seq.; 5 U.S.C. 7151-7154 (antidiscrimination in employment); 5 U.S.C., 7301 (regulation of conduct); 5 U.S.C. 7501, note (adverse actions); 5 U.S.C., Chapter 77 (appeals); title 11 U.S.C. (bankruptcy); Federal Tort Claims Act, 28 U.S.C. 1291, 1346 (b)(c), 1402(b), 1504, 2110, 2401(b), 2402, 2411(b), 2412(c), 2671-2680; 1 Stat. 515, 676, 31 U.S.C. 191 (debts owed by or due to U.S.); Federal Claims Collection Act of 1972, 80 Stat. 308-309, 31 U.S.C. 951-953; 78 Stat. 767, 768, 79 Stat. 789, 82 Stat. 998, 84 Stat. 412, 86 Stat. 491, 31 U.S.C. 240-243 (settlement of claims); E.O. 1166 Organization of Executive Agencies; E.O. 10577, Amending the Civil Service Rules and Authorizing a new Appointment System for the Competitive Service; E.O. 11491, Labor-Management Relations in the Federal Service; E.O. 11787, Revoking Executive Order 10987, Relating to Agency Systems for Appeals from Adverse Actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information may be released to the Department of Justice in review, settlement, defense, and prosecution of claims, complaints, and law suits involving contracts, torts, debts, bankruptcy, personnel adverse action, EEO, unit determinations, unfair labor practices, and Freedom of Information and Privacy Act requests. Other routine uses are listed in the appendix following the GSA notices.

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

Storage: Paper.

Retrievability: Manual, by name.

Safeguards: Records are stored in secured buildings; available to authorized persons only.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: The system managers for the 21 systems are, respectively:

General Counsel, L; Deputy General Counsel for Law, LL; Deputy General Counsel for Operations, LS; Assistant General Counsels, LB, LC, LE, LM, LP, LR, LT, LX, and Regional Counsels for Regions 1-10. See appendix following notice OGC 6 for addresses.

Notification procedure: GSA notification procedures are contained in 41 CFR 105-64.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting records are contained in 41 CFR 105-64.

Record source categories: Information in each of the 21 systems comes from one or more of the following sources:

Federal employees and private parties involved in torts, contracts, personnel actions, unfair labor practices, and debts concerning the Federal Government; general law texts and sources; Dun and Bradstreet and other sources of financial information; law enforcement officers; witnesses, and others.

GSA/OGC 5

System name: General personnel files. This notice covers 21 unique systems of records involving related subject matter.

System location: These files are divided into 21 unique systems of related subject matter. Each system is located in one of the following 21 offices; the supervisor in each of these 21 offices is the official who sets policies and procedures for the records in his own office: L, LS, LA, LB, LC, LE, LM, LP, LT, LR, LX, Office of the Regional Counsels, Regions 1-10. See appendix following notice OGC 6 for addresses.

Categories of individuals covered by the system: OGC Central Office employees for those systems in the offices of L, LS, LA, LB, LC, LE, LM, LP, LT, LR, and LX; Regional employees for those systems in the Offices of the Regional Counsels, Regions 1-10.

Categories of records in the system: Each of the 21 systems covers one or more of the following types of records or information: Name, title, SSN, DOB, grade, salary, employment history, home address and telephone number, resume, age, marital status, GSA Form 834-Annual Attendance Record, Form 1349-Personal Data Statement, trans- cripts, OGC employee record, applications, directories of attorneys, news clippings, correspondence, letters of reference. Records are used in the agency to complete agency forms for requests for personnel actions, security clearances. travel and training authorizations, time and attendance records, reports, etc. Also used for issuing passes, motor pool ID, etc. Information is used 'in house' for personnel evaluation and management.

Authority for maintenance of the system: Each of the 21 systems is authorized by the following statutes: 5 U.S.C., generally; Federal Property and Administrative Services Act of 1949, as amended

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in each of the 21 systems is disclosed to persons outside the agency for verifying employment and salary, preparing letters of reference at the request of the employee, making travel and training arrangements, and furnishing copies of performance appraisals to other government agencies when employees have applied for jobs elsewhere. Other routine uses are listed in the appendix following the GSA notices.

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

Storage: Information in each of the 21 systems is stored in one or more of the following manners: In paper files, in the General Counsel's desk book, in supervisors' card indices.

Retrievability: Information in each of the 21 systems is retrieved manually by name, grade or title.

Safeguards: All records are safeguarded in accordance with GSA Privacy Regulations contained in 41 CFR 105-64.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2), paragraph 9B25.

System manager(s) and address: The system manager for each of the 21 systems, respectively, is: Gene ral Counsel, L; Deputy General Counsel, LS; Administrative Officer, LA; Assistant General Counsels, LB, LC, LE, LM, LP, LR, LT, LX; Regional Counsels, Regions 1-10. See appendix following notice OGC 6 for addresses.

Notification procedure: GSA notification procedures are contained in 41 CFR 105-64.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting records are contained in 41 CFR 105-64.

Record source categories: The source of information in each of the 21 systems is one or more of the following: Official personnel records, GSA Personnel and Finance Offices, supervisors, letters of reference or commendation furnished by agency officials or persons from private industry, educational information supplied by colleges and universities, periodicals, the individual.

GSA/OGC 6

System name: Potential employees referred by members of the Legislative and Executive branches and other sources.

System location: LC. See appendix following Notice GSA/OGC 6 for address.

Categories of individuals covered by the system: Applicants for employment at GSA.

Categories of records in the system: Resumes, applications, recommendations and replies, previous work history, reference checks, and notes. Used inside the agency in connection with litigation and hearings.

Authority for maintenance of the system: Civil Service Rule 5, 5 CFR 5.1-5.4.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See appendix following GSA notices. Also may be transferred to CSC, outside counsel, and respondents in connection with ongoing litigation and hearings.

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

Storage: Paper.

Retrievability: Manually, by name.

Safeguards: Stored in locked room in guarded building, accessible to authorized persons only.

Retention and disposal: At the termination of all litigation and hearings relevant to the records, records will be integrated into individual Official Personnel Folders, to the extent possible. The remaining records will be disposed of in accordance with normal procedures.

System manager(s) and address: Assistant General Counsel, LC. See appendix following Notice GSA/OGC 6 for address.

Notification procedure: GSA notification procedures are contained in 41 CFR 105-64.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting records are contained in 41 CFR 105-64.

Record source categories: GSA Personnel Offices, the individual, persons who provided references, former employees, GSA employees involved in personnel work.

Appendix GSA/OGC Address of Locations

Office of General Counsel, Central Office Divisions located at the General Services Building, 18th and F Streets, NW, Washington, DC 20405. Business hours are 8:00-4:30 EST.

L - General Counsel
(202) 343-5481

LL - Deputy General Counsel for Law
(202) 343-2155

LS - Deputy General Counsel for Operations
(202) 343-4408

LA - Administrative Officer
(202) 343-5173

LB - Assistant General Counsel
Public Buildings Division
(202) 343-4478

LC - Assistant General Counsel
Claims and Litigation Division
(202) 343 9111

LE - Assistant General Counsel
Preparedness and Policy Division
(202) 343-4563

LM - Assistant General Counsel
Labor Law Division
(202) 343-7316

LR - Assistant General Counsel
Administration and Records Division
(202) 343-8501

LT - Assistant General Counsel
Regulatory Law Division
(202) 343-5411

LX - Assistant General Counsel
Automated Data and Telecommunications Division
(202) 343-7331

Office of General Counsel, Central Office Division located at Crystal Mall. Building, Room 819, Washington, DC 20406. Business hours are 7:45-4:15 EST.

LP - Assistant General Counsel
Procurement Division
(202) 557-8417

Office of General Counsel, Regional Offices, located at:

Region 1 - GSA Regional Counsel
J. W. McCormack P.O. &
Court House
Boston, MA 02109
(617) 223-2621
8:20-4:50 EST

Region 2 - GSA Regional Counsel
26 Federal Plaza
New York, NY 10007
(212) 264-8306
8:15-4:45 EST

Region 3 - GSA Regional Counsel
7th and D Streets, SW
Washington, DC 20407
(202) 963-4221
8:15-4:45 EST

Region 4 - GSA Regional Counsel
1776 Peachtree Street, NW
Atlanta, GA 30309
(404) 526-5615
8:00-4:30 EST

Region 5 - GSA Regional Counsel
230 S. Dearborn Street
Chicago, IL 60604
(312) 353-5392
8:30-5:00 CST

Region 6 - GSA Regional Counsel
1500 E. Bannister Road
Kansas City, MO 64131
(816) 926-7212
8:00-4:30 CST

Region 7 - GSA Regional Counsel
819 Taylor Street
Fort Worth, TX 76102
(817) 334-2325
7:45-4:15 CST

Region 8 - GSA Regional Counsel
Building 41
Denver Federal Center
Denver, CO 80225
(303) 234-3813
7:30-4:00 MST

Region 9 - GSA Regional Counsel
525 Market Street
San Francisco, CA 94105
(415) 556-3963
7:45-4:15 PST

Region 10 - GSA Regional Counsel
GSA Center
Auburn, WA 98002
(206) 833-5225
7:30-4:00 PST

GSA/FMPO 1

System name: Employee-Related Files, GSA/FMPO

System location: GSA Building, 18th & F Streets, NW, Washington, DC 20405

Categories of individuals covered by the system: Current and Former Employees and Applicants for Employment in OFMP.

Categories of records in the system: Personal data includes name, home address and telephone number, work location and telephone number, social security number, date of birth, date of entry on duty, salary, grade, promotions, within grade increases, age, education, experience, biographical data, records relating to attendance, tardiness, work assignments, performance, counseling, disciplinary actions, adverse actions, conduct, promotion evaluations, equal employment opportunity, labor relations, grievances, alcoholism, and letters of reference and pictures and other similar data. Records are used in administering personnel matters for and about employees. Uses include determining eligibility for promotion and specific work assignments, monitoring grievance proceedings, evaluating work performance and other actions of a supervisory nature.

Authority for maintenance of the system: Title 5, U.S.C. Section 301 and E.O. 11717, May 9, 1973.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used to provide references for employees seeking employment outside the agency and for those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files.

Retrievability: Filed alphabetically by name of individual.

Safeguards: Building security guards. Records are stored in lockable file drawers and desks.

Retention and disposal: Disposition of records shall be in accordance with the GSA Records Maintenance and Disposition System Handbook (OAD P 1820.2).

System manager(s) and address:

Associate Administrator
Office of Federal Management Policy
18th & F Streets, NW
Washington, DC 20405

Notification procedure: Information may be obtained from the employee's supervisor or from the system manager.

Record access procedures: Requests for access should be made in person or in writing to the appropriate supervisor or the system manager in accordance with 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The data subject, other employees and supervisors.

GSA/NARS 1

System name: Researcher Application Files, GSA/NARS

System location: The system is located in the National Archives Building, Presiden- tial libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, and Federal archives and records centers. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers who apply to use records in the National Archives, Presidential libraries, and records centers.

Categories of records in the system: Applications to use records including name, address, telephone number, occupation, research topic, education level, and field of interest. The records are used by officers and employees of GSA who have a need for the records in the performance of their duties to identify and record the individuals who use records in the National Archives and other repositories listed above, to provide a means of contacting the individual if additional information of research interest to him is found, and to mail notices of events and programs of interest to users of the records in the National Archives.

Authority for maintenance of the system: 44 U.S.C. 2104.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off annually, held one year and retired. After 14 additional years they are destroyed. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW Washington, DC, 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives at the National Archives Building, the Directors of the Presidential Libraries, the Directors of the Federal Archives and Records Centers, and the Directors of Federal Records Centers at the addresses listed for these locations in the appendix, following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have used records.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the directors of the Presidential libraries, the directors of Federal archives and records centers, or the directors of Federal records centers, depending on where individuals have used records. In person requests may be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, and telephone number, and the approximate dates records were used. For personal visits, the individual should be able to provide some acceptable identifi- cation such as driver's license or student or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Researchers.

GSA/NARS 2

System name: Reference request files, GSA/NARS

System location: The system is located in the National Archives Building, Presi- dential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, and Federal archives and records centers. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers and correspondents, requesting information from the records in the National Archives, Presidential libraries, and records centers.

Categories of records in the system: Correspondence, reference service slips, receipts for money, deposit account records, reproduction orders, reference logs, lending files, and reference files pertaining to requests for infor- mation, including all or parts of the following: requester's name, address, telephone number, occupation, research topic, education level, and field of interest. Biographical material relating to individuals who are the subject of the reference inquiries may also be included. The records are used by officers and employees of GSA who have a need for the records in the performance of their duties to record individual requests for information and the responses to those requests; to maintain control over information requests received and answered; to enable later contact with the requester if required; to assist in the preparation of standard replies to similar questions; to facilitate preparation of statistical and other reports; to establish researcher accounta- bility for records; to maintain control of records being used; to record payment for reproduction orders and funds placed on deposit; to record loans of materials or records from the above locations; to monitor Freedom of Information Act requests and prepare reports; and, when requested by the individual researcher, to write recommendations for researchers applying for grants or employment.

Authority for maintenance of the system: 44 U.S.C. 2104 and 2907.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards, and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records which are:

(1) created in the administration of loans of materials are cut off after the return of the materials, held one year, and destroyed;

(2) created in the process of providing reference service by mail are cut off annually, held two years, and destroyed.

(3) created in the process of providing records to researchers in the National Archives research rooms are cut off annually, held one year, and retired. After 14 additional years they are destroyed.

These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW Washington, DC, 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives at the National Archives Building, the Directors of the Presidential Libraries, the Directors of the Federal Archives and Records Centers, and the Directors of Federal Records Centers at the addresses listed for these locations in the appendix, following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have used records or directed inquiries. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the directors of the Presidential libraries, the directors of Federal archives and records centers, or the directors of Federal records centers, depending on where individuals used records or directed inquiries. In person requests may be made dur-

ing normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, and telephone number, and the approximate dates of the correspondence or trans- action. For personal visits the individual should be able to provide some acceptable identification such as driver's license or student or employee identification. Only general inquires may be made by telephone.

Contesting record procedures: Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Researchers, correspondents, and employees of the National Archives.

GSA/NARS 3

System name: Donors of historical materials files, GSA/NARS

System location: The system is located in the National Archives Building and the Presidential libraries. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Donors and potential donors of papers or other historical materials to the National Archives and Presidential libraries.

Categories of records in the system: Correspondence, deeds of gift, deposit agreements, accession files, accession cards, administrative files, inventory of museum objects, oral history use agreements, tapes, and transcripts, all of which relate to the solicitation and preservation of donations. Also included are biographical data on donors as well as their addresses, telephone numbers, and occupations. The records are primarily used by officers and employees of GSA who have a need for the records in the performance of their duties to record solicitation efforts and accessioning of papers and other historical materials for preser- vation in the above locations; to maintain control over the acces- sions program; to facilitate future solicitations of gifts; to record deeds of gift; to record agreements of use.

Authority for maintenance of the system: 44 U.S.C. 2107 and 2108.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) include releasing biographi- cal material about donors and prospective donors to the public as well as the routine uses described in the appendix following the GSA notices.

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

Storage: Paper records in file folders; sound recordings.

Retrievability: Filed alphabetically at each location by name of individual donor.

Safeguards: Buildings employ security guards, and records and other materials are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are permanent. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Presidential Libraries at the National Archives Building, and the Directors of the Presidential Libraries. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have donated materials or from which they have received requests for donations. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives or the Assistant Archivist for Presidential Libraries or the directors of Presidential libraries depending on which repository the individual has been associated with. In person requests may be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, and telephone number, and the approximate dates of the correspondence or transaction. For personal visits the individ- ual should be able to provide some acceptable identification such as driver's license, employee identification card, etc. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Donors, potential donors, and employees of the National Archives.

GSA/NARS 4

System name: National and Regional Archives Advisory Council files, GSA/NARS.

System location: The system is located in the National Archives Building, the Federal archives and records centers, and the regional archives headquarters. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Former, current, and prospective Council members.

Categories of records in the system: Correspondence with and biographical information about former, current, and prospective Council members including all or parts of the following: name, address, telephone number, education, professional vita, and publications. The records are used by officers and employees of GSA who have a need for the records in the performance of their duties to review professional qualifica- tions of prospective Council members; to document activities of the Councils themselves; to conduct future correspondence with Council members; to serve as a mailing list with current and past members; to record the individual Council members' role; and to help formulate Council policy.

Authority for maintenance of the system: 5 U.S.C., Appendix I, Section 8.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Biographical material relating to Council members is made available to the public for purposes of publicizing the membership and activities of the Councils.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards, and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off after each meeting, held five years, and offered to the National Archives (Regional council files are destroyed after five years). These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Educational Programs at the National Archives Building, the Directors of the Federal Archives and Records Centers and the NARS Regional Commissioners. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate location in the region where individuals serve, have served, or might serve on the Council. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives or to the Assistant Archivist for Educational Programs, the regional commissioners or the directors of Federal archives and records centers depending on the location of the Council with which the individual has been associated. In person requests may be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and if applicable, dates of service. For personal visits the individual should be able to provide some acceptable

identification, such as driver's license, employee identification card, etc. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Former, current, and prospective Council members, associates of Council members, and employees of the National Archives.

GSA/NARS 5

System name: Conference and related activities files, GSA/NARS

System location: The system is located in the National Archives Building, the Presidential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, the Federal archives and records centers, and NARS regional headquar- ters offices. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Participants or potential participants in symposia, conferences, lectures, etc.

Categories of records in the system: Biographical information about individuals involved in these activ- ities including the individual's name, address, telephone number, area of expertise, research interest, occupation, education, and publications. The records are used by officers and employees of GSA who have a need for the records in the performance of their duties in the various archival programs indicated above; to provide a record of previous activities; to promote the use of archival materials; to provide mailing lists; to facilitate publication of the activity's proceedings; and to register persons attending the activity.

Authority for maintenance of the system: 44 U.S.C. 2105

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off after the event, held for one year, and destroyed. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Educational Programs at the National Archives Building, the Directors of the Presidential Libraries, the Directors of Federal Records Centers, and the Regional Commissioners. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate location which sponsored the activity which the individual attended or in which he particpated. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the Assistant Archivist for Educational Programs, the directors of Presidential libraries, the directors of Federal records centers or the regional commissioners. In person requests may be made during normal busi- ness hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and the dates of the activity. For personal visits the individual should be able to provide some acceptable identification such as a driver's license or an employee identification card. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Participants, attendees, and employees of the National Archives.

GSA/NARS 6

System name: Mailing list files, GSA/NARS

System location: The system is located in the National Archives Building, Presi- dential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, Federal archives and records centers and NARS regional headquarters offices. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers, tourists, government officials, professional colleagues, professionals in related fields, such as librarians, teachers, associates of the National Archives, and others with an interest in National Archives activities.

Categories of records in the system: Mailing lists include primarily the individual's name and address. Some lists also include telephone number, title, occupation, institutional affiliation and in the case of the associates, type of membership. Records are used by officers and employees of GSA who have a need for the records in the performance of their duties, to address newsletters, announce- ments, programs, and material about special events; to bill researchers for reproduction orders; and to mail press releases and other information.

Authority for maintenance of the system: 44 U.S.C. 2105, 2108, 2307, 2902, and 2904.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Where the proposed use is compatible with the purpose for which the mailing list was compiled, copies of the lists are occasionally provided to archival, historical, and records management associations whose purposes relate to the programs and aims of the National Archives and Records Service.

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

Storage: Paper records in card files, index cards, address plates, magnetic cards, punch cards, cassettes, magnetic tape.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Lists are reviewed annually, and updated. Outdated information is purged. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives, the Assistant Archivist for Presidential Libraries, the Assistant Archivist for Educational Programs and the Assistant Archivist for Records Management, all located in the National Archives Building. Other officials are the Directors of the Presidential Libraries, the Directors of Federal Records Centers, Directors of Federal Archives and Records Centers, and the NARS Regional Commissioners. The addresses for these locations are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate location in which the individual has expressed an interest or in which he has a potential interest. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the Assistant Archivist for Presidential Libraries, the Assistant Archivist for Educational Programs, the Assistant Archivist for Records Manage- ment, the directors of the Presidential libraries, the directors of the Federal records centers, directors of Federal archives and records centers, or the regional commissioners depending on which archives activity the individual expressed an interest in. In person requests may also be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the in-

ing normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, and telephone number, and the approximate dates of the correspondence or trans- action. For personal visits the individual should be able to provide some acceptable identification such as driver's license or student or employee identification. Only general inquires may be made by telephone.

Contesting record procedures: Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Researchers, correspondents, and employees of the National Archives.

GSA/NARS 3

System name: Donors of historical materials files, GSA/NARS

System location: The system is located in the National Archives Building and the Presidential libraries. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Donors and potential donors of papers or other historical materials to the National Archives and Presidential libraries.

Categories of records in the system: Correspondence, deeds of gift, deposit agreements, accession files, accession cards, administrative files, inventory of museum objects, oral history use agreements, tapes, and transcripts, all of which relate to the solicitation and preservation of donations. Also included are biographical data on donors as well as their addresses, telephone numbers, and occupations. The records are primarily used by officers and employees of GSA who have a need for the records in the performance of their duties to record solicitation efforts and accessioning of papers and other historical materials for preser- vation in the above locations; to maintain control over the acces- sions program; to facilitate future solicitations of gifts; to record deeds of gift; to record agreements of use.

Authority for maintenance of the system: 44 U.S.C. 2107 and 2108.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) include releasing biographi- cal material about donors and prospective donors to the public as well as the routine uses described in the appendix following the GSA notices.

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

Storage: Paper records in file folders; sound recordings.

Retrievability: Filed alphabetically at each location by name of individual donor.

Safeguards: Buildings employ security guards, and records and other materials are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are permanent. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Presidential Libraries at the National Archives Building, and the Directors of the Presidential Libraries. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have donated materials or from which they have received requests for donations. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives or the Assistant Archivist for Presidential Libraries or the directors of Presidential libraries depending on which repository the individual has been associated with. In person requests may be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, and telephone number, and the approximate dates of the correspondence or transaction. For personal visits the individ- ual should be able to provide some acceptable identification such as driver's license, employee identification card, etc. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Donors, potential donors, and employees of the National Archives.

GSA/NARS 4

System name: National and Regional Archives Advisory Council files, GSA/NARS.

System location: The system is located in the National Archives Building, the Federal archives and records centers, and the regional archives headquarters. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Former, current, and prospective Council members.

Categories of records in the system: Correspondence with and biographical information about former, current, and prospective Council members including all or parts of the following: name, address, telephone number, education, professional vita, and publications. The records are used by officers and employees of GSA who have a need for the records in the performance of their duties to review professional qualifica- tions of prospective Council members; to document activities of the Councils themselves; to conduct future correspondence with Council members; to serve as a mailing list with current and past members; to record the individual Council members' role; and to help formulate Council policy.

Authority for maintenance of the system: 5 U.S.C., Appendix I, Section 8.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Biographical material relating to Council members is made available to the public for purposes of publicizing the membership and activities of the Councils.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards, and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off after each meeting, held five years, and offered to the National Archives (Regional council files are destroyed after five years). These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Educational Programs at the National Archives Building, the Directors of the Federal Archives and Records Centers and the NARS Regional Commissioners. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate location in the region where individuals serve, have served, or might serve on the Council. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives or to the Assistant Archivist for Educational Programs, the regional commissioners or the directors of Federal archives and records centers depending on the location of the Council with which the individual has been associated. In person requests may be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and if applicable, dates of service. For personal visits the individual should be able to provide some acceptable

identification, such as driver's license, employee identification card, etc. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Former, current, and prospective Council members, associates of Council members, and employees of the National Archives.

GSA/NARS 5

System name: Conference and related activities files, GSA/NARS

System location: The system is located in the National Archives Building, the Presidential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, the Federal archives and records centers, and NARS regional headquar- ters offices. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Participants or potential participants in symposia, conferences, lectures, etc.

Categories of records in the system: Biographical information about individuals involved in these activ- ities including the individual's name, address, telephone number, area of expertise, research interest, occupation, education, and publications. The records are used by officers and employees of GSA who have a need for the records in the performance of their duties in the various archival programs indicated above; to provide a record of previous activities; to promote the use of archival materials; to provide mailing lists; to facilitate publication of the activity's proceedings; and to register persons attending the activity.

Authority for maintenance of the system: 44 U.S.C. 2105

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off after the event, held for one year, and destroyed. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Educational Programs at the National Archives Building, the Directors of the Presidential Libraries, the Directors of Federal Records Centers, and the Regional Commissioners. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate location which sponsored the activity which the individual attended or in which he particpated. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the Assistant Archivist for Educational Programs, the directors of Presidential libraries, the directors of Federal records centers or the regional commissioners. In person requests may be made during normal busi- ness hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and the dates of the activity. For personal visits the individual should be able to provide some acceptable identification such as a driver's license or an employee identification card. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Participants, attendees, and employees of the National Archives.

GSA/NARS 6

System name: Mailing list files, GSA/NARS

System location: The system is located in the National Archives Building, Presi- dential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, Federal archives and records centers and NARS regional headquarters offices. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers, tourists, government officials, professional colleagues, professionals in related fields, such as librarians, teachers, associates of the National Archives, and others with an interest in National Archives activities.

Categories of records in the system: Mailing lists include primarily the individual's name and address. Some lists also include telephone number, title, occupation, institutional affiliation and in the case of the associates, type of membership. Records are used by officers and employees of GSA who have a need for the records in the performance of their duties, to address newsletters, announce- ments, programs, and material about special events; to bill researchers for reproduction orders; and to mail press releases and other information.

Authority for maintenance of the system: 44 U.S.C. 2105, 2108, 2307, 2902, and 2904.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Where the proposed use is compatible with the purpose for which the mailing list was compiled, copies of the lists are occasionally provided to archival, historical, and records management associations whose purposes relate to the programs and aims of the National Archives and Records Service.

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

Storage: Paper records in card files, index cards, address plates, magnetic cards, punch cards, cassettes, magnetic tape.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Lists are reviewed annually, and updated. Outdated information is purged. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives, the Assistant Archivist for Presidential Libraries, the Assistant Archivist for Educational Programs and the Assistant Archivist for Records Management, all located in the National Archives Building. Other officials are the Directors of the Presidential Libraries, the Directors of Federal Records Centers, Directors of Federal Archives and Records Centers, and the NARS Regional Commissioners. The addresses for these locations are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate location in which the individual has expressed an interest or in which he has a potential interest. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the Assistant Archivist for Presidential Libraries, the Assistant Archivist for Educational Programs, the Assistant Archivist for Records Manage- ment, the directors of the Presidential libraries, the directors of the Federal records centers, directors of Federal archives and records centers, or the regional commissioners depending on which archives activity the individual expressed an interest in. In person requests may also be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the in-

dividual should provide full name, address, and telephone number, and the approximate date of communication with the repository. For personal visits, the individual should be able to provide some acceptable identification such as a driver's license or employee identification card. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records, for contesting the contents, and for appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Individuals expressing an interest in archives activities and NARS employees.

GSA/NARS 7

System name: Mandatory review of classified documents/request files, GSA/NARS

System location: The system is located in the National Archives Building, Presidential libraries; Washington National Records Center, Federal records centers, and Federal archives and records centers. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers requesting mandatory review of security classified documents.

Categories of records in the system: Applications requesting mandatory review of classified documents including requestor's name, address, telephone number, occupation, employer, and research topic. Records are used by officers and employees of GSA who have a need for the records in the perfor- mance of their duties to record requests for access to security- classified records; to record status of each mandatory review request; to assist in preparation of monthly reports on mandatory declassification review requests; and to record action taken on requests.

Authority for maintenance of the system: Executive Order 11652, June 1, 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off annually, held one year, and retired. After 14 additional years they are destroyed. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States National Archives Building, Eighth and Pennsylvania Avenue, NW Washington, DC, 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives at the National Archives Building, the Directors of the Presidential Libraries, the Directors of the Federal Archives and Records Centers, and the Directors of Federal Records Centers at the addresses listed for these locations in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have requested mandatory review of classified records. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the directors of the Presidential libraries, directors of Federal archives and records centers, and the directors of the Federal records centers, depending on where the individual requested the mandatory review. In person requests may also be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and the approximate dates research was conducted. For personal visits the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records; for contesting the contents, and for appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Researchers who have requested mandatory review of records.

GSA/NARS 8

System name: Restricted and classified records/access authorization files, GSA/NARS.

System location: The system is located in the National Archives Building, Presidential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, and Federal archives and records centers. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers who apply to use agency-restricted or classified records in the National Archives, Presidential libraries, and records centers.

Categories of records in the system: Applications and letters of authorization to use restricted/ classified records, including name, address, telephone number, occupation, employer, security clearance, social security number, date and place of birth, purpose, field of interest, citizenship, intention to publish, and type of publication. Records are used by officers and employees of GSA who have a need for the records in the performance of their duties to control access to restricted materials; to maintain a record of requests for access; and to authorize access to restricted/ classified matter.

Authority for maintenance of the system: 44 U.S.C. 2104.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) include disclosing records to officials of the agencies whose records are restricted as well as the routine uses described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records relating to private individuals requesting access are cut off annually, held one year, and retired. After 14 additional years they are destroyed. Records relating to agency officials requesting access are destroyed on supersession or obsolescence of the authorization document, or on transfer or separation of the individual concerned. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW Washington, DC, 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives at the National Archives Building, the Directors of the Presidential Libraries, the Directors of the Federal Archives and Records Centers, and the Directors of Federal Records Centers at the addresses listed for these locations in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have applied for access to records. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the directors of the Presidential libraries, directors of Federal archives and records centers, or the directors of the Federal records centers, depending on where the individual submitted his application for access to the records. In person requests may also be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should pro- vide full name, address, telephone number, and the approximate dates the application was made. For personal visits the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Researchers and agency officials.

GSA/NARS 9

System name: Authors files, GSA/NARS.

System location: The system is located in the National Archives Building, the Presidential libraries, and the Federal archives and records centers. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Authors whose publications are based on National Archives holdings, and authors who have submitted manuscripts which have been published or considered for publication in Prologue: The Journal of the National Archives.

Categories of records in the system: Biographical information about the authors including such information as name, address, telephone number, occupation, education, and research interests, and manuscript copies of writings. Records are used by officers and employees of GSA who have a need for the records in the performance of their duties to provide an indication of specific areas of interest in archival holdings and the extent to which the scholarly community relies on National Archives holdings as primary source material; and to maintain a record of manu- scripts which Prologue has rejected, or accepted and published.

Authority for maintenance of the system: 44 U.S.C. 2307.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files or file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off annually, held two years, and retired. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Educational Programs at the National Archives Building, the Directors of the Presidential Libraries, and the Directors of the Federal Archives and Records Centers. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have used records or submitted manuscripts for publication. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the Assistant Archivist for Educational Programs, the directors of the Presidential libraries, or the directors of Federal archives and records centers. In person requests may also be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and the title of his publication. For personal visits, the individual should be able to provide some acceptable identification such as a driver's license or an employee identification card. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records, for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Authors and National Archives employees.

GSA/NARS 10

System name: Employee related files, GSA/NARS.

System location: The system is located in the National Archives Building, Presidential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, Federal archives and records centers, and NARS regional headquarters' offices. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Employees and former employees of the National Archives and Records Service.

Categories of records in the system: Documents accumulated by operating officials in administering personnel matters for or about employees, including but not limited to, name, home address, telephone number, work location and telephone number, social security number, date of birth, date of entry on duty, salary, grade, promotions, within grade increases, age, education, experience, biographical data, records relating to attendance, tardiness, issuance of passes and keys, work assignments, performance, work measurement, counseling, disciplinary actions, adverse actions, conduct, promotion evaluations, equal employment opportunity, labor relations, grievances, alcoholism, security clearances, and letters of reference and pictures. Records are primarily used by officers and employees of GSA who have a need for the records in the performance of their duties to monitor and document personnel actions; determine qualifications for promotion, related positions, and specific work assignments; for the convenience of the Personnel Management Division and supervisors in overseeing employee activities; to evaluate and rate perfor- mance of employees; to document disciplinary actions; to monitor grievance proceedings and EEO complaints; to prepare for adverse actions; to prepare statistical reports to measure overall performance and productivity of all employees; to conduct counseling sessions; to prepare EEO reports; to prepare staffing patterns and determine manpower requirements; and for use as a general management tool to oversee personnel administration of the organization.

Authority for maintenance of the system: 5 U.S.C., Part III.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) include disclosing information to other agencies and persons about employees seeking new employment and releasing biographical sketches about employees to other agencies or persons when an employee activity is being publicized as well as the routine uses described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are reviewed annually, documents are updated, and irrelevant documents destroyed. Records are retained until employees are separated, then destroyed. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Director, Personnel Management Division at the National Archives Building or supervisors of the employees or former employees at all locations. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Current employees may obtain information from their supervisor at the appropriate address listed in the appendix, following Notice GSA/NARS 10. Former employees may obtain information from the Director, Personnel Management Division, at the address listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from current employees to access records should be directed to the employees' supervisor at the appropriate address listed in the appendix, following Notice GSA/NARS 10. Former employees should direct requests to access

records to the Director, Personnel Management Division, at the address listed in the appendix, following Notice GSA/NARS 10. For written requests, former employees should provide full name, address, and telephone number, and approximate dates and places of employ- ment. For personal visits former employees should provide some acceptable form of identification such as a driver's license. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Employees and supervisors.

Appendix

GSA/NARS addresses of locations, telephone numbers, and business hours

National Archives Building
Eighth and Pennsylvania Avenue, NW.
Washington, DC 20408
Telephone (202) 963-1110
Hours: 8:45 a.m. to 5:15 p.m.
(Monday through Friday)

Presidential Libraries

Herbert Hoover Library
South Downey Street
West Branch, IA 52358
Telephone (319) 643-5301
Hours: 900 a.m. to 5:00 p.m.
(Monday through Friday)

Franklin D. Roosevelt Library
Albany Post Road
Hyde Park, NY 12538
Telephone (914) 229-8114
Hours: 9:00 a.m. to 5:00 p.m.
(Monday through Friday)

Harry S. Truman Library
Highway 24 at Delaware Street
Independence, MO 64050
Telephone (816) 833-1400
Hours: 9:00 a.m. to 5:00 p.m.
(Monday through Friday)

Dwight D. Eisenhower Library
South East Fourth Street
Abilene, KS 67410
Telephone (913) 827-9738
Hours: 9:00 a.m. to 5:00 p.m.
(Monday through Friday)

John F. Kennedy Library
380 Trapelo Road
Waltham, MA 02154
Telephone (617) 223-7250
Hours: 8:30 a.m. to 5:00 p.m.
(Monday through Friday)

Lyndon B. Johnson Library
2313 Red River
Austin, TX 78705
Telephone (512) 397-5137
Hours: 9:00 a.m. to 5:00 p.m.
(Monday through Friday)

Washington National Records Center
4205 Suitland Road
Suitland, MD--MAILING address:
General Services Administration
Washington National Records Center
Washington, DC 20409
Telephone (301) 763-7000
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

National Personnel Records Center

(Military Personnel Records)
9700 Page Boulevard
St. Louis, MO 63132
Telephone (314) 268-7201
Hours: 7:30 a.m. to 4:00 p.m.
(Monday through Friday)

(Civilian Personnel Records)
111 Winnebago Street
St. Louis, MO 63118
Telephone (314) 425-5722
Hours: 7:30 a.m. to 4:00 p.m.
(Monday through Friday)

Federal Records Centers

Naval Supply Depot
Building 308
Mechanicsburg, PA 17055
Telephone (717) 766-8511
Hours: 7:30 a.m. to 4:00 p.m.
(Monday through Friday)

2400 West Dorothy Lane
Dayton, OH 45439
Telephone (513) 461-5597
Hours: 7:30 a.m. to 4:00 p.m.
(Monday through Friday)

Federal Archives and Records Centers

380 Trapelo Road
Waltham, MA 02154
Telephone (617) 223-2657
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

Military Ocean Terminal
Building 22
Bayonne, NJ 07002
Telephone (201) 858-7161
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

5000 Wissahickon Avenue
Philadelphia, PA 19144
Telephone (215) 438-5200
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

1557 St. Joseph Avenue
East Point, GA 30344
Telephone (404) 526-7475
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

7358 South Pulaski Road
Chicago, IL 60629
Telephone (312) 353-8544
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

2306 East Bannister Road
Kansas City, MO 64131
Telephone (816) 926-7271
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

4900 Hemphill Street
Fort Worth, TX 76115
Telephone (817) 334-5515
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

Building 48
Denver Federal Center
Denver, CO 80225
Telephone (303) 234-3185
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

1000 Commodore Drive
San Bruno, CA 94066
Telephone (415) 876-9003
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

24000 Avila Road
Laguna Niguel, CA 92677
Telephone (714) 831-4220
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

6125 Sand Point Way
Seattle, WA 98115
Telephone (206) 442-4502
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

National Archives and Records Service—Regional Offices

General Services Administration
26 Federal Plaza
New york, NY 10007
Telephone (212) 264-3514
Hours: 8:15 a.m. to 4:45 p.m.
(Monday through Friday)

General Services Administration
Room 7016, 7th and D Streets, SW.
Washington, DC 20407
Telephone (202) 962-2455
Hours: 8:15 a.m. to 4:45 p.m.
(Monday through Friday)

General Services Administration
1776 Peachtree Street, NW.
Atlanta, GA 30309
Telephone (404) 526-5611
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

General Services Administration
819 Taylor Street
Fort Worth, TX 76102
Telephone (817) 334-2759
Hours: 7:45 a.m. to 4:15 p.m.
(Monday through Friday)

General Services Administration
1000 Commodore Drive
San Bruno, CA 94066
Telephone (415) 876-9015
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

GSA/FPA 1

System name: Computer Access Code Assignments, GSA/FPA

System location: Records are maintained at the Federal Preparedness Agency, General Services Administration, Washington, DC 20405

Categories of individuals covered by the system: Users of the GSA/FPA computer facility.

Categories of records in the system: Name, organization, office telephone number, computer access code for the purpose of in-house agency official use, based upon a need- to-know requirement, to restrict computer access to authorized users.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name, computer access code.

Safeguards: Personnel screening; hardware and software computer security measures; paper records in a locked container and/or room and in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of assignment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Chief, Readiness Systems Division, Mathematics and Computation Laboratory, Federal Preparedness Agency (EDMR), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry from an authorized user of the GSA/FPA computer facility need only include his name in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 2

System name: Distribution Lists, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
605 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3747
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
1114 Federal Building, Room 1604
Dallas, TX 75202

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
120 Montgomery Street
San Francisco, CA 94104

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Stockpile Disposal
General Services Administration
Washington, DC 20405

Categories of individuals covered by the system: Those who have requested to be put on distribution lists for GSA Federal Preparedness Agency and Stockpile Disposal publications, technical memoranda, and related communications.

Categories of records in the system: Name, address, telephone number for the purpose of in-house agency official use in distributing agency publications and communications among employees, associates, and other interested parties.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 522a (a) (7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name.

Safeguards: Personnel screening; hardware and software computer security measures ; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of individual interest. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, Federal Preparedness Agency (EE), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry should include the individual's name and address in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 3

System name: Emergency Assignment System, GSA/FPA

System location: Records are maintained at the Federal Preparedness Agency, General Services Administration, Washington, DC 20405

Categories of individuals covered by the system: GSA/FPA Western Virginia Operations Office emergency assignees.

Categories of records in the system: Personnel data, skills inventory, assignment information, and other related information for the purpose of in-house agency official use, based upon a need-to-know requirement, to assist officials charged with emergency responsibilities in the assign- ment and coordination of activities in the Western Virginia Operations Office of the Conflict Preparedness Office.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name, personal characteristic, or skills.

Safeguards: Personnel screening; hardware and software computer security measures; paper records in a locked container and/or room and in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of assignment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Chief, Western Virginia Operations Office, Federal Preparedness Agency (EGW), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry from an individual emergency assignee should include his name and employing agency in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 4

System name: Employee Directories, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
605 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3747
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
1114 Federal Building, Room 1604
Dallas, TX 75202

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
120 Montgomery Street
San Francisco, CA 94104

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Stockpile Disposal
General Services Administration
Washington, DC 20405

Categories of individuals covered by the system: GSA Federal Preparedness Agency and Stockpile Disposal employees.

Categories of records in the system: Name, office and home addresses and telephone numbers for the purpose of providing an employee locator service for in-house agency use.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these recordsn as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: MTST mag-tape, paper.

Retrievability: Records are indexed by name.

Safeguards: Personnel screening; tapes and paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of employment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, Federal Preparedness Agency (EE), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry from an individual employee need include only his name in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 5

System name: National Defense Executive Reserve (NDER) Personnel and Management Information System, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
605 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3747
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
1114 Federal Building, Room 1604
Dallas, TX 75202

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
120 Montgomery Street
San Francisco, CA 94104

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Categories of individuals covered by the system: Applicants for and incumbents of NDER assignments.

Categories of records in the system: Personnel and administrative records, skills inventory, training data, and other related records necessary to coordinate and administer the NDER program.

Authority for maintenance of the system: Defense Production Act, 1950; Executive Order 11179, September 22, 1964.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For the purpose of administering the NDER program, agency officials and officials of participating departments and agencies may obtain from the NDER Coordinator data relevant to Reservists assigned to their units. Additional Routine Uses are contained in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name, personnel data, skills, or agency.

Safeguards: Personnel screening; hardware and software computer security measures ; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of application or assignment Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: NDER Coordinator, Federal Preparedness Agency (EGG), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry should include the individual's name and address in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 6

System name: Office-level Employee Records, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
605 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3747
230 South Dearborn Street
Chicago, IL 60604

Region 6

811 Grand Avenue, Room 132
Kansas City, MO 74106

Region 7
1114 Federal Building, Room 1604
Dallas, TX 75202

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
120 Montgomery Street
San Francisco, CA 94104

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Stockpile Disposal
General Services Administration
Washington, DC 20405

Categories of individuals covered by the system: GSA Federal Preparedness Agency and Stockpile Disposal employees.

Categories of records in the system: In-house agency official use of the following records, based upon a need-to-know requirement, is for the purpose of administering personnel and financial activities at the supervisory and administrative office level.

Official employee records: general personnel and financial information maintained at the supervisory level or administrative office level relating to compensation, training, employment, employee and labor relations, office personnel files, general employment inquiries, application files, etc. These records are described in detail in the Notices for official agency-wide employee-related systems published by the General Services Administration. These records include, among other data, training and travel records, applications, suggestions, position descriptions, request for and notification of personnel action, employee performance ratings and promotion appraisals, time and attendance records. System contains copies of Civil Service Commission and General Services Administration personnel and financial forms and reports, including, among others, outputs of the automated GSA Manpower and Payroll Statistics System, parking permit record, property pass, U.S. savings bond authorization, application for leave, employee record, employee appraisal, payroll change slip, notice of injury or occupational disease, claim for reimbursement for expenditures on official business, statement of earnings, promotion appraisal, receipt for property, employment cost and distribution, program budget administration, accounting distribution, employment staffing reports, budget reports, overtime work, employee changes input, travel authorizations, applica- tion and accounts for advance of funds, comprehensive payroll.

Unofficial personnel records: employee-related records maintained at the supervisory level or administrative office level including, but not limited to, personnel card files, annotated records, work assignments, work management records, performance measurements, counseling, labor relations, vacation schedules, etc.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962. NOTE: Detailed references to authority for official employee records maintained at the supervisory level or administrative office level appear in the Notices for official agency-wide employee-related systems published by the General Services Administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is disclosed to persons outside the agency, upon request of individual employees, for purposes of verifying employment and salary, of preparing letters of reference, of making travel and training arrangements, etc. Other Routine Uses are contained in the appendix following the GSA Notices and in the GSA Notices of official agency-wide employee-related systems.

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

Storage: Paper.

Retrievability: Records are indexed by name.

Safeguards: Personnel screening; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of employment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Personnel officer, Federal Preparedness Agency (EE), General Services Administration, Washington, DC 20405.

Notification procedure: An individual employee seeking to determine whether this system of records contains information about him should address his inquiry to the appropriate agency supervisor, administrative officer, and personnel official, Federal Preparedness Agency, General Services Administration, Washington, DC 20405. An inquiry should include the individual's name, date of birth, and Social Security Number in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Official personnel records, GSA Personnel and Finance Offices, supervisors, letters of reference or commendation furnished by agency officials or others outside the agency, educational information supplied by colleges and universities, the individual to whom the record pertains. An additional description of sources of official employee records can be found in the Notices for official agency-wide employee-related systems published by the General Services Administration.

GSA/FPA 7

System name: Official Employee Records, GSA/FPA

System location: Personnel Office, Federal Preparedness Agency, General Services Administration, Washington, DC 20405

Categories of individuals covered by the system: Employees whose official records are maintained by the FPA Personnel Office.

Categories of records in the system: In-house agency official use of the following records, based upon a need-to-know requirement, is for the purpose of administering personnel and financial activities, e.g., completing reports, taking personnel actions, making payroll adjustments, and meeting other official personnel and financial requirements.

Official personnel records: general personnel records, i.e., Official Personnel Folder and records related thereto; appeals, grievances, and complaints records; medical records; recruiting, examining, and placement records; retirement, life insurance, and health benefits records system. These records include, but are not limited to, personnel and financial information contained in Civil Service Commission (CSC) and General Services Administration (GSA) forms and reports relating to compensation, training, employment, employee and labor relations, processing and records. These official employee systems of records are described in detail in the Notices for government-wide systems of personnel records published by the Civil Service Commission and in the Notices for official agency-wide employee-related systems published by the General Services Administration. For other than GSA organizations serviced by the FPA Personnel Office, forms consistent with those of the General Services Administration are used for equivalent personnel programs.

Authority for maintenance of the system: Title 5 U.S.C., generally; Executive Order 11051, September 27, 1962. NOTE: Detailed references to authority for these records appear in the Notices for government-wide systems of personnel records published by the Civil Service Commission and in the Notices for official agency-wide employee-related systems published by the General Services Administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is disclosed to persons outside the agency, upon request of individual employees, for purposes of verifying employment and salary, of preparing letters of reference, of making travel and training arrangements, etc. Other Routine Uses are contained in the appendix following the GSA Notices, in the Civil Service Commission Notices of government-wide systems of personnel records, and in the GSA Notices of official agency-wide employee-related systems.

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

Storage: Paper.

Retrievability: Records are indexed by name.

Safeguards: Personnel screening; paper records in a locked container and/or room and in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of employment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2). Additional retention and disposal information can be found in the Civil Service Commission Notices of government-wide systems of personnel records and in the General Services Administration Notices of official agency-wide employee-related systems.

System manager(s) and address: Personnel Officer, Federal Preparedness Agency (EE), General Services Administration, Washington, DC 20405.

Notification procedure: Same as above. An inquiry from an individual whose official records are maintained by the FPA Personnel Office should include name, date of birth, and Social Security Number in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Personnel and Finance Offices, supervisors, letters of reference or commendation furnished by agency officials or others outside the agency, educational information supplied by colleges and universities, the individual to whom the record pertains. An additional description of sources of records can be found in the Civil Service Commission Notices of government-wide systems of personnel records and in the General Services Administration Notices of official agency-wide employee-related systems.

GSA/FPA 8

System name: Personnel Roster, GSA/FPA

System location: Records are maintained at the Federal Preparedness Agency, General Services Administration, Washington, DC 20405

Categories of individuals covered by the system: GSA/FPA Mathematics and Computation Laboratory employees.

Categories of records in the system: Personnel data for the purpose of in-house agency official use, based upon a need-to-know requirement, to support personnel manage- ment, budgeting, and planning activities.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name, personnel characteristics.

Safeguards: Personnel screening; hardware and software computer security measures; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of employment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Administrative Officer, Mathematics and Computation Laboratory, Federal Preparedness Agency (EDM), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry from an individual employee need include only his name in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: GSA/FPA Mathematics and Computation Laboratory employee personnel actions.

GSA/FPA 9

System name: Project Management Information System, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
605 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New york, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3747
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
1114 Federal Building, Room 1604
Dallas, TX 75202

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
120 Montgomery Street
San Francisco, CA 94104

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Categories of individuals covered by the system: GSA/FPA project officers.

Categories of records in the system: Project assignments, progress reports, resource statistics, and other related information for the purpose of in-house agency official use, based upon a need-to-know requirement, to monitor the performance of the project management system.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name, project description.

Safeguards: Personnel screening; hardware and software computer security measures paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of assignment to project. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Chief, Mathematics and Computation Laboratory, Federal Preparedness Agency (EDM), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry from an individual GSA/FPA project officer need only include his name in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 10

System name: Property Inventory System, GSA/FPA

System location: Records are maintained at the Federal Preparedness Agency; General Services Administration, Washington, DC 20405.

Categories of individuals covered by the system: GSA Federal Preparedness Agency employees.

Categories of records in the system: Property description, employee name, office description for the purpose of in-house agency official use, based upon a need-to-know requirement, to maintain a record of the locations and users of accountable property.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by property description, employee name, office location.

Safeguards: Personnel screening; hardware and software computer security measures; paper records in a locked container and/or room and in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for life of property item. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, Federal Preparedness Agency (EE), General Services Administration, Washington, DC 20405.

Notification procedure: Same as above. An inquiry from an individual employee need include only his name in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Property inventory conducted by Office of Executive Director.

GSA/FPA 11

System name: Resource Interruption Monitoring System, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
605 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New york, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3747
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
1114 Federal Building, Room 1604
Dallas, TX 75202

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
120 Montgomery Street
San Francisco, CA 94104

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Categories of individuals covered by the system: Individuals reporting or commenting on resource shortages during national emergencies--private citizens; industry experts; business, labor, and government leaders.

Categories of records in the system: Name, address, telephone number, statements about resource problems, and other related information necessary to monitor resource interruptions. For the purpose of assessing the status of resources (supply shortages or problems of mal-distribution) which poses a threat to the health and welfare of communities or to the economy or security of the Nation when normal market mechanisms appear inadequate, agency analysts summarize reports for comparison to economic norms or for highlighting problems in an industry or in a geographic area. In-house agency use is also made of the computerized communication and confer- encing components of the system for the purpose of carrying on confer- ences and discussions, for processing weekly activity reports, and for transmitting other related communications among the offices of FPA.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Individual applications for assistance may be referred for response to another agency with emergency responsibilities. Information may be provided to Federal, State, and local officials with emergency responsibilities and to selected industries for purpose of coordinating actions taken to alleviate the crisis situation; to Congressional inquiries; to news media. Additional Routine Uses are contained in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name, problem resource, geographic area, phrase in text.

Safeguards: Personnel screening; hardware and software computer security measures; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of resource problem. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Manager, Resource Interruption Monitoring System, Federal Preparedness Agency (EFC), General Services Administration, Washington, DC 20405.

Notification procedure: Same as above. An inquiry should include the individual's name and address in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individual applications for assistance in locating alternate supplies; news media reports; notifications by individual correspondence or phone, from Congress, by original staff reports or reports from other agencies.

GSA/FPA 12

System name: Security Management System, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
605 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3747
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
1114 Federal Building, Room 1604
Dallas, TX 75202

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
120 Montgomery Street
San Francisco, CA 94104

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Stockpile Disposal
General Services Administration
Washington, DC 20405

Categories of individuals covered by the system: GSA Federal Preparedness Agency and Stockpile Disposal employees.

Categories of records in the system: Security records for the purpose of in-house agency official use, based upon a need-to-know requirement, in maintaining office security for sensitive data and facilities. These records include: statement of personal history (SF-86); personal data (e.g., name, address, telephone number) contained on security clearance forms, rosters, lists, and forms for record container combinations; and other related records. Records do not contain investigatory material.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: An employee's level of security clearance may be reported at his request to another agency for the purpose of inter-agency security administration. Additional Routine Uses are contained in the appendix following the GSA Notices.

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

Storage: Paper.

Retrievability: Records are indexed by name.

Safeguards: Personnel screening; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of employment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, Federal Preparedness Agency (EE), General Services Administration, Washington, DC 20405.

Notification procedure: Same as above. An inquiry from an individual employee need include only his name in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/Regional Administrators 1

System name: Employee related files, GSA/Region 2

System location: The system is located in the office of the Regional Administrator, Region 2, at the address listed below:

GSA Region 2
Office of the Regional Administrator(2A)
26 Federal Plaza
New York, NY 10007

Categories of individuals covered by the system: Individuals include employees in the Office of the Regional Administrator, Region 2.

Categories of records in the system: Records consist of documents accumulated in administering personnel matters for or about employees, specifically appraisals of managerial potential. The system of records is used by appropriate officials to carry out their supervisory personnel management responsibilities, to evaluate and rate performance of employees.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Access limited to official use only on a need to know basis.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Regional Administrator, Region 2, at the address listed below:

GSA Region 2
Office of the Regional Administrator(2A)
26 Federal Plaza
New York, NY 10007

Notification procedure: Information may be obtained from the office of the Regional Administrator, Region 2, at the address listed above.

Record access procedures: Requests to access records may be directed to the office of the Regional Administrator, Region 2, at the address listed above, in accordance with the GSA rules as promulgated in 41CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA Rules for access to systems of records, contesting the contents of a system of records and appealing initial determinations are promulgated in 41CFR 105-64, published in the Federal Register.

Record source categories: Agency personnel and payroll records, and the individuals themselves.

GSA/Regional Administrators 2

System name: Employee related files, GSA/Region 3

System location: The system is located in the Office of Business Affairs, Region 3, and the Office of Operating Programs, Region 3, at the addresses listed below:

GSA Region 3
Office of Business Affairs(3AB)
7th and D Streets, SW
Washington, DC 20407

GSA Region 3
Office of Operating Programs(3MA)
7th and D Streets, SW
Washington, DC 20407

Categories of individuals covered by the system: Individuals include employees in the regional Office of Business Affairs, Region 3, and the Office of Operating Programs, Region 3.

Categories of records in the system: Records consist of documents accumulated by operating officials in administering personnel matters for or about employees, including but not limited to names, home addresses, home phones, grades, salaries, job titles, personnel evaluations, performance appraisals, correspondence regarding promotions and work assignments, accident reports of lost time, reports of extended details, duty rosters, fitness for duty, and record of personnel actions. The system of records is used by supervisors in carrying out their supervisory personnel management responsibilities, to evaluate and rate performance of employees, determine eligibility for promotion, to document specific work assignments, to prepare reports of accidents, to prepare reports on details of employees, and to monitor and document personnel actions.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files.

Retrievability: Filed alphabetically by name.

Safeguards: Access limited to official use only on a need to know basis.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Regional Administrator, Region 3, at the address listed below:

GSA Region 3
Office of the Regional Administrator(3A)
7th and D Streets, SW
Washington, DC 20407

Notification procedure: Information may be obtained from the Regional Director of Business Affairs, Region 3, and the Assistant Commissioner for Operating Programs, Region 3, at the addresses listed below:

GSA Region 3
Office of Business Affairs(3AB)
7th and D Streets, SW
Washington, DC 20407

GSA Region 3
Office of Operating Programs(3MA)
7th and D Streets, SW
Washington, DC 20407

Record access procedures: Requests to access records may be directed to the Regional Director of Business Affairs, Region 3, and the Assistant Commissioner for Operating Programs, Region 3, at the addresses listed above, in accordance with the GSA rules as promulgated in 41CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA Rules for access to systems of records, contesting the contents of a system of records and appealing initial determinations are promulgated in 41CFR 105-64, published in the Federal Register.

Record source categories: Agency personnel and payroll records, and the individuals themselves.

GSA/Regional Administrators 3

System name: Biographical sketches, GSA/Region 9

System location: This system is located in the office of the Regional Administrator at the following address:

GSA Region 9
Office of the Regional Administrator (9A)
525 Market Street
San Francisco, CA 94105

Categories of individuals covered by the system: Individuals include GSA and other Federal government officials.

Categories of records in the system: Records consist of biographical sketches of GSA and other Federal government officials. Records are used by the Regional Administrator and his staff for the purpose of preparing introductions for GSA and other Federal government officials, for speeches and public relations.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Restricted to official use only on a need to know basis.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Regional Administrator, at the address listed below:

GSA Region 9
Office of the Regional Administrator (9A)
525 Market Street
San Francisco, CA 94105

Notification procedure: Information may be obtained from the office of the Regional Administrator at the address listed above.

Record access procedures: Requests to access records may be directed to the office of the Regional Administrator, at the address listed above, in accordance with the GSA rules as promulgated in 41CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of records and appealing initial determinations are promulgated in 41CFR 105-64, published in the Federal Register.

Record source categories: Public information, the individuals themselves, or news releases.

GSA/Regional Administrators 4

System name: Regional Administrator's official correspondence file, GSA/Region 2.

System location: The system is located in the office of the Regional Administrator at the following address:

GSA Region 2
Office of the Regional Administrator (2A)
26 Federal Plaza
New York, NY 10007

Categories of individuals covered by the system: Individuals are those corresponding with the Regional Administrator, including but not limited to Members of Congress in Region 2, mayors and mayors' staffs in Region 2, judges in Region 2, minority enterprises in Region 2, individuals corresponding with the Regional Administrator regarding savings bond campaigns, employees receiving letters of appreciation and commendation in Region 2, and other individuals corresponding with the Regional Administrator, Region 2.

Categories of records in the system: Records consist of incoming correspondence, background material, and outgoing correspondence to individuals described in the system. The system is used as a record of correspondence received by the office of the Regional Administrator and as a reference in preparing and replying to immediate and future correspondence.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name of the individual or firm.

Safeguards: Access limited to Regional Administrator and staff for official use only on a need to know basis.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system is the Regional Administrator, Region 2, at the address listed below:

GSA Region 2
Office of the Regional Administrator(2A)
26 Federal Plaza
New York; NY 10007

Notification procedure: Information may be obtained from the office of the Regional Administrator, at the address listed above.

Record access procedures: Requests to access records may be directed to the office of the Regional Administrator, at the address listed above, in accordance with the GSA rules as promulgated in 41CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of records and appealing initial determinations are promulgated in 41CFR 105-64, published in the Federal Register.

Record source categories: The actual correspondence and agency records.

GSA/Regional Administrators 5

System name: Regional Administrator's official correspondence file, GSA/Region 9.

System location: The system is located in the office of the Regional Administrator at the following address:

GSA Region 9
Office of the Regional Administrator(9A)
525 Market Street
San Francisco, CA 94105

Categories of individuals covered by the system: Individuals are those corresponding with the Regional Administrator, including but not limited to Members of Congress in Region 9 and individuals corresponding with the Regional Administrator, Region 9, concerning employment.

Categories of records in the system: Records consist of incoming correspondence, background material, and outgoing correspondence to individuals described in the system. The system is used as a record of correspondence received by the office of the Regional Administrator and as a reference in preparing and replying to immediate and future correspondence.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name of the individual.

Safeguards: Access limited to Regional Administrator and staff for official use only on a need to know basis.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system is the Regional Administrator, Region 9, at the address listed below:

GSA Region 9
Office of the Regional Administrator(9A)
525 Market Street
San Francisco, CA 94105

Notification procedure: Information may be obtained from the office of the Regional Administrator, at the address listed above.

Record access procedures: Requests to access records may be directed to the office of the Regional Administrator, at the address listed above, in accordance with the GSA rules as promulgated in 41CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of records and appealing initial determinations are promulgated in 41CFR 105-64, published in the Federal Register.

Record source categories: The actual correspondence and agency records.

GSA/PBS 1

System name: Employee Related Files, GSA/PBS

System location: This system is located in Public Buildings Service at addresses of each location listed in the appendix following Notice GSA/PBS 3.

Categories of individuals covered by the system: PBS Central Office and Regional employee files that are kept on employees in their respective offices.

Categories of records in the system: General personnel information, including but not limited to; name, home address, home telephone number, work location and telephone number, SSN, DOB, dates of service, salary, grade, within grade increases, promotions, age, education, work experience, biographical material, tardiness, grievances, executive justification, EEO Counselors, press inquiries, appraisal register (staff), work measurement time, attendance records, special handling of checks/bonds service and reimbursement agreement, report of absence, employee clearance sheet, request for personnel action and insurance, physical fitness reports, statement of personal history, retirement information, health benefit information, work assignments, notice of inquiry or occupational disease, property pass individual record of emergency data, employee parking permit application and related information, motor vehicle operators identification card (SF 46), payroll change slips, organizational roster, alcholisms, letters of reference and pictures, career plans, health & sick leave certificates, papers relating to accidents, dis- ability information, position sensitivity, fingerprint chart, work assignment and orientation schedules. These records are used to monitor and document personnel actions, determine eligibility for promotion, and work assignment; for the convenience of supervisors in overseeing employee activities; to evaluate performance; document disciplinary action; monitor grievance proceeding and EEO complaints, provide reference to other agencies when seeking employment elsewhere; use as a general management tool to oversee personnel administration of the organization.

Authority for maintenance of the system: Title 5, U.S.C. general.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records; as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA notices.

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

Storage: Paper records in file folders and card files.

Retrievability: Filed alphabetically by name at each location.

Safeguards: Buildings employ security guards and access procedures are contained in 41 CFR 105-66.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Rec ords Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system of records is the Commissioner, Public Buildings Service, Washington, DC 20405.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individual have records. If not known, general inquiries should be made to the Commissioner, Public Buildings Service. The addresses of all locations are listed in the appendix following Notice GSA/PBS 3.

Record access procedures: Same as above. GSA rules for access to Systems of Records contesting the contents of a System of Record and appealing initial determinations are promulgated 41 CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for access to Systems of Records contesting the contents of a System of Record and appealing initial determinations are promulgated 41 CFR 105-64, published in the Federal Register.

Record source categories: Agency officials, individuals and personnel from finance and personnel

GSA/PBS 2

System name: Space Management and Employee Information, Automated Systems - GSA/PBS

System location: The hardware systems are located at Regional Federal Data Processing Centers (see appendix following Notice GSA/PBS 3) and INFONET System, El Segundo, Calif. (National Tele Processing Service).

Categories of individuals covered by the system: Congressmen and Senators; PBS Central office employees and regional office employees.

Categories of records in the system: Included are identification of current status of any particular space request or lease contract negotiations; computation of Federal Buildings Fund Standard Level User Charge Bills; determine cost of personnel time related to each project and computation of office of Space Management workload statistics for management. Space assignment and cost data maintained only for(congressional)space build under the Federal Building Fund concept. Maintains building and lease assignment information used for program management and computation of Standard Level User changes for the Federal Buildings Fund; provides timely and accuate management information to PBS personnel; maintains cost information (employee cost and hours expended); produce statistics from which standards of performance and manpower requirements can be determined.

Authority for maintenance of the system: Public Buildings Act, 1959; Public Law 92-313 and 5 U.S.C. Part III, General.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3) are described in the appendix following the GSA Notices.

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

Storage: Magnetic tape, cards and discs.

Retrievability: Employee name, grade and SSN

Safeguards: System user number and passwords, program name codes and keys, batch modes with reports provided only to authorized PBS personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system of record is the Commissioner, Public Buildings Service, Washington, DC. 20405.

Notification procedure: Same as above.

Record access procedures: Requests from individuals to access records should be addressed same as above. GSA rules for access to System of Records Contesting the contents of a System of Record and appealing initial determinations are promulgated 41 CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for access to Systems of Records contesting the contents of a System of Record and appealing initial determinations are promulgated 41 CFR 105-64, published in the Federal Register.

Record source categories: Agency officials, individuals.

GSA/PBS 3

System name: Incident Reporting System - GSA/PBS

Security classification: Unclassified to Top Secret

System location: The systems are located at each investigator's office, each Regional office; and Central Office. (See addresses of each location listed in the appendix following Notice GSA/PBS 3.)

Categories of individuals covered by the system: Category of Individuals: These files include the following:

a. Identification of individuals who were the source of 1) the initial complaint, or 2) an allegation that a crime has taken place.

b. Identification of witnesses having information or evidence relating to any side of an investigation;

c. Identification of possible and actual suspects in the criminal situation that is subject of investigation;

d. Identification material developed on subjects of investigation, both those whose identity is known and those who are unknown;

e. Identification on sources of information. Identification on sources of evidence. The identity of these individuals may be confidential as well as the subject matter they contribute. These files contain information vital to the outcome of administrative procedures, civil and criminal cases. Much of this information is subject to the Jencks Act, the FOI Act and the Privacy Act.

Categories of records in the system: Complete Criminal Investigation Report. From the opening of a case until its close. It may be closed administratively or by final court disposition. These files are used in the enforcement of criminal laws and rules and regulations that provide punitive sanctions. They are used in police efforts to prevent, control or reduce crime and apprehend criminals. Also they are used by prosecutors, the courts, and in connection with correctional, probation, pardon and parole activities. These files are instituted and maintained at varying points in the process. The processes of criminal justice and civil or administrative remedies require their partial or total disclosure.

Authority for maintenance of the system: 40 U.S.C. 318 et seq OFA P 5440.1, CHGE 315

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

a. To officers and employees of the Federal Protective Service who need their content in the performance of their authorized duties;

b. To the various bureaus and divisions of the Justice Department that have primary jurisdiction in locations and on subject matters that the FPS shares, to some extent, the same jurisdiction;

c. To those subdivisions of the Justice Department that have the responsibility for prosecuting criminal cases and pursuing civil cases arising from authorized activities of the FPS;

d. To the Civil Service Commission for purposes which they are authorized to use the information;

e. Law enforcement agencies which have lawfully participated in an investigation jointly conducted with the FPS, and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: Paper, mag tape, index cards.

Retrievability: Manually by name, file number, case number, by incident and location as well as type of incident.

Safeguards: Stored in steel filing cabinets with built in 3 position dial type combination safe lock, in space assigned FPS investigations in various government owned and leased buildings.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system of records is:

Assistant Commissioner for Federal Protective
Service Management
General Services Administration
Room 2042, 18th & F Streets, NW
Washington, DC. 20405

Notification procedure: Same as above. Direct inquiries for information from these files to the system manager. Information as how to proceed under the Act is set forth in 41 CFR 105-66. If a question of content or a protest of content arises the FPS must so notify recipients of all accounted disclosures; also of all corrections made in the record.

Record access procedures: Same as above. GSA rules for access to Systems of Records contesting the contents of a System of Record and appealing initial determinations are promulgated 41 CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for access to Systems of Records contesting the contents of a System of Record and appealing initial determinations are promulgated 41 CFR 105-64, published in the Federal Register.

Record source categories: Information contained in these record systems is developed through investigation, informants, witnesses, official records, investi- gative leads, statements, depostions, business records or any other information source available to the Federal Protective Service investigators.

Systems exempted from certain provisions of the act: Disclosure Policies: On a case-by-case after tri-level consideration, the following officials will avail themselves of exemption under the Privacy Act of 1974 with the exception of Subsections (b), (c) (1) and (2), (e) (4) (A) through (F), (e) (6), (7), (9), (10) and (11) and (i), and Section B-7 of the FOI: Regional Director Federal Protective Service Division; Assistant Commissioner, Office of Federal Protective Service Management; and General Counsel. Rules exempting the system are published in the Federal Register.

Regional Office Buildings

Appendix GSA/PBS Addresses of Location

Regional Offices

Region 1
Post Office and Courthouse
Boston, Massachusetts 02109

Region 2
26 Federal Plaza
New York, New York 10007

Region 3
GSA Regional Office Building
7th & D Streets, SW.,
Washington DC 20407

Region 4
1776 Peachtree Street, NW.,
Atlanta, Georgia 30309

Region 5
Federal Building
230 S. Dearborn Street
Chicago, Illinois 60604

Region 6
Federal Building
1500 East Bannister Road
Kansas City, Missouri 64131

Region 7
819 Taylor Street
Fort Worth, Texas 76102

Region 8
Building 41
Denver Federal Center
Denver, Colorado 80225

Region 9
525 Market Street
San Francisco, California 94105

Region 10
GSA Center
Auburn, Washington 98002

Region 1

Field Offices & Addresses

John Fitzgerald Kennedy
Federal Building Field Office
Rm. E131, Government Center
Boston, MA 02203

John W. McCormack
Post Office & Courthouse Field
Office
Rm. 903, Post Office Square
Boston, MA 02109

Area Office & Address

Manchester
Rm. 113, Hoyt Building
497 Silver Street
Manchester, NH 03103

Field Offices & Addresses

Andover
Rm. 111, North Atlantic
Service Center
310 Lowell Street
Andover, MA 01810

Augusta
Rm. 101E, Federal Building &
Post Office
40 Western Avenue
Augusta, ME 04330

Burlington
Rm. 317, Federal Building
11 Elmwood Avenue
Burlington, VT 05401

Concord
Rm. 110, Federal Building, Post
Office & Courthouse
55 Pleasant Street
Concord, NH 03301

Portland
Rm. 117, Courthouse
156 Federal Street
Portland, ME 04111

Area Office & Address

Providence
Rm. 322, Federal Building,
Post Office
Exchange Terrace
Providence, RI 02903

Field Offices & Addresses

Hartford
Rm. 137, Federal Building
450 Main Street
Hartford, CT 06103

Providence
Rm. 318, Federal Building,
Post Office
Exchange Terrace
Providence, RI 02903

Waltham
Bldg. 147, Federal Center
424 Trapelo Road
Waltham, MA 02154

Worcester
Rm. 400, Federal Building,
Courthouse
595 Main Street
Worcester, MA 01608

Region 2

Area Office & Address

Albany
Rm. 929, Federal Building
Clinton Ave. & N. Pearl St.
Albany, NY 12207

Field Offices & Addresses

Albany
Rm. 213, Post Office &
Courthouse
Albany, NY 12201

Plattsburg
Federal Building
Plattsburg, NY 12901

Scotia
Bldg. 12, GSA Scotia Depot
Scotia, NY 12302

Area Office & Address

Brooklyn
Building 245, Mezznine
Raritan Depot
Edison, NJ 08817

Field Offices & Addresses

Airport
Rm. 101, Federal Building
JFK International Airport
Jamaica, NY 11430

Belle Mead
GSA Belle Mead Depot
Belle Mead, NY 08502

Brookhaven
Bldg. 1, IRS Center
1040 Waverly Avenue
Holtsville, NY 11742

Brooklyn
Rm. 327D, Federal Building
and Courthouse
225 Cadman Plaza East
Brooklyn, NY 11201

Field Offices & Addresses Cont'd

Newark
Rm. 135, Federal Building
970 Broad Street
Newark, NJ 07102

Trenton
Rm. 207, Post Office and Courthouse
Trenton, NJ 08608

Area Office & Address

Buffalo
Rm. 618, Federal Building
111 W. Huron Street
Buffalo, NY 14202

Field Offices & Addresses

Buffalo
Rm. 30, Federal Building
111 W. Huron Street
Buffalo, NY 14202

Binghamton
Rm. 200, Administration Building
GSA Depot, Hoyt Avenue
Binghamton, NY 13901

Rochester
Rm. 309, Federal Building and
Courthouse
100 State Street
Rochester, NY 14614

Area Office & Address

Manhattan
Rm. 2421
26 Federal Plaza
New York City, NY 10007

Field Offices & Addresses

Battery
Rm. 881
6 World Trade Center
New York City, NY 10048

Federal Plaza
Rm. 309, Federal Building
26 Federal Plaza
New York City, NY 10007

Greater Manhattan
5th Floor
252 - 7th Avenue
New York City, NY 10001

Courthouse

U.s. Courthouse
40 Foley Square, Rm. 104
New York City, NY 10007

Area Office & Address

Puerto Rico
GSA, Po Box 3672
San Juan, PR 00904

Field Office & Address

San Juan
GSA, PO Box 3672
San Juan, PR 00904

Region 3

Area Office & Address

Philadelphia
Rm. G-230, Regional Office
Building
7th & D Streets, SW

Washington, DC 20407

Field Offices & Addresses

E. Philadelphia
Rm. 1211,
Federal Building
600 Arch Street
Philadelphia, PA 19106

W. Philadelphia
Rm. 115, Federal Building
1421 Cherry Street
Philadelphia, PA 19102

Germantown
Rm. 38, Courthouse
and Federal Building
9th & Market Street
Philadelphia, PA 19107

Harrisburg
Rm. 863, Courthouse
and Federal Building
228 Walnut Street
Harrisburg, PA 17101

Pittsburgh
Rm. 2136, Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222

Wilkes-barre
Rm. 504, Wyoming Valley
Vets. Building
19 N Main Street
Wilkes-barre, PA 18701

Area Office & Address

Richmond
Rm. G-226, Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

James River
Rm. 1010, Federal Building
400 N 8th Street
Richmond, VA 23240

Kanawha
Rm. 3017, Federal Building
500 Quarrier Street
Charleston, WV 25301

Norfolk
Rm. 5, Bank of Virginia Building
870 N Military Highway
Norfolk, VA 23502

Parkersburg
Rm. 3321, Federal Building
Juliana & 5th Streets
Parkersburg, WV 26101

Area Office & Address

South
Rm. G-230, Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

Anacostia
Building 205 NYA
2nd & M Streets, SE
Washington, DC 20407

Central Support
10 P Street, SW
Washington, DC 20407

Forrestal
Rm. 1G-024, Forrestal Building
1000 Independence Avenue, SW
Washington, DC 20407

Agriculture
Rm. 1509, South Agriculture Bldg.
14th & Independence Avenue, SW
Washington, DC 20407

HEW
Rm. 1264, HEW North Building
330 Independence Avenue, SW
Washington, DC 20407

Southwest
Rm. LW1, Trans Point Building
2100 2nd Street, SW
Washington, DC 20595

Mall
Rm. 1102, GSA Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Area Office & Address

White House
Rm. 48, EOB
17th & Pennsylvania Ave, NW
Washington, DC 21056

Field Office & Address

Suitland
Rm. 1037, Federal Building 3
Suitland, MD 20033

Area Office & Address

West
Rm. G-228, Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

AEC
Rm. R-003, AEC Building
Germantown, MD 20545

Commerce
Rm. 1036, Commerce Building
14th & Constitution Ave, NW
Washington, DC 20231

Lafayette
Rm. 402
1016 16th Street, NW
Washington, DC 20005

Interior
Rm. 1452, Federal Building 9
1900 E Street, Nw
Washington, DC 20415

Rock Creek
Rm. 101, Gelman Building
2120 L Street, NW
Washington, DC 20407

State
Rm. 1481, State Building

320 21st Street, NW
Washington, DC 20520

Veterans
Rm. 118. Veterans Building
810 Vermont Avenue, NW
Washington, DC 20005

Area Office & Address

Arlington
Rm. G-228, Regional Office Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

Alexandria
Rm. 428, Hoffman I
2461 Eisenhower Avenue
Alexandria, VA

Columbia Pike
Rm. 1030, Federal Building 2
Columbia Pike
Arlington, VA 20301

Jefferson Davis
Rm. 946, Crystal Plaza 6
2221 Jefferson Davis Highway
Arlington, VA 22202

McLean
Rm. 1E-12, CIA Building
McLean, VA 20505

Pentagon
Rm. 1A-331, Pentagon Building
Arlington, VA 20301

Rosslyn
Rm. 126, Architect Building
1400 Wilson Boulevard
Arlington, VA 22209

Area Office & Address

Baltimore
Rm. G-226, Regional Office Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

Chesapeake
Rm. 315, Federal Building
31 Hopkins Plaza
Baltimore, MD 21202

Fort Meade
Rm. 9808, NSA Building
Baltimore, MD 21202

West Maryland
Rm. 1G25, Oper. Building.
Baltimore, MD 21202

Woodlawn
1 Rutherford Plaza
7133 Rutherford Road
Baltimore, MD 21207

Area Office & Address

North
Rm. G-230, Regional Office Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

GAO
Rm. 1057, GAO Building
441 G Street, NW.
Washington, DC 20407

Hyattsville
Rm. 1010, Presidential Building
6525 Belcrest Road
Hyattsville, MD 20782

Justice
Rm. 1B858, 9th & PA Avenue, NW
Washington, DC 20407

Labor
Rm. S-1207
3rd & Constitution Avenue, NW
Washington, DC 20407

Patrick Henry
Rm. 4426, 610 D Street, NW
Washington, DC 20407

Region 4

Field Office & Address

Atlanta
Federal Building
272 Ivy Street, NE
Atlanta, GA 30308

Area Office & Address

Birmingham
Rm. 1612, 2121 Building
2121 8th Avenue
Birmingham, AL 35203

Field Offices & Addresses

Birmingham
Rm. 243, Federal Building
1800 5th Avenue, N.
Birmingham, AL 35203

Huntsville
Rm. 1E, 1600 Ballistic Missle
Center, PO Box 1367, West Station
Huntsville, AL 35807

Jackson
Rm. 20, Post Office & Courthouse
245 E Capital Street
PO Box 1250
Jackson, MS 39205

Mobile
Rm. 407, Federal Building
Mobile, AL 36602

Montgomery
Rm. 400, Post Office & Courthouse
Corner Church & Lee Street
Montgomery, AL 36104

Tupelo
Rm. 320, Federal Building &
Post Office
500 W. Main, PO Box 711
Tupelo, MS 38801

Area Office & Address

Charlotte
Rm. 413, BSR Building
316 E Morehead Street
Charlotte, NC 28205

Field Offices & Addresses

Asheville
Rm. 77, Federal Building
Battery Park Avenue
Asheville, NC 28801

Charleston
Rm. 621, Federal Building
334 Meeting Street
Charleston, SC 29403

Columbia
Rm. 502D, Federal Building
901 Sumter Street
Columbia, SC 29201

Raleigh
Rm. 520, Federal Building,
Post Office and Courthouse
310 New Bern Avenue
Raleigh, NC 27601

Area Office & Address

Jacksonville
Rm. 448, Federal Building
400 W Bay Street, PO Box 35005
Jacksonville, FL 32202

Field Offices & Addresses

Jacksonville
Rm. 448, Federal Building
400 W Bay Street, PO Box 35005
Jacksonville, FL 32202

Miami
Rm. 1517, Federal Building
51 SW 1st Avenue
Miami, FL 33130

Savannah
Rm. 232, Post Office & Courthouse
Bull and State Street
Savannah, GA 31402

Tampa
Rm. 733, Federal Building
500 Zack Street
Tampa, FL 33602

Thomasville
Rm. 208, Federal Building
PO Box 1355
Broad & Monroe Streets
Thomasville, GA 31792

Area Office & Address

Nashville
Rm. A905, Federal Building
and Courthouse
801 Broadway
Nashville, Tn 37203

Field Offices & Addresses

Covington
Rm. 138, IRS Center
4th & Russell Streets
Covington, KY 41011

Louisville
Rm. 273, Federal Building
600 Federal Place
Louisville, KY 40202

Memphis
Rm. 382, Clifford Davis
Federal Building
167 N Main Street
Memphis, TN 38103

Nashville
Rm. 117, Federal Building
and Courthouse
801 Broadway
Nashville, TN 37203

Oak Ridge
Rm. G-209, Federal Building
Administration Road
PO Box 3474
Oak Ridge, TN 37830

Region 5

Field Offices & Addresses

Courthouse
Rm. 280, Everett Mckinley
Dirksen Building
219 S Dearborn
Chicago, IL 60604

North
Rm. 128, Federal Building and
Railroad Retirement Building
844 N Rush
Chicago, IL 60611

South
Rm. 127, Federal Building
Building A
1819 W Pershing Road
Chicago, IL 60609

Central
Rm. 292, Federal Building
536 S Clark Street
Chicago, IL 60605

Fort Wayne
GSA-FSS-Casad Depot
Building 11
New Haven
Fort Wayne, IN 46774

Hammond
Rm. 412, Federal Building
and Courthouse
507 State Street
Hammond, IN 46302

Indianapolis
Rm. 301, Federal Building
and Courthouse
46 E Ohio Street
Indianapolis, IN

Jeffersonville
Rm. 160, Federal Center
1201 E 10th Street
Jeffersonville, IN 47130

Terre Haute
Rm. 304, Post Office and
Courthouse
30 N 7th Street
Terre Haute, IN 47808

Canton
Rm. 148, Frank T. Bow Federal Buil
201 Cleveland Avenue, SW
Canton, OH 44701

Cincinnati
Rm. 440, Post Office and
Courthouse
5th Main & Walnut Streets

Cincinnati, OH 44199

Columbus
Rm. 445, Federal Building and Courthouse
85 Marconi Boulevard
Columbus, OH 43215

Dayton
Rm. 102, Federal Building and Courthouse
118 W Third Street
Dayton, OH 45402

Toledo
Rm. 1213, Federal Building
234 Summit Street
Toledo, OH 43604

Detroit
Rm. 1016, Federal Building and Courthouse
231 W Lafayette
Detroit, MI 48226

Grand Rapids
Rm. 180, Federal Building and Courthouse
110 Michigan Street, NW
Grand Rapids, MI 49502

Battle Creek
Rm. 214, Federal Center
74 N Washington
Battle Creek, MI 49017

Pontiac
Rm. C9, Federal Building and Post Office
35 E Huron Street
Pontiac, MI 48058

Duluth
Rm. 202, Federal Building, Courthouse & Customhouse
515 W 1st
Duluth, MN 55802

St. Paul
Rm. 226, Federal Building
Ft. Snelling
Twin Cities
St. Paul, MN 55111

Minneapolis
Rm. 242, Federal Building and Courthouse
110 S 4th
Minneapolis, MN 55401

Milwaukee
Rm. 62, Federal Building and Courthouse
517 E Wisconsin Avenue
Milwaukee, WI 53202

Wausau
Federal Building
317 First Street
Wausau, WI 55401

Springfield
Rm. 104, Federal Building and Courthouse
600 E Monroe Street
Springfield, IL 62701

Benton
Rm. 220, Post Office and Courthouse
314 W Main Street
Benton, IL 62812

Region 6

Field Offices & Addresses

Topeka
Federal Center Warehouse
PO Box 19047
Topeka, KS 66619

Wichita
Rm. 280, Federal Building
418 S Main Street
Wichita, KS 67202

Kansas City North
Rm. 109, Federal Building
601 E 12th Street
Kansas City, MO 64106

Kansas City South
Rm. B-1, Federal Building
1500 E Bannister Road
Kansas City, MO 64131

Area Office & Address

St. Louis
Rm. 635, Courthouse and Customhouse
1114 Market Street
St. Louis, MO 63101

Field Offices & Addresses

Mart
Rm. 113, Federal Building
405 S 12th Street
St. Louis, MO 63102

Downtown
Rm. 1624, Federal Building
1520 Market
St. Louis, MO 63103

MPRC
Rm. 2005, 9700 Page
St. Louis, MO 63132

Rolla
Rm. 1, Tucker Building
103-105 W 10th Street
Rolla, MO 65401

Columbia
Rm. 117, Federal Building
608 E Cherry Street
Columbia, MO 65201

Federal Center
Rm. 110, Building 107, Federal Center
4300 Goodfellow Boulevard
St. Louis, MO 63120

Area Office & Address

Omaha
Rm. 1106, Federal Building and Post Office
215 N 17th Street
Omaha, NE 68102

Field Offices & Addresses

Cedar Rapids
Rm. 126, Federal Building and Courthouse
101 First Street, SE
Cedar Rapids, IA 52401

Fort Dodge
Rm. B-2, Federal Building,
Post Office and Courthouse
205 S 8th Street
Fort Dodge, IA 50501

Des Moines
Rm. 118, Federal Building
210 Walnut Street
Des Moines, IA 50309

Omaha
Rm. 1118, Federal Building,
Post Office and Courthouse
215 N 17th Street
Omaha, NE 68102

North Platte
Rm. 104, Federal Building,
Post Office and Courthouse
300 E 3rd Street
North Platte, NE 69101

Lincoln
Rm. 103, Federal Building and
Courthouse
129 N 10th Street
Lincoln, NE 68508

Region 7

Area Office & Address

Austin
Rm. 109, Courthouse
200 W 8th Street
Austin, TX 78701

Field Offices & Addresses

Austin
Rm. G100, Federal Building
and Post Office
300 E 8th Street
Austin, TX 78701

El Paso
Rm. 105, Courthouse.
500 E San Antonio Street
El Paso, TX 79901

Laredo
Rm. 300, Post Office and
Courthouse
Matamoros & Juarez
Laredo, TX 78040

San Antonio
Bldg. 3A, Federal Center
630 S Main Street
San Antonio, TX 78204

Area Office & Address

Little Rock
Rm. 1329, Federal Building
700 W Capitol Street
Little Rock, AR 72201

Field Offices & Addresses

Little Rock
Rm. 1120, Federal Building
700 W Capitol Street
Little Rock, AR 72201

Russellville
Rm. 114, Federal Building
River & David Streets
Russellville, AR 72801

Area Office & Address

New Orleans
Rm. 609, Federal Building
600 South Street
New Orleans, LA 70130

Field Offices & Addresses

Lafayette
Rm. 303, Federal Building,
Post Office and Courthouse
Jefferson & Main Streets
Lafayette, LA 70501

New Orleans
Rm. 610, Federal Building
600 South Street
New Orleans, LA 70130

Ruston
Rm. 108, Federal Building
Mississippi & Vienna Streets
Ruston, LA 72170

Area Office & Address

Dallas
Rm. 101, Federal Building
and Courthouse
1114 Commerce Street
Dallas, TX 75202

Field Offices & Addresses

Albuquerque
Rm. 1018, Federal Building
517 Gold Avenue, SW
Albuquerque, NM 87103

Dallas
Rm. 102, Federal Building
and Courthouse
1114 Commerce Street
Dallas, TX 75202

Fort Worth
Rm. 14A18, Fritz G. Lanham
Federal Building
819 Taylor
Fort Worth, TX 76102

Lubbock
Rm. 114, Federal Building
and Courthouse
1205 Texas Street
Lubbock, TX 79401

Santa Fe
Rm. 1221, Federal Building
S Federal and Grant
Santa Fe, NM 87501

Area Office & Address

Houston
Rm. 298, Customhouse
701 San Jacinto
Houston, TX 77052

Field Offices & Addresses

Beaumont
Rm. 256, Post Office
and Courthouse
Broadway and Willow Streets
Beaumont, TX 77701

Houston
Rm. 5009, Federal Building

and Courthouse
515 Rusk Avenue
Houston, TX 77002

Area Office & Address

Oklahoma City
Rm. 3436, Post Office,
Courthouse and Federal Building
201 NW 3rd Street
Oklahoma, OK 73101

Field Offices & Addresses

Muskogee
Rm. 110, Courthouse
and Federal Building
5th & W Okmulgee Streets
Muskogee, OK 74401

Oklahoma City
Rm. B031, Post Office,
Courthouse, and Federal Building
201 NW 3rd Street
Oklahoma, OK 73101

Tulsa
Rm. 106, Federal Building
224 S Boulder
Tulsa, OK 74103

Region 8

Field Offices & Addresses

Denver Federal Center
Entrance E, Building 41
Denver, CO 80225

York Street
Bldg. 7, 3800 York Street
Denver, CO 80205

Denver
Rm. 1415, Federal Building and
Courthouse
1961 Stout Street
Denver, CO 80202

Colorado Springs
PO Box 4788
Colorado Springs, CO 80930

Billings
Federal Building & Courthouse
PO Box 1477
Billings, MT 59103

Helena
Federal Building, Rm. 401
PO Box 1718
Helena, MT 59601

Missoula
Federal Building, Post Office &
Courthouse, Rm. 1003
PO Box 1205
Missoula, MT 59801

Bismarck
Federal Building, Post Office &
Courthouse, Rm. 228
220 East Rosser
Bismarck, ND 58501

Fargo
Federal Building & Post Office
Rm. 105
657 - 2nd Avenue, N
Fargo, ND 58102

Aberdeen
Rm. 120, Federal Building
115 - 4th Avenue, SE
Aberdeen, SD 57401
* Pierre
Rm. 210, Federal Building,
Post Office and Courthouse
225 S. Pierre Street
Pierre, SD 57501

Utah
Rm. 2201, Federal Building
125 S State Street
Salt Lake City, UT 84111

Casper
Rm. 1010, Federal Building and
Post Office
100 East B Street
Casper, WY 82601

Cheyenne
Joseph O'Mahoney Federal Center
2120 Capitol Avenue, Rm. 2016
Cheyenne, WY 82001

Region 9

Field Offices & Addresses

Sansome Street
Rm. 13, Appraisers Building
630 Sansome Street
San Francisco, CA 94111

Golden Gate
Rm. 1443, Federal Building
450 Golden Gate
San Francisco, CA 94102

East Bay
Rm. 416, Federal Building
1515 Clay Street
Oakland, CA 94612

Sacramento
Rm. 1542, Federal Building
and Courthouse
650 Capitol Mall
Sacramento, CA 95814

Stockton
GSA Federal Service Center
Bldg. 606, Rough and Ready
Island
Stockton, CA 95203

Fresno
Rm. 1001, Federal Building
and Courthouse
1130 'O' Street
Fresno, CA 93721

Santa Ana
Federal Building
34 Civic Center Drive
Delle, CA 90201

Central Los Angeles
Rm. G-11, Courthouse
312 N Spring Street
Los Angeles, CA 90012

West Los Angeles
Rm. 10218, Federal Building
11000 Wilshire Boulevard
Los Angeles, CA 90024

San Diego
Rm. 712, Charter Oil Bldg.
110 W 'C' Street

San Diego, CA 92101

San Clemente
GSA, US Coast Guard Station
San Clemente, CA 92672

Phoenix
Rm. 1006, Federal Building
230 N First Street
Phoenix, AZ 85025

Tucson
Rm. 412, Post Office and Courthouse
Scott and Broadway
Tucson, AZ 85726

Honolulu
Rm. 214, Post Office and Courthouse
335 Merchant Street
Honolulu, HI 96813

Reno
Rm. 3113, Federal Building
300 Booth Street
Reno, NV 89502

Las Vegas
Rm. 1-620, Federal Building and Courthouse
300 Las Vegas Boulevard
Las Vegas, NV 87101

Region 10

Field Offices & Addresses

Seattle
Rm. 1890, Federal Building
915 2nd Avenue
Seattle, WA 98174

Bellingham
Rm. 112, Federal Building
104 West Magnolia
Bellingham, WA 98225

Spokane
Rm. 112, Courthouse
W 920 Riverside Avenue
Spokane, WA 99201

Richland
Rm. G62, Federal Building, Post Office and Courthouse
PO Box 400
Richland, WA 99352

Auburn
Bldg. 815, GSA Center
Auburn, WA 98002

Portland
Rm. 201, Courthouse
SW Broadway & Main
Portland, OR 97205

Eugene
PO Box 10639
Eugene, OR 97401

Boise
Rm. 164, Federal Building and Courthouse
550 W Fort Street
Boise, ID 83701

Area Office & Address

Anchorage
Federal Building, Post Office and Courthouse
4th and F Streets
Anchorage, AK 99501

Field Offices & Addresses

Anchorage
Federal Building, Post Office and Courthouse
4th and F Streets
Anchorage, AK 99501

Juneau
Rm. 103, Federal Building, Post Office and Courthouse
709 W Ninth
Juneau, AK 99801

GSA/ADTS 1

System name: Classified Control Files, GSA/ADTS.

System location: Office of Telecommunications, Central and Regional offices of ADTS at the addresses listed in the appendix following Notice GSA/ADTS 7.

Categories of individuals covered by the system: Employees of GSA, other Government Agencies, and commercial corporations.

Categories of records in the system: Records are maintained in this nonautomated system for the purpose of ensuring control over access to classified information and facilities. Contains records such as: security clearance levels, registers, access authorizations, official courier/messenger designations, security officer appointments, files custodian lists, security briefings and acknowledgements.

Authority for maintenance of the system: Executive Order 10450 April 27, 1953

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Maintaining and exchanging current information regarding authority of personnel to gain access to classified material or facilities. Documenting responsibilities of designated personnel to administer the overall security program. Used to verify clearance for access to classified material or facilities, to allow performance of maintenance and repair of classified communications equipment, to verify authority to release, transport and receive classified material, both inter and intra agency. Other Routine Uses are contained in the appendix following the GSA notices.

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

Storage: Paper files kept in safes, storage cabinets, or desk drawers.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards. Storage containers are either locked or located in a limited access area.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Chief, Secure and Emergency Communications Branch, Office of Telecommunications, GSA, ADTS, 18th & F Streets, N.W., Washington, D.C. 20405.

Notification procedure: Inquiries should be directed to the Director of the Telecommunications Division of the appropriate Regional Office or the Central Office at the addresses listed in the appendix following Notice GSA/ADTS 7. Any required assistance can be obtained from the system manager identified above.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, requests for clearance and/or access, other security forms.

GSA/ADTS 2

System name: Congressional Files, GSA/ADTS

System location: ADTS central office and in the regional headquarters offices at the addresses listed in the appendix following Notice GSA/ADTS 7.

Categories of individuals covered by the system: Members of Congress and their staffs, State Governors and their staffs.

Categories of records in the system: Records are maintained in this nonautomated system for the pur- pose of ensuring that proper action is being taken on congressional and state requests for ADP and telecommunications service. Contains records used for ordering, billing and budget purposes. Contains telephone service requests, ADP service requests, billing for FTS and extended service, general inquiries, record of meeting, service complaints, and remedial actions.

Authority for maintenance of the system: Title 31, USC Section 680 a

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Paper files, storage cabinets and file folders.

Retrievability: Filed alphabetically by name of individual.

Safeguards: Buildings employ security guards. Access is restricted to authorized personnel. Records are released only to authorized officials.

Retention and disposal: Disposition of Records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: Executive Director, GSA, ADTS, 18th & F Street, N.W., Washington, D.C. 20405.

Notification procedure: Inquiries should be directed to the Office of Executive Director, ADTS or to the appropriate region at the address listed in the appendix following Notice GSA/ADTS 7. Any required assistance can be obtained from the system manager identified above.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves (correspondence, telephone calls etc), the staffs of the individuals concerned, other ADTS employees involved.

GSA/ADTS 3

System name: Discretionary Supervisor Files - GSA/ADTS.

System location: Normal place of business of supervisor in either the GSA/ADTS central office or regional locations. Headquarters addresses are listed in the appendix following Notice GSA/ADTS 7.

Categories of individuals covered by the system: ADTS employees including those in intern, youth employment and temporary status.

Categories of records in the system: Records are maintained in this nonautomated system at the complete discretion of the ADTS supervisor. Contains records such as personnel actions, training requests, performance appraisals, letters of commendation, citations, awards, job description, accident reports, supervisors assessment, career counseling, leave record, copies of warnings, grievances, reprimands, attendance, organizational charts, selection brief, outside employment and labor relations.

Authority for maintenance of the system: Title 5 USC Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper files kept in storage cabinets or desk drawers.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards. Storage containers are either locked or located in a limited access area under the direct control of the supervisor.

Retention and disposal: Disposition of Records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Personnel Division, Office of the Executive Director, GSA/ADTS, 18th and F Streets, N.W., Washington, D.C. 20405.

Notification procedure: Inquiries should be directed to the individual's immediate supervisor. Any required additional assistance can be obtained from the system manager identified above.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, personal observations of the supervisor, conversations, copies of documents prepared by the supervisor, other employees.

GSA/ADTS 4

System name: Emergency Notification Files, GSA/ADTS.

System location: Central and Regional Office of ADTS at the addresses listed in the appendix following Notice GSA/ADTS 7.

Categories of individuals covered by the system: GSA/ADTS Central Office and Regional employees.

Categories of records in the system: Records are maintained in this nonautomated system for the purpose of notifying and identifying employees or their designees under emergency conditions. Contains records such as: employees name, address, position title, office phone number, home phone number.

Authority for maintenance of the system: Title 5 USC Section 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Maintaining a current listing of officials to be contacted during national disasters, contingency and emergency situations, and pro- viding this information to the agencies concerned. Contacting officials in support of Federal Emergency Plan D and NCS Plan for Communi- cations Support in Major Disasters and Emergencies. Notifying personnel in cases of operational or personal emergencies. Other Routine Uses are contained in the appendix following the GSA Notices.

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

Storage: Paper files kept in safes, storage cabinets or desk drawers.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards. Storage containers are either locked or located in a limited access area. Information is released only to authorized officials.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: Chief, Secure and Emergency Communications Branch (CTOS), Office of Telecommunications, General Services Administration, ADTS, 18th and F Streets, N.W., Washington, D.C. 20405.

Notification procedure: Inquiries should be directed to the Director of the Telecommunications Division of the appropriate Regional Office or the Telecommunications Operations Division Central Office at the appropriate addresses listed in the appendix following Notice GSA/ADTS 7. Any required assistance can be obtained from the system manager identified above.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, their supervisors, emergency listings, disaster plans and personnel files.

GSA/ADTS 5

System name: Financial Management Files, GSA/ADTS

System location: Financial Management Division, ADTS central office and in the offices of the ADTS Commissioner's and the Telecommunications Division Director's at the regions. Addresses are listed in the appendix following Notice GSA/ADTS 7.

Categories of individuals covered by the system: GSA/ADTS Central Office and Regional Employees

Categories of records in the system: Records are maintained in both paper and automated form for the purpose of financial management. Contains information on financial projections for short and long range planning, preparation of annual financial plans, monthly and quarterly analysis of operation funds and verifying accounting reports. Contains records such as: travel logs, transportation requests, claims, vouchers, within grade notices and pay changes, opera- tor cost data, credit cards, requisitions, overtime requests, operating plans, time and attendance files, payroll, commercial call certifications, employment staffing, retirement eligibility, manpower and payroll statistics.

Authority for maintenance of the system: Title 31 USC Sections 66a, 66b.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of the Records, as defined in 5USC 552(a)(7) and provided for in 5USC552 (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper files are kept in storage containers. Magnetic tapes are filed in a tape library.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards. Record storage containers are either locked or are under the direct supervision of the office manager. Tapes are stored in a limited access area.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, GSA, ADTS, 18th and F Streets, NW, Washington, DC 20405.

Notification procedure: Inquiries should be directed to the Financial Management Division Director, Central Office or to the appropriate Regional Commissioner's Office at the addresses listed in the appendix following Notice GSA/ADTS 7. Any required assistance can be obtained from the System Manager identified above.

Record access procedures: Same individual as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Telephone Inventory and Accounting System and individuals submitting the various types of claims, vouchers and requests.

GSA/ADTS 6

System name: Personnel Administrative Files, GSA/ADTS

System location: Central Office and Regional offices of ADTS at the addresses listed in the appendix following Notice GSA/ADTS 7.

Categories of individuals covered by the system: GSA, ADTS central office and regional employees.

Categories of records in the system: Records are maintained in this non-automated system for the purpose of administering personnel matters in the ADTS central office and regions. Contains annotated organizational charts, training, duty and leave schedules, travel requests, authorizations, reprimands, warnings, vouchers, appraisals, position descriptions, biographic and career information, suggestions, details, personnel actions, grievance and appeal files, EEO files, personnel ceiling control. licenses, awards, essential residence telephone service listing, skill directory, trainee and intern files, property receipts, rosters, locators, job applications, surveys.

Authority for maintenance of the system: Title 5, USC Section 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Action taken with Civil Service Commission or pending on grievances, reprimands, warnings, suggestions, etc. Other Routine Uses are described in the appendix following the GSA notices.

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

Storage: Paper files kept in storage cabinets and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards. Storage containers are either under lock and key or located in a limited access area. Information is released only to authorized agency officials.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: Executive Director, GSA/ADTS, 18th and F Streets, N.W., Washington, D.C. 20405.

Notification procedure: Inquiries should be directed to the Regional ADTS Commissioner of the appropriate region or to the personnel division at the Central Office at the addresses listed in the appendix following Notice GSA/ADTS 7. Any required assistance can be obtained from the System Manager identified above.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, their supervisors and from other ADTS employees.

GSA/ADTS 7

System name: Workload Measurement Files, GSA/ADTS.

System location: Regional and Central Offices, ADTS at the addresses listed in the appendix following Notice GSA/ADTS 7.

Categories of individuals covered by the system: Current employees of GSA/ADTS.

Categories of records in the system: Records are maintained in both paper and magnetic tape is this system for the purpose of measuring the productivity of ADTS technical and operational personnel in the central office and regions. Contains records such as: tape, test, re-run logs, applied data processing time, productive performance, project status, personnel time summary, switchboard operator evaluation, RAMUS reports, systems and programming project status, tape error detection, FTS incoming and outgoing service message, switchboard operations reports, computer console, balance and job control sheets, historical and workload files.

Authority for maintenance of the system: Title 5 USC Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper files are kept in file cabinets and desk drawers. Automated records are maintained in a tape library.

Retrievability: Records are filed alphabetically by individuals name, number, initials or operating location.

Safeguards: Buildings employ security guards and storage containers for paper records are either locked or in a limited access area. Automated records are maintained in a controlled tape library.

Retention and disposal: Disposition of Records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Commissioner, GSA, ADTS, 18th and F Streets, N.W., Washington, D.C. 20405.

Notification procedure: Inquiries should be directed to the Regional Commissioner of the appropriate regional office or the Executive Director at the central office at the addresses listed in the appendix following Notice GSA/ADTS 7.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The supervisor's review of message and tape logs, trouble reports, re-run sheets etc., the employee himself, other employees.

APPENDIX GSA/ADTS ADDRESS OF LOCATIONS

ADTS/GSA Central Office
18th & F Streets N.W.
Washington, D.C. 20405
Telephone: 202 - 343 - 6022

Region 1
Area Manager, ADTS
John W. McCormack P.O. & Courthouse
Post Office Square
Boston, Mass. 02109
Telephone: 617 -223-5055

Region 2
Regional Commissioner, ADTS
26 Federal Plaza
NewYork, N.Y. 10007
Telephone: 216 - 264-1711

Region 3
Regional Commissioner, ADTS
7th and D Streets S.W.
Washington, D.C. 20407
Telephone: 202 - 343-7825

Region 4
Regional Commissioner, ADTS
1776 Peachtree Street, N.W.
Atlanta, Georgia 30309
Telephone: 404 - 526-3801

Region 5
Regional Commissioner, ADTS
219 So. Dearborn Street
Chicago, Ill. 60604
Telephone: 312 - 353-5628

Region 6
Regional Commissioner, ADTS
1500 E. Bannister Road
Kansas City, Missouri 64131
Telephone: 816 - 926-7309

Region 7
Regional Commissioner, ADTS
819 Taylor Street
Fort Worth, Texas 76102
Telephone: 817 - 334-2379

Region 8
Regional Commissioner, ADTS
Building 41 - Denver Federal Cen.
Denver, Colorado 80225
Telephone: 303 - 234-4337

Region 9
Regional Commissioner, ADTS
49-4th Street
San Francisco, California 94103
Telephone: 415 - 556-3272

Region 10
Area Manager, ADTS
GSA Center
Auburn, Washington 98002
Telephone: 206 - 833-5431

GSA/FSS 1

System name: Quality Control Automated Management System - GSA/FSS

System location: Office of Standards and Quality Control, Crystal Mall Building 4, Arlington, Virginia (Mail: Washington, D.C. 20406), and all Regional Quality Control Divisions at the regional office locations listed in the appendix following Notice GSA/FSS 13.

Categories of individuals covered by the system: Quality Assurance Specialists, Quality Inspection Specialists, and Supervisory Quality Assurance Specialists.

Categories of records in the system: Information on individual work assignments, man-hours spent on assignments, line items handled and production efficiency. Records are used only by officers and employees of GSA who have a need for the records in the performance of their duties to obtain status of all open work, to schedule work, measure work and to develop periodic operational statistics and budget input.

Authority for maintenance of the system: Title 40 U.S.C. Sections 481 and 487.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Mag-tape and print-outs.

Retrievability: Code number assigned to individuals.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS. Information in computer is obtained only through coded access and limited distribution.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Assistant Commissioner, Office of Standards and Quality Control, Federal Supply Service, crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Regional Directors of Quality Control Divisions of the activity the individual is or was employed. If not known, general inquiries should be made to the Assistant Commissioner, Office of Standards and Quality Control, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, approximate period of employment, and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information contained in the system is obtained from individual daily source data, contracts, purchase orders, requests for quality complaint investigations, requests for plant facilities evaluations, and depot quality control and surveillance actions.

GSA/FSS 2

System name: Work Measurement, Performance and Analysis Systems -GSA/FSS

System location: Transportation Services Division and Logistics Data Management Division, Crystal Mall Building 4, Arlington, Virginia (Mail: Washington, D.C. 20406), and Regional Offices of Property Manage- ment Divisions, Transportation Services Division, Quality Control Divisions, Printing and Publications Division, Procurement Divisions, Supply Control Divisions and Centralized Mailing Lists Services at the regional office locations listed in the appendix following Notice GSA/ FSS 13. Portions of the systems are also located at Interagency motor pools, sub-pools and dispatch points throughout the regions. Addresses of these locations can be obtained from the applicable regional office.

Categories of individuals covered by the system: Federal Supply Service employees working at the activities described in the location portion of this notice.

Categories of records in the system: Information on employment, training, man-hours worked, work units produced, salary, nonproductive hours, places visited. (Records are used only by officers and employees of GSA who have a need for the records in the performance of their duties to collect basic work measurement data, provide a statistical source for budgeting, compute effectiveness, spot trends in divisional work performance and establish work standards.)

Authority for maintenance of the system: Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 377); Title 5 U.S.C. generally; Title 31 U.S.C. generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Paper forms

Retrievability: Name of employee and/or employee number

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS. Information is released only to authorized officials.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Director or Regional Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours at each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individual time records or labor reports of each employee and weekly reports compiled by individuals.

GSA/FSS 3

System name: Project Control, Assignment and Reporting Systems - GSA/FSS

System location: All or portions of the systems of records described in this notice are located at: Office of Interagency Support, Office of Standards and Quality Control, Program Development Staff of the Office of Supply Control, Logistics Management Division and Office of Supply Distribution, Federal Supply Service, Crystal Mall Building 4, Arlington, Virginia (Mail: Washington, D.C. 20406).

Categories of individuals covered by the system: Standards Technicians and individuals to whom special projects are assigned.

Categories of records in the system: Type of project, workload associated with project, individual assigned project, and progress. Projects include Federal Item Identification Guide Project Control, Improvement Project Assignment, special projects, Weekly Activity Reports and specifications and standards. (Records are used only by officers and employees of GSA who have a need for the records in the performance of their duties.)

Authority for maintenance of the system: Title 40 U.S.C. Sections 481 and 487; Title 5 U.S.C., generally; and Title 31 U.S.C., generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Punched cards, print-outs, and manual files.

Retrievability: Name and/or manager code of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Assistant Commissioner or Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are pro- mulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: From individual assigned project, incoming workload requests, and internally generated projects.

GSA/FSS 4

System name: Hazardous Materials Exposure History System - GSA/FSS

System location: GSA/FSS Stockpile Depots at the addresses shown in the appendix following Notice GSA/FSS 13.

Categories of individuals covered by the system: Personnel working or visiting storage areas containing Hazardous Materials.

Categories of records in the system: Daily dosage of radiation received and hourly exposure to dangerous levels of asbestos and other hazardous materials, and related health records. The records are primarily used by officers and employees of the agency who have a need for the record in the performance of their duties.

Authority for maintenance of the system: Occupational Safety and Health Act of 1970, as amended (84 Stat. 1590).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information on exposure readings is provided to the Regulatory Agencies charged with the responsibility for regulating the handling of hazardous materials; other routine uses are con- tained in the appendix following the GSA Notices.

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

Storage: Paper forms.

Retrievability: Filed alphabetically by individual name.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Assistant Commissioner, Office of Property Management, Crystal Square Building 5, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Office of Property Management, Crystal Square Building 5, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identifica-

tion such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are pro- mulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Film badges and dosimeters, other instrumentation, work logs, and medical exams.

GSA/FSS 5

System name: Supply Distribution Work Measurement System - GSA/FSS

System location: All or portions of the systems of records described in this notice are located at Regional Supply Distribution Divisions at Regional Office locations and Supply Distribution Facilities at the addresses listed in the Appendix following Notice GSA/FSS 13.

Categories of individuals covered by the system: Regional Supply Distribution Employees.

Categories of records in the system: Man-hours expended by work activity for each employee and the units accomplished by each. Individual Performance Progress Record. (Records are used only by the officials and employees of GSA who have a need for the records in the performance of their duties to determine facility operation effectiveness, set work standards and grade employee accomplishments and to discuss with employees their per- formance and career objectives.)

Authority for maintenance of the system: Title 40 U.S.C. Section 481; Title 5 U.S.C., generally; and Title 31 U.S.C., generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: EAM Cards, Mag-tape, print-outs and paper feed-in reports.

Retrievability: Automated reports are by employee code number and feed-in reports by employee name.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS. Information in computer is obtained only through coded access and limited distribution.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official reponsible for the system of records is the Assistant Commissioner, Office of Supply Distribution, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Regional Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Office of Supply Distribution, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours at each location. For written requests, the individual should provide full name, address and telephone number, period of employment, and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are pro- mulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: From employee daily reports, Bin/Bulk Selector Error Records, Individual Performance Progress Records and from Supervisors.

GSA/FSS 6

System name: Motor Vehicle Accident and Claim Reporting System - GSA/FSS

System location: All or portions of the system of records described in this notice are located at: Motor Equipment Management Division, Office of Transportation and Public Utilities, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406, and at Regional Motor Equipment Services Division at Regional Office locations, at the addresses listed in the Appendix. In addition, portions of the systems of records are maintained at motor pools located throughout the regions. The addresses of such activities can be obtained from the applicable Regional Commissioners office at the addresses listed in the Appendix following Notice GSA/FSS 13.

Categories of individuals covered by the system: Operators of government motor vehicles, third parties and witnesses involved in accidents.

Categories of records in the system: Operator's report of motor vehicle accident, Record of Contact/ Memorandums, investigation report, statement of witness, notices of injury, action taken on the accident reports, police reports, photographs and doctor certifications.

Authority for maintenance of the system: Title 40 U.S.C. Section 491

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine uses are to interagency officials of operators involved in accidents; state, county or municipal authorities as required by law; third parties and their insurance carriers; and claims for damage, injury or death may be provided to U.S. Attorneys' Office. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: Paper forms

Retrievability: Individual name and/or vehicle tag number

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Director, Motor Equipment Management Division, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Regional Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Director, Motor Equipment Management Division, Crystal Mall Building 4, Washington, D.C. 20406, or the Office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, data of accident, driver's license number, and, if a government employee, the agency where employed to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Accident reports filed by individuals involved, police reports, witness reports, supervisors reports, and doctor certificates.

GSA/FSS 7

System name: Vehicle and Motor Pool Services and Operations System - GSA/FSS

System location: All or portions of the systems of records are located at the Regional Offices of the Motor Equipment Services Divisions, Public Buildings Services, Supply Control Divisions, Supply Distribution Divisions, Quality Control Divisions, Federal Protective Service Divisions, and Civil Rights Divisions; Supply

Distribution Facilities and Property Management Depots at the Regional Addresses listed in the appendix following Notice GSA/FSS 13.

Portions of the system of records are also maintained at Interagency Motor Pools, Minuteman Interagency Support Systems, Dispatch Points, Public Building Service Field Offices, Federal Protective Service Training Academies, Federal Telecommunications Centers, Customer Service Offices, Office of Operating Programs, and Federal Archives and Record Centers located throughout the regions. Addresses of Motor Pools can be obtained from the applicable Regional Director, Motor Equipment Services Divisions; and addresses of other activities can be obtained from the applicable Regional Administrator.

Categories of individuals covered by the system: Individuals using and maintaining motor pool vehicles and services and/or vehicle tag number.

Categories of records in the system: Operators identification cards, road test examinations, decal and entry permits, vehicle misuse, unauthorized credit card purchases, use of Government vehicle between residence and place of employment, authorized motor pool service requests, dispatch vehicle checkup, tool receipts, daily vehicle trip tickets, vehicle use records, assignment receipt, fuel log, vehicle repairs and request to leave privately owned vehicle at center.

Authority for maintenance of the system: 40 U.S.C. Section 491; Executive Order 10579 dated November 30, 1954.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Interagency officials to be notified of authorized and unauthorized uses of services and vehicles by personnel of their respective agencies. Private citizens are provided information in answer to complaints on misuse of vehicles. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: Paper forms

Retrievability: Name of individual and/or vehicle tag number

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Director of Motor Equipment Management Division, Federal Supply Service, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Regional Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Office of Transportation and Public Utilities, Crystal Mall Building 4, Washington, D.C. 20406, or the Office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, driver's license number, period of employment and position held and/or period of use of vehicle to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as drivers license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Users of vehicles, motor pool personnel, and agency officials.

GSA/FSS 8

System name: Employee Related Files - GSA/FSS

System location: All or portions of the systems of records described in this notice are maintained at the Division or Branch levels of the various Federal Supply Service offices located in Crystal Mall Buildings 2 and 4 and Crystal Square Building 5, Arlington, Virginia (Mail: Washington, D.C. 20406); Materials and Evaluation Development Laboratory, Van Ness and Reno Road, Washington, D.C., and Electronics Division of Office of Standards and Quality Control, Building 225, National Bureau of Standards, Gaithersburg, Maryland; and at Regional Office locations, GSA/FSS Stockpile Depots, and Supply Distribution Facilities at the addresses listed in the appendix following Notice GSA/FSS 13.

In addition, portions of the systems of records are maintained at self-service stores and motor pools located throughout the regions, the addresses of which can be obtained from the applicable Regional Commissioners Office.

Categories of individuals covered by the system: Current employees and former employees of the Federal Supply Service, applicants or potential applicants for employment, and employees of other agencies for employee relief bills.

Categories of records in the system: Records consist of a variety of documents accumulated by operating officials and supervisors in administering personnel matters for or about employees, including the following kinds of records, which are representative of the system: Equal employment opportunities; performance appraisals, potential performance appraisals, and supporting documents; promotions; applications, resumes, and biographical or employment history documents; emergency locator and notification documents containing name, address, home phone, emergency contacts; employee training, counseling, and development documents; position descriptions, management and classification documents; awards; security clearance records; leave, pay and time and attendance; emergency duty rosters; committee, team, task force participation rosters and documents; Congressional files relating to employee relief bills; staffing information, including organizational rosters for both Central Office and Regional personnel; retirement data; medical certifications for granting parking permits to handicapped; indebtedness complaints; news releases; duty station assignments; photographs; personnel plans; travel; employee record cards containing summary information; and injuries and occupational disease.

Authority for maintenance of the system: Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 377); Title 5 U.S.C. generally; Title 31 U.S.C. generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Civil Service Commission in connection with recruitment activities and evaluation survey programs; Department of Labor in connection with settlement and adjudication of labor-management disputes. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: Paper records in file folders and card files, and printouts.

Retrievability: Alphabetically by individual's name

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS. Any records containing information, the unauthorized disclosure of which could result in substantial harm, embarrassment, inconvenience, or unfairness to the individual, is filed in locked cabinets.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the supervisor of the activity the individual is or was employed with. If not known, general inquiries should be made to the Office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, approximate dates and places of employment, and any other information which the individual believes would facilitate locating the record. For personal visits, the individual should be able to provide some acceptable inentification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information in the record of systems is obtained from information furnished by the individual, personnel forms, congressional inquiries, committees, agency officials, third parties submitting indebtedness complaints, applications from individuals applying for positions, and doctors for individuals requesting handicap parking permits.

GSA/FSS 9

System name: Cataloging Action Master File - Work Measurement System - GSA/FSS

System location: General Services Administration, Tape Library, 7th & D Streets, SW, Washington, D.C. 20407.

Categories of individuals covered by the system: Supply catalogers processing catalog action requests.

Categories of records in the system: The system consists of records, kept on each individual, showing the status of transactions the individual has in process and the number of actions completed, rejected or approved. The records are primarily used by officers and employees of the agency to determine status of trans- actions and to summarize work done by individuals.

Authority for maintenance of the system: Title 40 U.S.C., Section 487

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Mag-tape and print-outs

Retrievability: Alphabetic code assigned to individuals.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Director, Logistics Data Management Division, Office of Supply Control, Federal Supply Service, Washington, D.C. 20406

Notification procedure: Information may be obtained from the official cited above.

Record access procedures: Requests from individuals to access records should be addressed to the official cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, period of employment, and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as drivers license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Data provided by individuals.

GSA/FSS 10

System name: Personal Property Disposal Work Measurement System - GSA/FSS

System location: All or portions of the systems of records described in this notice are located at: Office of Personal Property Disposal, Federal Supply Services, Crystal Square Building 5, Arlington, Virginia (Mail: Washington, D.C. 20406), and at Personal Property Division Regional Office locations at the addresses listed in the appendix following Notice GSA/FSS 13.

Categories of individuals covered by the system: Personal Property Division Regional employees of Utilitzation Branch, Sales Branch and Property Rehabilitation Branch.

Categories of records in the system: Breakdown of individual's daily time spent on assigned work tasks, leave, training and other functions. The records are primarily used by officers and employees of the agency who have a need for the record in the performance of their duties to evaluate overall productivity to determine the most efficient allocation of man- power requirements and financial resources.

Authority for maintenance of the system: Title 40 U.S.C. Section 483

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Paper forms.

Retrievability: Individual's name.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Assistant Commissioner, Office of Personal Property Disposal (FW), Federal Supply Service, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Regional Directors of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Office of Personal Property Disposal, Crystal Square Building 5, Washington, D.C. 20406, or the Office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as drivers license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individual daily man-hour reports.

GSA/FSS 11

System name: Work Record Systems - GSA/FSS

System location: Evaluation Branch, Office of Supply Distribution, Crystal Mall Building 4, Arlington, Virginia (Mail: Washington, D.C. 20406), Retail Services Division, Fuels Branch, 7th & D Streets, SW, Washington, D.C. 20407, and Division Offices of Procurement, Crystal Mall Building 4, Arlington, Virginia (Mail: Washington, D.C. 20406).

Categories of individuals covered by the system: Federal Supply Service employees performing duties at the activities listed in the location portion of this notice.

Categories of records in the system: Employee numbers for publication and report preparation, record of attendance and performance, work assignments, production procurement plan and status, and register of incoming workload.

Authority for maintenance of the system: Federal Property and Administrative Services Act of 1949, as amended, (63 Stat. 377); Title 5 U.S.C. generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a) (7) and provided for in 5 U.S.C. 552a(b) (3), are described in the Appendix following the GSA notices.

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

Storage: Paper forms.

Retrievability: Individual's name.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Branch Chief or Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as drivers license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information for the system of records described in this notice is obtained from agency work reports, incoming offers from business firms, incoming requisitions from other agencies, the individual's supervisor and the individual.

GSA/FSS 12

System name: Accountability and Property Inventory Systems - GSA/FSS

System location: Regional Commissioner's offices: Regional offices of the Property Management Division, Motor Equipment Services Division, Retail Services Division, Business Service Centers and Procurement Divisions; and Property Management Depots at the addresses listed in the Appendix following Notice GSA/FSS 13. In addition, portions of the systems of records are maintained at retail stores and motor pools in the regions. Addresses of these locations can be obtained from the applicable Regional Director.

Categories of individuals covered by the system: Property Management Division inspectors and depot personnel, store managers, motor pool personnel, Office of Business Affairs and Information Center employees and contracting officers.

Categories of records in the system: Custody of wax seals, record of keys issued, accountability of Government property and supplies, bonding of collection officers, contracting officer designations and discrepancy reports. (The records are primarily used by officers and employees of the agency who have a need for the record in the performance of their duties.)

Authority for maintenance of the system: Title 40 U.S.C. Section 483; Title 5 U.S.C. generally; Title 31 U.S.C., generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a) (7) and provided for in 5 U.S.C. 552a(b) (3), are described in the Appendix following the GSA notices.

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

Storage: Paper forms

Retrievability: Individual's name

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Regional Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed with. If not known, general inquiries should be made to the Office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as drivers license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individual prepared forms, agency supervisors and personnel action forms.

GSA/FSS 13

System name: Inventory Management and Buyer Workload Automated Systems - GSA/FSS

System location: Inventory Management Division and Procurement Division of Regional Federal Supply Service, 7th & D Streets, SW, Washington, D.C. 20407.

Categories of individuals covered by the system: Item managers and supervisors of Inventory Management Division and buyers in Procurement Division.

Categories of records in the system: Current status of requisitions assigned to buyers and information on items managed by inventory management personnel. Included as part of the systems is a record of inquiry codes and names. The records are primarily used by officers and employees of the agency who have a need for the record in the performance of their duties.

Authority for maintenance of the system: Title 40 U.S.C. Sections 481, 483.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a) (7) and provided for in 5 U.S.C. 552a(b) (3), are described in the appendix following the GSA notices.

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

Storage: Mag-tape, microfilm/microfiche and paper printouts.

Retrievability: Code assigned to individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Regional Commissioner, Federal Supply Service, 7th and D Streets, SW, Washington, D.C. 20407.

Notification procedure: Information may be obtained from the Regional Directors of the applicable activity shown in the location portion of this notice in which the individual is or was employed.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 13.

For written requests, the individual should provide full name, address and telephone number, approximate dates and places of employment and any other information which the individual believes would facilitate the location of the information requested. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information contained in the systems is obtained from individual work records, data from stock documents, and from supply documents from suppliers and other agencies.

APPENDIX - GSA/FSS ADDRESSES OF LOCATIONS

REGIONAL OFFICES

Region 1
John W. McCormack Post
Office and Courthouse
Post Office Square
Boston, Massachusetts 02109

Region 2
26 Federal Plaza
New York, New York 10007

Region 3
7th and D Streets, SW,
Washington, D.C. 20407

Region 4
1776 Peachtree Street, NW.
Atlanta, Georgia 30309

Region 5
230 South Dearborn Street
Chicago, Illinois 60604

Region 6
1500 E. Bannister Road
Kansas City, Missouri 64131

Region 7
819 Taylor Street
Fort Worth, Texas 76102

Region 8
Building 41 - Denver Federal Center
Denver, Colorado 80225

Region 9
525 Market Street
San Francisco, California 94105

Region 10
GSA Center
Auburn, Washington 98002

GSA/FSS STOCKPILE DEPOT ADDRESSES

GSA-FSS Baton Rouge Depot
2695 N. Sherwood Forest Drive
Baton Rouge, LA 70814

GSA-FSS
Federal Service Center (C/D)
4747 Eastern Avenue
Building 1
Bell, CA 90201

GSA-FSS Bethlehem Depot
Bethlehem, PA 18015

GSA-FSS Belle Mead Depot
Belle Mead, NJ 08502

GSA-FSS Binghamton Depot
Binghamton, NY 13901

GSA-FSS Casad Depot
New Haven, IN 46774

GSA-FSS Depot
The Federal Depot
Clearfield, UT 84016

GSA-FSS Curtis Bay Depot
Baltimore, MD 21226

GSA-FSS Dayton Depot
2400 West Dorothy Lane
Dayton, OH 45439

GSA-FSS Erie Depot
P.O. Box 344
Port Clinton, OH 43452

GSA-FSS Fort Worth Depot
819 Taylor Street
Fort Worth, TX 76102

GSA-FSS Gadsden Depot
P.O. Box 918
Hammond, IN 46325

GSA-FSS Marion Depot
P.O. Box 348
Marion, OH 43302

GSA-FSS Building 7050
P.O. Box 6
Mira Loma, CA 91752

GSA-FSS New Bedford Depot
King Street & Nash Road
New Bedford, MA 02745

GSA-FSS Pt. Pleasant Depot
2601 Madison Avenue
Point Pleasant, WVA 25550

GSA-FSS Scotia Depot
Scotia, NY 12302

GSA-FSS Sharonville Depot
P.O. Box 41131
Cincinnati, OH 45241

GSA-FSS Somerville Depot
State Highway No. 206
Somerville, NJ 08876

General Services Administration
GSA-FSS Depot
Rough & Ready Island
Building 606
Stockton, CA 95203

GSA-FSS Topeka Depot
Building 301
Topeka, KS 66601

GSA-FSS Warren Depot
Warren, OH 44482

GSA-FSS Buffalo Depot
All mail goes to Binghamton Depot

GSA-FSS Jeffersonville, IN
All mail goes to Sharonville Depot

GSA-FSS Marietta, PA
All mail goes to Region 3

GSA-FSS Terre Haute Depot
All mail goes to Sharonville Depot

GSA-FSS Voorheesville, NY
All mail goes to Scotia Depot

GSA SUPPLY DISTRIBUTION FACILITIES

GSA Supply Distribution Facility
295 Lindoln Street
Hingham, MA 02043

GSA Supply Distribution Facility
Belle Mead, NJ 08502

GSA Supply Distribution Facility

Military Ocean Terminal Bayonne, NJ 07002

GSA Supply Distribution Facility
Building 246 Raritan Depot
Edison, NJ 08817

GSA Supply Distribution Facility
Springfield, VA 22150

GSA Supply Distribution Facility
Federal Supply Service
2800 Eastern Boulevard
Middle River, MD 21220

GSA Supply Distribution Facility
Hampton Roads Army Terminal
7737 Hampton Boulevard
Norfolk, VA 23505

GSA Supply Distribution Facility
Garden City Terminal
Savannah State Docks and Warehouses
Garden City, GA 31408

GSA Supply Distribution Facility
7400 S. Pulaski Road
Chicago, IL 60629

GSA Supply Distribution Facility
Building 31
Shelby, OH 44875

GSA Supply Distribution Facility
1500 E. Bannister Road
Kansas City, MO 64131

GSA Supply Distribution Facility
Warehouse 3, Federal Center
Fort Worth, TX 76115

GSA Supply Distribution Facility
500 Edwards Avenue
Harahan, LA

GSA Supply Distribution Facility
Building 810, Denver Federal Center
Denver, Colorado 80225

GSA Supply Distribution Facility
1600 12th Street, NW,
Albuquerque, NM

GSA Supply Distribution Facility
Building C6, Annex 3, Federal Depot
Clearfield, UT 84016

San Juan P.R.
Building T3069, Hickam AFB
Honolulu, HI 96824

GSA Supply Distribution Facility
Building 512 Rough and Ready Island
Stockton, CA 95203

GSA Supply Distribution Facility
Auburn, WA 98002

APPENDIX

The following Routine Use statements will apply to all General Services Administration notices listed in the Federal Register:

Routine Use -- Law Enforcement

In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or pro- secuting such violation or charged with enforcing or implementing the statute, or role, regulation or order issued pursuant thereto.

Routine Use - Disclosure When Requesting Information

A record from this system of records may be disclosed as a 'routine use' to a Federal, state, or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

Routine Use - Disclosure of Requested Information

A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

Routine Use - Grievance, Complaint, Appeal

A record from this system of records may be disclosed to an authorized appeal or grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with that agency's responsibility for evaluation of Federal personnel management.

To the extent that official personnel records in the custody of GSA are covered within systems of records published by the Civil Service Commission as government wide records, those records will be considered as a part of that government wide system. Other official personnel records covered by notices published by GSA and considered to be separate systems of records may be transferred to the Civil Service Commission in accordance with official personnel programs and activities as a routine use.

[FR Doc.75-22666 Filed 8-26-75;8:45 am]

DEFENSE MANPOWER COMMISSION

[1 CFR Part 420]

PRIVACY ACT OF 1974

Proposed Implementation

The following proposed rules drafted in accordance with Section F of the Privacy Act of 1974, are hereby offered for public comment. Interested parties have until September 5, 1975, to submit comments, which should be addressed to The Director of Administration, Defense Manpower Commission, 1111 18th Street, NW., Washington, D.C. 20036.

Signed the 12th day of August, 1975, by:

BRUCE PALMER, Jr.,
Executive Director.

PART 420—PRIVACY ACT IMPLEMENTATION

Sec.
420.1 Purpose and scope.
420.2 Definitions.
420.3 Procedures for requests pertaining to individual records in a record system.
420.4 Times, places and requirements for the identification of the individual making a request.
420.5 Disclosure of request information to the individual.
420.6 Request for correction or amendment to the record.
420.7 Agency review of request for correction or amendment of the record.
420.8 Appeal of an initial adverse agency determination on correction or amendment of the record.
420.9 Disclosure of record to a person other than the individual to whom the record pertains.
420.10 Fees.

AUTHORITY: 5 U.S.C. 552a, Pub. L. 73-579.

§ 420.1 Purpose and scope.

The purposes of these regulations are to: (a) Establish a procedure by which an individual can determine if the Defense Manpower Commission (hereafter known as the Commission) maintains a system of records which includes a record pertaining to the individual; and (b) Establish a procedure by which an individual can gain access to a record pertaining to him for the purpose of review; amendment and/or correction.

§ 420.2 Definitions.

For the purpose of these regulations: (a) The term "individual" means a citizen of the United States or an alien lawfully admitted for permanent residence; (b) The term "maintain" includes maintain, collect, use or disseminate; (c) The term "record" means any item, collection or grouping of information about an individual that is maintained by the Commission including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph; (d) The term "system of records" means a group of any records under the control of the Commission from which information is retrieved by the named of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual; and (e) The term "routine use" means, with respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected.

§ 420.3 Procedures for requests pertaining to individual records in a record system.

An individual must submit a request to the Executive Director of the Commission to determine if a system of records named by the individual contains a record pertaining to the individual. The individual must submit a request to the Executive Director of the Commission which states the individual's desire to review his record.

§ 420.4 Times, places and requirements for the identification of the individual making a request.

An individual making a request to the Executive Director pursuant to § 420.3 shall present the request at the Commission's offices, 1111 18th St., N.W., Room 301-F, Washington, D.C. 20036, on any business day between the hours of 8:30 a.m. and 5:00 p.m. The individual submitting the request is required to present himself at the Commission's offices with a form of identification which will permit the Commission to verify that the individual is the same individual as contained in the record requested.

§ 420.5 Disclosure of request information to the individual.

Upon verification of identity the Commission shall disclose to the individual the information contained in the record which pertains to that individual.

§ 420.6 Request for correction or amendment to the record.

The individual must submit a request to the Executive Director of the Commission which states the individual's desire to correct or to amend his record. This request is to be made in accord with the provisions of § 420.4.

§ 420.7 Agency review of request for correction or amendment of the record.

Within ten (10) days (excluding Saturdays, Sundays and legal public holidays) of the receipt of the request to correct or to amend the record, the Executive Director must acknowledge, in writing, such receipt and promptly, either—

(a) Make any correction or amendment of any portion thereof which the individual believes is not accurate, relevant, timely, or complete; or

(b) Inform the individual of his refusal to correct or to amend the record in accordance with the request, the reason for the refusal, and the procedures established by the Commission for the individual to request a review of that refusal.

§ 420.8 Appeal of an initial adverse agency determination on correction or amendment of the record.

An individual who disagrees with the refusal of the Executive Director of the Commission to correct or to amend his record may submit a request for a review of such refusal to the Chairman of the Commission, Dr. Curtis W. Tarr, 1111 18th Street, N.W. Washington, D.C. 20036. The Chairman shall, not later than thirty (30) days (excluding Saturdays, Sundays, and legal public holidays) from the date on which the individual requests such review, complete such review, and make a final determination unless, for good cause shown, the Chairman extends such thirty (30) day period. If, after his review, the Chairman also refuses to correct or to amend the record in accordance with the request, the individual may file with the Commission a concise statement setting forth the reasons for his disagreements with the refusal of the Commission and may seek judicial review of the Chairman's determination under 5 U.S.C. section 552a(g)(1)(A).

§ 420.9 Disclosure of record to a person other than the individual to whom the record pertains.

The Commission shall not disclose a record to any individual other than to the individual to whom the record pertains without receiving the written consent of the individual to whom the record pertains.

§ 420.10 Fees.

If an individual requests copies of his record he shall be charged ten cents per page, excluding the cost of any search for and review of the record.

[FR Doc.75-22176 Filed 8-26-75;8:45 am]

DEFENSE MANPOWER COMMISSION

PRIVACY ACT OF 1974

Proposed Notices of Record Systems

The following Notices of Record Systems were drafted as prescribed by section e(4) of the Privacy Act of 1974; and the routine uses thereof are hereby offered for public comment. These three (3) Record Systems are the only ones in our inventory. Interested parties have until September 27, 1975, to submit comments, which should be addressed to The Executive Director, Defense Manpower Commission, 1111 18th Street, N.W., Washington, D.C. 20036.

Signed the 12th day of August 1975.

Bruce Palmer, Jr.,
Executive Director.

DMPC—1

System name: General Financial Records—Defense Manpower Commission.

System location: General Services Administration Central Office.

Categories of individuals covered by the system: SF 1038, Application and account for advance of funds; Vendor register and Vendor payment tape Information is used by accounting Technicians to maintain adequate financial information and by other offices and employees of GSA and the Commission who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C. and Public Law 93-155.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See appendix. Records are also released to GAO for audits; to the IRS for investigation; and to private attorneys, pursuant to a power of attorney.

Storage: Paper and tape.

Retrievability: Manual and automated by name.

Safeguards: Stored in guarded building, released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Administration, Defense Manpower Commission, 1111 18th Street, N.W., Suite 300, Washington, DC 20036

Notification procedure: See Commission access regulations in 1 CFR Part 420.

Record access procedures: See Commission access regulations in 1 CFR Part 420.

Contesting record procedures: See Commission access regulations in 1 CFR Part 420.

Record source categories: subject individual; the Commission.

DMPC—2

System name: Payroll Records—Defense Manpower Commission.

System location: General Services Administration, Region 3 office.

Categories of individuals covered by the system: Employees and past employees of the Commission.

Categories of records in the system: Varied payroll records, including among other documents, time and attendance cards; payment vouchers; comprehensive listing of employees; health benefits records; requests for deductions; tax forms; W2 forms; overtime requests; leave data; retirement records. Records are used by Commission and GSA employees to maintain adequate payroll information for Commission employees and otherwise by Commission and GSA employees who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., and Public Law 93-155.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See appendix. Records are also released to GAO for audits; to the Internal Revenue Service for investigation; and to private attorneys, pursuant to a power of attorney.

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

Storage: paper and microfilm.

Retrievability: Social Security Number.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA. Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Administration, Defense Manpower Commission, 1111 18th Street, NW., Suite 300, Washington, D.C. 20036

Notification procedure: See Commission access regulations in 1 CFR part 420.

Record access procedures: See Commission access regulations in 1 CFR part 420.

Contesting record procedures: See Commission access regulations in 1 CFR part 420.

Record source categories: The subject individual; the Commission.

DMPC—3

System name: General Personnel Records.

System location: Defense Manpower Commission, 1111 18th St., N.W., Washington, D.C. 20036.

Categories of individuals covered by the system: Individuals employed by the Defense Manpower Commission.

Categories of records in the system: Contains copies of: SF 50, Notification of Personnel Action; SF 52, Request for Personnel Action; SF 171, Personnel Qualification Statement; Security clearance data; Time and Attendance records; other correspondence relating to employment.

Authority for maintenance of the system: 31 U.S.C., and Public Law 93-155.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See appendix. Records are also released to GAO for audits; to the Internal Revenue Service for investigation; and to private attorneys, pursuant to a power of attorney.

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

Storage: Stored in file folders.

Retrievability: Manual by name.

Safeguards: Folders filed in locked file cabinet.

Retention and disposal: Information is retained during the Commissions existence and then stored in the National Archives.

System manager(s) and address: Director of Administration, Defense Manpower Commission, 1111 18th Street, N.W., Suite 300, Washington, D.C. 20036

Notification procedure: See Commission access regulations in 1 CFR part 420.

Record access procedures: See Commission access regulations in 1 CFR part 420.

Contesting record procedures: See Commission access regulations in 1 CFR part 420.

Record source categories: The subject individual; the Commission.

APPENDIX

In the event that a system records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement or a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with the agency's responsibility for evaluation and oversight of federal personnel management.

A record from this system of records may be disclosed to officers and employees of a federal agency for purposes of audit.

[FR Doc.75-22175 Filed 8-26-75;8:45 am]

EXPORT-IMPORT BANK OF THE UNITED STATES

PRIVACY ACT OF 1974

Notice of Systems of Records

Following are the systems of records prescribed by the Privacy Act of 1974. Any omissions due to oversight will be published at a later date.

Public comment is solicited on the routine use portion of the notices, and should be submitted by September 18, 1975, to the Export-Import Bank of the United States, Vice President—Administration, 811 Vermont Avenue, N.W., Room 1031, Washington, D.C. 20571.

August 21, 1975

Francis P. Collins
Vice President—Administration

EIB—1

System name: EIB Applicant File, SF-171's and resumes.

Security classification: None.

System location:

Primary
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Secondary
Various offices and divisions
within the Eximbank.

Categories of individuals covered by the system: Individuals who have sent in their resumes and forms requesting employment with the Eximbank.

Categories of records in the system: Personnel qualification statement and employment history.

Authority for maintenance of the system: Civil Service Commission.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For use whenever a vacancy becomes available and one is qualified for said position. By officials and employees of the Eximbank in the performance of their official duties. By representatives of the Civil Service Commission and by officials and employees of other components of the Federal government and departments and agencies in the performance of their official duties.

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

Storage: file folders.

Retrievability: alphabetically.

Safeguards: locked file cabinet and in a building that has a PBS guard.

Retention and disposal: if applicant selected for position, file maintained indefinitely; otherwise returned to applicant.

System manager(s) and address:

Office of Personnel
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—2

System name: EIB biographical sketches on Eximbank employees and Advisory Committee members.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Officers and professionals of the Eximbank and Advisory Committee Members.

Categories of records in the system: Name, date of birth, place of birth, educational and work experience.

Authority for maintenance of the system: Eximbank personnel management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By officials and personnel of the Eximbank for public appearance. By news media in connection with speeches, public appearance, newspapers, etc. By departments and agencies in the performance of their official duties.

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

Storage: maintained in binder books and file folders.

Retrievability: alphabetically.

Safeguards: bookcases and desks and in a building that has a PBS guard.

Retention and disposal: retained while employed by the Eximbank or until his appointment expires.

System manager(s) and address:

Personnel Office
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual and miscellaneous personnel forms.

EIB—3

System name: EIB Confidential Statement of Employment and Financial Interest.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All Eximbank past and present employees above a certain grade level unless exempted by the Ethics Committee.

Categories of records in the system: Name, title of position, date of appointment in present position, office or division, employment and financial interest, creditors, interests in real property and information requested of other persons, signature and date.

Authority for maintenance of the system: Required by Section 402 of Executive Order 11222 dated May 8, 1965.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Reviewed by members of the Ethics Committee regarding conflicts of interest. By officials and employees of the Eximbank in the performance of their official duties and by other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: alphabetical.

Safeguards: locked cabinet and in a building that has a PBS guard.

Retention and disposal: retained indefinitely.

System manager(s) and address:

Office of the First Vice President and Vice Chairman
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—4

System name: EIB Driver's License file.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: SF-46, U.S. Government Motor Vehicle Operator's Identification Card for issuance to those present and past employees authorized to drive an official Government car in the performance of their assigned duties.

Categories of records in the system: Name, card number, date issued, expiration date, signature of operator, sex, date of birth, color of hair, color of eyes, height, weight, birthplace, social security number, signature of issuing official, title, name and location of issuing unit.

Authority for maintenance of the system: In accordance with FPM 930.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By officials and employees of the Eximbank in the performance of their official duties. By the Department of Motor Vehicles, D.C. Police Department, Justice Department and insurance companies in the performance of their official duties. By other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: numerically.

Safeguards: locked desk drawer and in a building that has a PBS guard.

Retention and disposal: retained indefinitely.

System manager(s) and address:

Vice President—Administration
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual and the completion of EIB Form 74-2 and SF-47.

EIB—5

System name: EIB Earnings and Tax Statement.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Eximbank past and present employees yearly earnings.

Categories of records in the system: Name, social security number, home address, gross earnings for the year, federal and state tax deductions for the year and marital status.

Authority for maintenance of the system: Internal Revenue Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used at the end of the calendar year by the Payroll Unit. By officials and employees of the Eximbank in the performance of their official duties. By representatives of the CSC, Comptroller General, Attorney General, Treasury and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file cabinet.

Retrievability: alphabetical.

Safeguards: locked file cabinet and in a building that has a PBS guard.

Retention and disposal: retained indefinitely.

System manager(s) and address:

Senior Vice President and Treasurer Controller
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual and payroll records.

EIB—6

System name: EIB Employee Records (relocation site).

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Current Eximbank employees.

Categories of records in the system: Service records cards, retirement deductions, bond balances, annual and sick leave balances.

Authority for maintenance of the system: Vital Records Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records maintained for reference and backup for main records. By officials and employees of the Eximbank in the performance of their official duties. By employees and officials of other departments and agencies in the performance of their official duties.

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

Storage: expandable envelope.

Retrievability: alphabetically within the envelope.

Safeguards: locked safe file at relocation site.

Retention and disposal: records are updated quarterly, and out-of-date records destroyed.

System manager(s) and address:

Vice President—Administration
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration

811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Office of Personnel and Payroll Unit.

EIB—7

System name: EIB Equal Employment Opportunity, grievance.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Eximbank employee filing a grievance.

Categories of records in the system: Name and type of grievance.

Authority for maintenance of the system: Executive Order 10590, Government Employment Policy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By persons of the Eximbank in the performance of their official duties. By Justice, CSC, duly authorized representatives of the complainant in the performance of their official duties.

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

Storage: file folder.

Retrievability: alphabetical.

Safeguards: locked file cabinet and in a building that has a PBS guard.

Retention and disposal: 2-years after the case has been resolved.

System manager(s) and address:

Vice President—Administration
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Investigator, individual and employees of the division of office where the complainant was/is employed.

EIB—8

System name: EIB Financial Assistance Request for (under Federal Employee Training Act).

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: EIB employees requesting financial assistance for training and text books.

Categories of records in the system: Application for training.

Authority for maintenance of the system: Federal Employees Training Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used as official authorization to justify payment for training expenses. By officials and employees of the Eximbank in the performance of their official duties and by CSC, GAO and other departments and agencies in the performance of their official duties.

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

Storage: folders.

Retrievability: alphabetical by period.

Safeguards: locked file cabinet and in a building that has a PBS guard.

Retention and disposal: 3 years.

System manager(s) and address:

Senior Vice President and Treasurer Controller
Travel and Administrative Expense Unit
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—9

System name: EIB Financial Organization, Credit to Account (Checking).

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: EIB employees complete when they want their salary check to be sent directly to a financial organization of their choice.

Categories of records in the system: Employees application for deposit of salary check to the financial organization (checking) of their choice.

Authority for maintenance of the system: Treasury Department Fiscal Service, Department Circular No. 1076, 1189-101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by the Senior Vice President and Treasurer Controller and his staff and officials and employees of the Eximbank in the performance of their official duties. By representatives of the CSC, Comptroller General, Treasury, financial institutions and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: filed in folders.

Retrievability: alphabetical.

Safeguards: locked file cabinet and in a building that has a PBS guard.

Retention and disposal: until employee cancels.

System manager(s) and address:

Senior Vice President and Treasurer Controller
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be

able to provide some acceptable identification, i.e., driver's license, identification cardo etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—10

System name: EIB Financial Organization, Credit to Account (Savings).

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: EIB employees complete when they want their salary check or a portion to be sent to a savings financial organization of their choice.

Categories of records in the system: Employees application for the deposit of salary check or a portion to be sent to a savings financial organization of their choice.

Authority for maintenance of the system: Department of the Treasury, Bureau of Accounts, Part III, Treasury FRM.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by the Senior Vice President and Treasurer Controller and his staff and officials and employees of the Eximbank in the performance of their official duties. By representatives of the CSC, Comptroller General, Treasury, financial institutions and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: alphabetical.

Safeguards: locked combination safe and in a building that has a PBS guard.

Retention and disposal: until employee cancels.

System manager(s) and address:

Senior Vice President and Treasurer Controller
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—11

System name: EIB Garage Space Application.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: EIB employees and other employees in federal agencies within the area holding parking spaces in the building.

Categories of records in the system: Name, address, license number, telephone number, make and license tag number of car, building location and room number and signature and date.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Maintained as the current list of current and potential garage space holders and alternates. By officials and employees of the Eximbank in the performance of their official duties. By representatives of the GSA and insurance companies in the performance of their official duties and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folders.

Retrievability: alphabetical.

Safeguards: file cabinet and in a building that has a PBS guard.

Retention and disposal: yearly update.

System manager(s) and address:

Vice President—Administration
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—12

System name: EIB immunization request.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Eximbank past and present employees who travel abroad on official business requiring immunization for such travel.

Categories of records in the system: Name and countries to be visited.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By officials and employees of the Eximbank in the performance of their official duties. By State Department, Health, Education and Welfare, and private physicians in the performance of their official duties, and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: chronogical.

Safeguards: 2-drawer unlocked file cabinet and in a building that has a PBS guard.

Retention and disposal: indefinitely.

System manager(s) and address:

Vice President—Administration
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—13

System name: EIB Passport request file.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Eximbank employees required to travel overseas in an official capacity who request an Official Passport.

Categories of records in the system: Name, title, approximate dates of travel, destination, purpose of travel and date of security clearance.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By officials and employees of the Eximbank in the performance of their official duties. By State Department and embassies in the performance of their official duties and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: chronogical.

Safeguards: 2-drawer unlocked file cabinet and in a building that has a PBS guard.

Retention and disposal: indefinitely.

System manager(s) and address:

Vice President—Administration
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—14

System name: EIB Payroll Certification.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All present Eximbank employees.

Categories of records in the system: Payroll summary.

Authority for maintenance of the system: 3 Treasury FRM 1000, Bureau of Accounts, Fiscal Service 1128-108.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By the Senior Vice President and Treasurer Controller and his staff and officials and employees of the Eximbank in the performance of their official duties. By representatives of the CSC, GAO, Justice in the performance of their official duties and by other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: numerical.

Safeguards: combination safe and in a building that has a PBS guard.

Retention and disposal: retained indefinitely.

System manager(s) and address:

Senior Vice President and Treasurer Controller
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Time and attendance cards and personnel notification.

EIB—15

System name: EIB Payroll Change Slip, SF-1126.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Eximbank present and past personnel.

Categories of records in the system: Employee payroll summary showing notification of basic pay change, data on unpaid absence, payroll change data and remarks.

Authority for maintenance of the system: U.S. Civil Service Commission, FPM Supplement 296-31.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By the Senior Vice President and Treasurer Controller and his staff and officials and employees of the Eximbank in the performance of their official duties. By representatives of the CSC, GAO, Comptroller General, Attorney General, Treasury and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folders.

Retrievability: by date of changes.

Safeguards: combination safe and in a building that has a PBS guard.

Retention and disposal: maintained 2 years and then destroyed by burning.

System manager(s) and address:

Senior Vice President and Treasurer Controller
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Office of Personnel and payroll records.

EIB—16

System name: EIB Payroll Coding Sheet, magnetic tape.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All Eximbank past and present employees, except part-time.

Categories of records in the system: Master payroll employee record.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By officials and employees of the Eximbank in the performance of their official duties. By GSA, Justice, Treasury, GAO, Comptroller General and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: magnetic tape.

Retrievability: pay period.

Safeguards: locked fire proof safe and in a building that has a PBS guard.

Retention and disposal: 15 years.

System manager(s) and address: Senior Vice President and Treasurer Controller

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Payroll Unit and related personnel files.

EIB—17

System name: EIB Payroll information employee.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All present and past Eximbank employees.

Categories of records in the system: Employee payroll summary, i.e., name, social security number, marital status, grade and step, annual hourly and overtime rate, etc.

Authority for maintenance of the system: GAO Policy and Procedures Manual for Guidance of Federal Agencies for controls over automated payroll system.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By officials and employees of the Eximbank in the performance of their official duties. By CSC, GAO, IRS, HUD, Department of Labor and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: filed in binders.

Retrievability: numerically.

Safeguards: locked cabinet and in a building that has a PBS guard.

Retention and disposal: retained indefinitely.

System manager(s) and address:

Senior Vice President and Treasurer Controller
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Office of Personnel and individual.

EIB—18

System name: EIB Payroll listing.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Eximbank past and present employees.

Categories of records in the system: Name, net pay and check.

Authority for maintenance of the system: Treasury Department.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used as a check list to distribute pay check to employees. By officials and employees of the Eximbank in the performance of their official duties. By Treasury, GAO, Comptroller General, CSC and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: by pay period.

Safeguards: file cabinet in a building that has a PBS guard.

Retention and disposal: retained 2-years and then destroyed.

System manager(s) and address:

Senior Vice President and Treasurer Controller
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Time and attendance cards and related personnel forms.

EIB—19

System name: EIB Payroll Master Record.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All new Eximbank employees and changes to old employees.

Categories of records in the system: Employee payroll summary, i.e., name, social security number, hourly rate, overtime rate, etc.

Authority for maintenance of the system: GAO Policy and Procedures Manual for Guidance of Federal Agencies Title 6 for controls over automated payroll system.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to enter new employees and making any changes effecting old employees. By officials and employees of the Eximbank in the performance of their official duties. By Social Security, CSC, GAO, Comptroller

General, IRS and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: binders.

Retrievability: office or division.

Safeguards: locked cabinets in a building that has a PBS guard.

Retention and disposal: retained indefinitely.

System manager(s) and address:

Senior Vice President and Treasurer Controller
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure: Vice President—Administration 811 Vermont Avenue, N.W., Room 1031 Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Office of Personnel and individual.

EIB-20

System name: EIB Payroll Control Manual

Security classification: None

System location: 811 Vermont Avenue, N.W., Washington, D.C. 20571

Categories of individuals covered by the system: All new employees and present and past employees making deductions and pay changes.

Categories of records in the system: Control covering the biweekly payroll including such information as name, base pay and any deductions such as FICA, retirement, bond, insurance, health, charity, optional insurance and savings.

Authority for maintenance of the system: GAO Policy and Procedures Manual for Guidance of Federal Agencies for controls over automated payroll system.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By officials and employees of the Eximbank in the performance of their official duties. By CSC, Justice, IRS, Comptroller General and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: File folder.

Retrievability: According to pay period.

Safeguards: Locked cabinet and in a building that has a PBS guard.

Retention and disposal: Retained indefinitely.

System manager(s) and address: Senior Vice President and Treasurer Controller, 811 Vermont Avenue, N.W., Washington, D.C. 20571

Notification procedure: Vice President—Administration, 811 Vermont Avenue, N.W., Room 1031, Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked "Privacy Access Request" and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Contesting record procedures: Same as above

Record source categories: Office of Personnel and individual.

EIB—21

System name: EIB Performance appraisals.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All Eximbank employees employed by the Accounting Operations Section.

Categories of records in the system: Performance factors such as quality and quantity of work rated according to level of performance.

Authority for maintenance of the system: Administrative discretion.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Chief Accountant to evaluate changes or improvements in yearly performance ratings. By officials and employees of the Eximbank in the performance of their official duties. By CSC and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: alphabetical.

Safeguards: locked cabinet and in a bulding that has a PBS guard.

Retention and disposal: retained for one year and disposed of at time individual ceases to be an employee.

System manager(s) and address:

Senior Vice President and Treasurer Controller
Chief Accountant's Office
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Data based on supervisors evaluation.

EIB—22

System name: EIB Periodic step increase file.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All current Eximbank employees.

Categories of records in the system: Contains name, social security number, current GS grade, current step of grade and date of next equivalent increase.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Office of Personnel to insure all step increases are given at the correct time. By officials and employees of the Eximbank in the performance of their official duties. By CSC and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: cabinet.

Retrievability: alphabetical by due dates.

Safeguards: unlocked cabinet and in a building that has a PBS guard.

Retention and disposal: as long as employee is employeed by the Eximbank.

System manager(s) and address:

Vice President—Administration
Office of Personnel
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Based on information contained in the official personnel file of each Eximbank employee.

EIB—23

System name: EIB Personnel Action, Notification SF-50.

Security classification: None.

System location:

Primary
811 Vermont Avenue, N.W.
Washington, D.C. 20571
Secondary
Various divisions or offices
within the Bank.

Categories of individuals covered by the system: All personnel of the Eximbank.

Categories of records in the system: Name, social security number, date of birth, grade, step, salary, location of job, FICA or retirement deductions, health and life insurance eligibility and effective date.

Authority for maintenance of the system: Civil Service Commission.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By officials and employees of the Eximbank in the performance of their official duties. By departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: alphabetical.

Safeguards: locked file cabinet and in a bulding that has a PBS guard.

Retention and disposal: until employee is terminated or transfers.

System manager(s) and address:

Vice President—Administration
Office of Personnel
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: From personnel records.

EIB—24

System name: EIB personnel files.

Security classification: None.

System location:

Primary
811 Vermont Avenue, N.W.
Washington, D.C. 20571
Secondary
Various divisions and
offices within the Bank.

Categories of individuals covered by the system: Past and present employees of the Eximbank.

Categories of records in the system: Letters, forms and anything that pertains to an individual assigned to an office or division.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by the supervisor of the offices or divisions for quick reference for the reassignment or promotion of their employees. By officials and employees of the Eximbank in the performance of their duties and by other agencies and departments in the performance of their official duties.

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

Storage: binders.

Retrievability: alphabetical.

Safeguards: locked filing cabinet and in a building that has a PBS guard.

Retention and disposal: retained indefinitely.

System manager(s) and address:

Vice President—Administration
Office of Personnel
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Related personnel forms and from the individual.

EIB—25

System name: EIB personnel listing.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All current Eximbank employees.

Categories of records in the system: Name, grade, title, salary and next salary change.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used for staffing requirements, promotions and by officials and employees in the performance of their official duties. By other agencies and departments in the performance of their official duties.

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

Storage: loose leaf binders or file folders.

Retrievability: alphabetically by office.

Safeguards: locked cabinet or desk drawer in a building that has a PBS guard.

Retention and disposal: each time a new listing comes out the previous one is destroyed.

System manager(s) and address:

Senior Vice President and Treasurer Controller
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Eximbank Data Processing Center and payroll records.

EIB—26

System name: EIB personnel records.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Eximbank employees, applicants, consultants, Advisory Committee members and former employees who have been dismissed, retired, transferred and/or resigned from the Eximbank.

Categories of records in the system: Personnel investigations of current and former employees including actual investigations, summary investigations from other Federal agencies, security forms and correspondence relating to security.

Authority for maintenance of the system: Executive Order 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Personnel security records are maintained in order to determine the level of clearance Eximbank employees permitted regarding access to classified materials and meetings in accordance with Executive Order 10450. By officials and employees of the Eximbank in the performance of their official duties. By CSC, FBI and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: alphabetical.

Safeguards: combination security locked file cabinet and in a building that has a PBS guard.

Retention and disposal: retained indefinitely.

System manager(s) and address:

Vice President—Administration
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Investigations received from Federal investigative agencies and correspondence generated by other departments and agencies containing information from employers, references, schools, neighbors, police, credit agencies and other Federal investigative agencies.

EIB—27

System name: EIB personnel roster.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All current Eximbank employees.

Categories of records in the system: Alphabetical listing of employees by name, home address and telephone number.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by officials and employees of the Eximbank in the performance of their official duties. By officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: alphabetical.

Safeguards: locked cabinet and in a building that has a PBS guard.

Retention and disposal: each calendar year.

System manager(s) and address:

Vice President—Administration
Office of Personnel
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Employee official personnel file and individual.

EIB—28

System name: EIB personnel security correspondence.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Present Eximbank employees, applicants and terminated or transferred employees.

Categories of records in the system: Letters of transmittal to CSC requesting an NAC or full field and memorandum to office and/or division heads regarding clearance. Letters of transmittal returning file to CSC or other investigative agencies.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By officials and employees of the Eximbank in the performance of their official duties and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: chronologically.

Safeguards: combination locked security cabinet and in a building that has a PBS guard.

Retention and disposal: 2-years, destroyed by burning.

System manager(s) and address:

Vice President—Administration
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual and various personnel forms.

EIB—29

System name: EIB personnel summary.

Security classification:

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All employees of the Eximbank at the time period the record covers.

Categories of records in the system: Name, grade and division of all employees at the time period the records were kept.

Authority for maintenance of the system: Periodic requests from OMB, Congress, GAO, etc., for justifying additional personnel needs and productivity studies of the Bank.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: By officials and employees of the Eximbank in the performance of their official duties. By OMB, GAO and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: by fiscal year, by office.

Safeguards: file cabinets in area accessed to authorized personnel and in a building that has a PBS guard.

Retention and disposal: maintained for historical data.

System manager(s) and address:

Senior Vice President and Treasurer Controller
Budget and Audit Section
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Various payroll records.

EIB—30

System name: EIB position description file.

Security classification: None.

System location:

Primary
811 Vermont Avenue, N.W.
Washington, D.C. 20571
Secondary
Various divisions within
the Eximbank

Categories of individuals covered by the system: Individuals who are assigned to the different offices and divisions of the Eximbank.

Categories of records in the system: Name, grade, title, location, series and description of duties.

Authority for maintenance of the system: Civil Service Commission.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by the officials and employees of the Eximbank in the performance of their official duties and other departments and agencies in the performance of their official duties.

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

Storage: binder books.

Retrievability: by division or office.

Safeguards: locked file cabinet and in a building, that has a PBS guard

Retention and disposal: retained indefinitely.

System manager(s) and address:

Vice President—Administration
Office of Personnel
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Office of Personnel.

EIB—31

System name: EIB Referrals for Non-Career Assignments.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Applications, personal resumes and personnel memoranda on individuals requesting non-career assignments.

Categories of records in the system: Personal resumes, personnel memoranda and applications.

Authority for maintenance of the system: 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For use whenever a vacancy becomes available to be filled by a non-career assignment. By officials and employees of the Eximbank in the performance of their official duties. By representatives of the Civil Service Commission, White House, Congress of the United States and by officials and employees of other components of the Federal government and departments and agencies in the performance of their official duties.

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

Storage: file folders.

Retrievability: alphabetical.

Safeguards: locked file cabinet and in a building that has a PBS guard.

Retention and disposal: one year from date of receipt.

System manager(s) and address:

Senior Vice President—Research and Communications
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031

Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—32

System name: EIB retirement record cards.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Record maintained on every Eximbank employee paid by the computer system.

Categories of records in the system: Name, date of birth, social security number and pay rates during employment by the Eximbank. Primary record is cumulative retirement deductions.

Authority for maintenance of the system: Civil Service Commission requirement of all Federal agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Updated for each salary changes and yearly total of retirement deductions. Original sent to CSC when employees leave Eximbank. By officials and employees of the Eximbank in the performance of their official duties and by CSC and other departments and agencies in the performance of their official duties.

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

Storage: steel file cabinet.

Retrievability: alphabetical.

Safeguards: steel file cabinet with combination lock and in a building that has a PBS guard.

Retention and disposal: retained until the employee leaves the Eximbank either by transfer to another agency, retirement or resignation.

System manager(s) and address:

Senior Vice President and Treasurer Controller
Payroll Unit
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: SF-50 and payroll computer printout.

EIB—33

System name: EIB Savings Bond Authorization.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Employees of Eximbank who have signed up to purchase bonds.

Categories of records in the system: Application for the purchase of savings bonds.

Authority for maintenance of the system: 3 Treasury FRM 1000, Fiscal Service, Bureau of Accounts 1192-101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For ordering bonds, changing inscription, allotment and beneficiary. Used by officials and employees of the Eximbank in the performance of their official duties. By Treasury, IRS, CSC, GAO, Comptroller General and other departments and agencies in the performance of their official duties.

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

Storage: file cabinet.

Retrievability: according to bond subscriber number.

Safeguards: 2-drawer horizontal file cabinet and in a building that has a PBS guard.

Retention and disposal: maintained one year after termination.

System manager(s) and address:

Senior Vice President and Treasurer Controller
Payroll Unit
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Employee complete SF-1192.

EIB—34

System name: EIB Savings Bond file.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Eximbank present and past employees.

Categories of records in the system: Employee name, amount of bond and bond serial number.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used as a check list to distribute bonds to employees. By officials and employees of the Eximbank in the performance of their official duties. By IRS, Treasury, CSC, GAO, Comptroller General and other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: by pay period.

Safeguards: file cabinet and in a building that has a PBS guard.

Retention and disposal: 2-years and destroyed.

System manager(s) and address:

Senior Vice President and Treasurer Controller
Cash Control Unit
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and

address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Payroll Unit.

EIB—35

System name: EIB Tax Exemption Certificate.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Maintained on each present and past employee of the Eximbank.

Categories of records in the system: Name, address, social security number and the number of withholding exemptions an employee claims on his/her taxes.

Authority for maintenance of the system: IRS regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used when a new employee enters employment or when a present employee wishes to make a change. By officials and employees of the Eximbank in the performance of their official duties. By CSC, Treasury, IRS, GAO, state governments and by other departments and agencies in the performance of their official duties.

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

Storage: file cabinet.

Retrievability: alphabetical.

Safeguards: single drawer file and in a building that has a PBS guard.

Retention and disposal: 1-year after employee transfers, retires or resigns.

System manager(s) and address:

Senior Vice President and Treasurer Controller
Payroll Unit
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—36

System name: EIB Time and Attendance card.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: All Eximbank present and past employees.

Categories of records in the system: Number of hours worked, i.e., regular, overtime, compensatory time, holiday, night differential, leave taken, annual, sick, compensatory time, LWOP and other.

Authority for maintenance of the system: GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 6.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to determine payment to all Eximbank employees on duty. By officials and employees of the Eximbank in the performance of their official duties. By CSC, GAO, Treasury, Justice, agent of an employee in connection with a grievance and by other departments and agencies in the performance of their official duties.

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

Storage: file folder.

Retrievability: alphabetical by division.

Safeguards: steel file cabinet and in a building that has a PBS guard.

Retention and disposal: 5 years.

System manager(s) and address:

Senior Vice President and Treasurer Controller
Payroll Unit
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Time and attendance files.

EIB—37

System name: EIB Travel Advance Application.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Eximbank employee travelling on official business requesting travel advance.

Categories of records in the system: Name, agency, bureau/division, office, authorization number, date, address to where check should be mailed, signature of applicant, amount applied for, balance due on previous advance, signature of approving officer and date, appropriation number and any remarks.

Authority for maintenance of the system: Title 7, GAO Manual 1038-106.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Travelers making a request for an advance. By officials and employees of the Eximbank in the performance of their official duties. By GAO, Comptroller General, Attorney General, Treasury and by officials and employees of other departments and agencies in the performance of their official duties.

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

Storage: cards.

Retrievability: alphabetical.

Safeguards: file box and in a building that has a PBS guard.

Retention and disposal: 4 years.

System manager(s) and address:

Senior Vice President and Treasurer Controller
Travel and Administrative Expense Unit
811 Vermont Avenue, N.w.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.c. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be

able to provide some acceptable identification, i.e., driver's license, identification cardo etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

EIB—38

System name: EIB Travel ledger.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Persons travelling on official business for the Eximbank.

Categories of records in the system: Travelers name, travel order number, place travelling to, voucher number, accurals of expenses, payments broken into 2 parts (P. D. and carrier), and the balance of accurals for particular trip.

Authority for maintenance of the system: Eximbank management practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To control accounting of travel expenses. By officials and employees of the Eximbank in the performance of their official duties and by GAO, and other departments and agencies in the performance of their official duties.

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

Storage: ledger.

Retrievability: period basis.

Safeguards: cabinet and in a building that has a PBS guard.

Retention and disposal: until audited.

System manager(s) and address:

Senior Vice President and Treasurer Controller
Travel and Administrative Expense Unit
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Disbursement vouchers and related travel forms.

EIB—39

System name: EIB visa request file.

Security classification: None.

System location:

811 Vermont Avenue, N.W.
Washington, D.C. 20571

Categories of individuals covered by the system: Eximbank employees who travel on official business and go to countries that require a visa to be applied to their Official Passport.

Categories of records in the system: Name, title, passport number and approximate dates of travel.

Authority for maintenance of the system: State Department and regulations of foreign countries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by officials and employees of the Eximbank in the performance of their official duties and by State Department, embassies and by other departments and agencies in the performance of their official duties.

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

Storage: file binder.

Retrievability: chronological.

Safeguards: 2-drawer unlocked cabinet and in a building that has a PBS guard.

Retention and disposal: indefinitely.

System manager(s) and address:

Vice President—Administration
811 Vermont Avenue, N.W.
Washington, D.C. 20571

Notification procedure:

Vice President—Administration
811 Vermont Avenue, N.W., Room 1031
Washington, D.C. 20571

Record access procedures: Same as Notification. A request for information as to whether a Systems of Record contains a record pertaining to an individual and all requests for access to a record from the system shall be in writing with the letter and envelope clearly marked 'Privacy Access Request' and stating full name and address of individual. For personal visits the individual should be able to provide some acceptable identification, i.e., driver's license, identification card, etc. Individuals desiring to contest or amend information maintained in the system should direct their request to the Notification listed above.

Record source categories: Individual.

[FR Doc.75-22524 Filed 8-26-75;8:45 am]

OFFICE OF THE SPECIAL REPRESENTATIVE FOR TRADE NEGOTIATIONS

NOTICES OF SYSTEMS OF RECORDS PURSUANT TO THE PRIVACY ACT OF 1974

U.S.C. 552(a)

Pursuant to section 303 subsection (e)(4) of the Privacy Act of 1974, 5 U.S.C. 552(a)(e)(4), the Office of the Special Representative for Trade Negotiations is required to publish notices of systems of records for all systems of records on identifiable individuals contained by the Office of the STR. Accordingly the Office of the STR has identified as systems of records on individuals:

1. Applicants for employment
2. Correspondence
3. General Financial Records
4. Payroll Records

All other systems of records on identifiable individuals maintained by the STR are covered by the notices for government-wide system of records to be published by the Civil Service Commission, and by the notices for personnel systems of records to be published by the Department of State before August 27, 1975.

The requisite notices for the four STR systems are set forth below:

PUBLIC COMMENT ON "ROUTINE USES"

Written comments concerning the "routine uses" sections of the above four STR systems of records notices are invited from interested persons pursuant to 5 U.S.C. 552(a)(e)(11). Comments may be presented in writing to the Office of the Special Representative for Trade Negotiations, Office of the General Counsel, 1800 G Street, N.W., Washington, D.C. 20506. All comments received not later than September 22, 1975 will be considered.

Whereas the systems of record notices are effective as of the date of this publication for the purposes of 5 U.S.C 552(a)(e)(4), the "routine use" section of such notices will become effective on September 27, 1975, the effective date of the Privacy Act, 5 U.S.C. 552(a), to give the public time to comment on the "routine uses" and to give the STR time in which to incorporate the public's suggestions. If the systems of record notices are adopted without change to the "routine uses" sections, the STR will publish a brief notice on September 27, 1975 stating that the systems of records declared in this notice are being adopted without change. Where significant changes and systems of records notices are made as a result of comment on the "routine uses" sections thereof, the STR will publish a notice of those systems of records on September 27, 1975 incorporating any such changes.

Frederick B. Dent
Special Representative for Trade Negotiations

EOP/STR-1

System name: Applicants for Employment STR

Categories of individuals covered by the system: Individuals who have inquired about employment and have given resume's or comparable data to the Office in the past 12 months.

Categories of records in the system: Correspondence, resume's references, and similar information.

Authority for maintenance of the system: P.L. 93-618 88 Stat. 1978, 19 U.S.C. 2171

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: On a need to know basis by agency officials, to have available names and resume's of individuals who have applied for jobs for possible consideration if employment opportunities arise.

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

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

Storage: In files, on paper, alphabetically or in the case of applicants for attorney positions, filed under a single heading.

Retrievability: Manually by name

Safeguards: Kept in metal file cabinets under combination lock, released to agency officials upon need to know basis.

Retention and disposal: Kept for one year then destroyed.

System manager(s) and address: Administrative Officer, Office of the Special Representative for Trade Negotiations, 1800 G St., N.W., Washington, D.C., 20506, Room 729

Notification procedure: Contact system manager noted above

Record access procedures: See STR access regulations in XV C.F.R. 2005

Contesting record procedures: See STR access regulations in XV C.F.R. 2005

Record source categories: From the individuals named.

EOP/STR-2

System name: Correspondence File STR

System location: Office of the Special Representative for Trade Negotiations, 1800 G Street, N.W., Washington, D.C., 20506, Room 729, Room 719

Categories of individuals covered by the system: Individuals who have written directly to the Special Representative for Trade Negotiations on non-substantive issues and all members of Congress who have written to the Office of the STR.

Categories of records in the system: Correspondence

Authority for maintenance of the system: P.L. 618, 88 Stat. 1978, 19 U.S.C. 2171

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: On a need to know basis by agency officials, to be able to retrieve certain correspondence for ordinary and usual performance of their duties.

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

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

Storage: Filed on paper, alphabetically

Retrievability: Manually by name

Safeguards: Filed in metal cabinets under combination lock, released to agency official on need to know basis.

Retention and disposal: Congressional files held for five years then destroyed or transferred to subject file, others for two years and then destroyed or transferred to subject file.

System manager(s) and address: Administrative Officer, Office of the STR, Executive Sec. to the STR, Office of the STR, 1800 G St., N.W., Washington, D.C. 20506

Notification procedure: Contact system manager noted above.

Record access procedures: See STR access regulations in XV C.F.R. 2005

Contesting record procedures: See STR access regulations in XV C.F.R. 2005

Record source categories: From individual named

EOP/STR-3

System name: Correspondence File STR

System location: General Services Administration, Central Office; copies of some records held by the STR. (GSA holds records for STR under contract)

Categories of individuals covered by the system: STR employees.

Categories of records in the system: SF 1038, Application and account for advance of funds; vendor register and vendor payment tape.

Authority for maintenance of the system: 31 U.S.C., generally; P.L. 93-618 88 Stat. 1978, 19 U.S.C. 2171

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is used by accounting technicians to maintain adequate financial information and by other officers and employees of GSA and the STR who have a need for the record in the performance of their duties.

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 violations or potential violations of law or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator of other duly authorized official engaged in investigation or settlement or a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with the agency's responsibility for evaluation and oversight of federal personnel management.

A record from this system of records may be disclosed to officers and employees of a federal agency for purposes of audit.

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

Records also are released to GAO audits; to the IRS for investigation; and to private attorneys, pursuant to a power of attorney.

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

Storage: Paper and tape.

Retrievability: Manual and automated by name.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Administrative Officer, Office of the Special Representative for Trade Negotiations, 1800 G St., N.W., Washington, D.C. 20506, Room 709.

Notification procedure: Contact system manager noted above.

Record access procedures: See STR access regulations in XV C.F.R. 2005.

Contesting record procedures: See STR access regulations in XV C.F.R. 2005.

Record source categories: The subject individual; the STR.

EOP/STR-4

System name: Payroll records STR

Categories of individuals covered by the system: Past and present STR employees

System location: General Services Administration, Region 3 Office; copies of some records held by the STR (GSA holds records for STR under contract).

Categories of records in the system: Varied payroll records, including, among other documents, time and attendance cards; payment vouchers; comprehensive listing of employees; health benefits records; requests for deductions; tax forms; W2 forms; overtime requests; leave data; retirement records.

Authority for maintenance of the system: 31 U.S.C., generally, P.L. 93-618 88 Stat. 1978, 19 U.S.C. 2171

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used by STR and GSA employees to maintain adequate payroll information for STR employees and otherwise by STR and GSA employees who have a need for the record in the performance of their duties.

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 violations of law or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license grant or other benefit.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator of other duly authorized official engaged in investigation or settlement or a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with the agency's responsibility for evaluation and oversight of federal personnel management.

A record from this system of records may be disclosed to officers and employees of a federal agency for purposes of audit.

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

Records also are released to GAO for audits; to the Internal Revenue Service for investigation; and to private attorneys, pursuant to a power of attorney.

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

Storage: Paper and microfilm.

Retrievability: Social Security Number

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Administrative Officer, Office of the Special Representative for Trade Negotiations, 1800 G St., N.W., Washington, D.C. 20506, Room 729.

Notification procedure: Contact System manager listed above.

Record access procedures: Refer to STR access regulations, XV C.F.R. 2005.

Contesting record procedures: Refer to STR access regulations, XV C.F.R. 2005.

Record source categories: The subject individual; the STR.

[FR Doc.75-22440 Filed 8-26-75;8:45 am]

AMERICAN BATTLE MONUMENTS COMMISSION

PRIVACY ACT OF 1974

Proposed Notice of Systems of Records

The Privacy Act of 1974 (Pub. L. 93—579; 88 Stat. 1896, 5 USC 552a) requires each Federal agency to inventory its Systems of Records and list routine uses for these systems.

Interested persons are invited to submit written comments, suggestions or objections regarding these systems and routine uses to the Director of Personnel and Administration, American Battle Monuments Commission, 4C014 Forrestal Building, 1000 Independence Avenue, SW, Washington, DC 20314. All relevant material received before 1975, will be considered. All written comments received will be avilable for public inspection at the above address only between the hours of 8:00 a.m. to 3:30 p.m. Monday through Friday (except holidays) during the mentioned period.

Notice is given that it is proposed to make these systems of records effective September 27, 1975, the effective date of Pub. L. 93—579.

A. J. Adams
Major General, USA

Secretary

ABMC-1

System name: Official Personnel Records-ABMC

System location: American Battle Monuments Commission, 4C014 Forrestal Building, 1000 Independence Ave., SW, Washington, DC 20314.

Categories of individuals covered by the system: ABMC Civil Service Employees

Categories of records in the system: Official Personnel Folders

Authority for maintenance of the system: Federal Personnel Manual, USCSC, Chapter 293

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In house. Records are released to USCSC for audits; see appendix.

Storage: Paper

Retrievability: Manual-By name and Social Security Number

Safeguards: Stored in locked metal file containers in guarded building; released only to authorized personnel.

Retention and disposal: Retained while individual employed by Commission; transferred to new agency if employee leaves Commission for reemployment with another agency; transferred to Federal Records Center, St. Louis, Missouri, 30 days after individual is separated from government service or retires.

System manager(s) and address:

Director, Personnel and Administration
American Battle Monuments Commission
4C014 Forrestal Building
1000 Independence Avenue, SW
Washington, DC 20314

Notification procedure: Contact individual listed above or Officer-in-Charge of field office appropriate to individuals' area of employment.

Record access procedures: ABMC access procedures are contained in 407.3

Contesting record procedures: Contesting Procedures are contained in 407.9

Record source categories: The subject individual; the American Battle Monuments Commission.

ABMC-2

System name: General Financial Records-ABMC

System location: American Battle Monuments Commission, 4C014 Forrestal Building, 1000 Independence Ave., SW, Washington, DC 20314.

Categories of individuals covered by the system: Past and present ABMC employees

Categories of records in the system: Varied payroll records, including, among other documents, time and attendance cards; payment vouchers; travel vouchers; official travel authorizations; comprehensive listing of employees; health benefits records; requests for deductions; tax forms; W2 forms; overtime requests; leave data; retirement records. Records are used by the ABMC employees to maintain adequate payroll information for ABMC employees and otherwise by the ABMC employees who have a need for the records in the performance of their duties.

Authority for maintenance of the system: 31 USC generally and Pub. L. 91-175

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In house; see appendix. Records also are released to GAO for audits and to the Internal Revenue Service for investigation.

Storage: Paper

Retrievability: Manual. Identifier-By name and Social Security Number

Safeguards: Stored in metal file containers in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address:

Chief, Accounting Division
Operations and Finance
American Battle Monuments Commission
4C014 Forrestal Building
1000 Independence Avenue, SW
Washington, DC 20314

Notification procedure: Contact individual listed above, or Director, Operations and Finance, American Battle Monuments Commission, 4C014 Forrestal Building, Washington, DC 20314.

Record access procedures: ABMC access procedures are contained in 407.3

Contesting record procedures: Contesting Record Procedures are contained in 407.9

Record source categories: The subject individual; the American Battle Monuments Commission.

ABMC-3

System name: Informal Personnel Files-ABMC

System location: American Battle Monuments Commission, 4C014 Forrestal Building, 1000 Independence Ave., SW, Washington, DC 20314.

Categories of individuals covered by the system: Members of the Commission and Employees

Categories of records in the system: General personnel information including position descriptions, training records, performance appraisals, security clearances, employment history, home address, titles, date of birth, grade and salary, age, social security number, home telephone number, resume, letters of recommendation, personal qualifications statement or recommendation for performance recognition.

Authority for maintenance of the system: 44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In house; see appendix.

Storage: Paper

Retrievability: Manual. Identifier-Name

Safeguards: Filed in locked, steel cabinets; records available to authorized persons only.

Retention and disposal: Destroyed after three years of inactivity

System manager(s) and address:

Director, Personnel and Administration
American Battle Monuments Commission
4C014 Forrestal Building
1000 Independence Avenue, SW
Washington, DC 20314

Notification procedure: Contact individual listed above

Record access procedures: ABMC access procedures are contained in 407.3 Rules Safeguarding Personal Information in ABMC records.

Contesting record procedures: Contesting Record Procedures are contained in 407.9

Record source categories: Individual himself; education institutions; previous employers; letters of recommendations named by individual himself.

ABMC-4

System name: Conflict of Interest Files-ABMC

System location: American Battle Monuments Commission, 4C014 Forrestal Building, 1000 Independence Ave., SW, Washington, DC 20314.

Categories of individuals covered by the system: ABMC Employees

Categories of records in the system: Title: 'Confidential Report of Employment and Financial Interests' required of certain employees containing a statement of the financial interests of the employee and the members of his immediate family and the employment of the immediate family or any other employment by the ABMC employee.

Authority for maintenance of the system: 44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In house; see appendix.

Storage: Paper

Retrievability: Manual. Identifier-Name

Safeguards: Filed in locked, steel cabinets; records available to authorized persons only.

Retention and disposal: Destroyed after two years of inactivity

System manager(s) and address:

Director, Personnel and Administration
American Battle Monuments Commission
4C014 Forrestal Building
1000 Independence Avenue, SW
Washington, DC 20314

Notification procedure: Contact individual listed above

Record access procedures: ABMC access procedures are contained in 407.3 Rules Safeguarding Personal Information in ABMC records.

Contesting record procedures: Contesting Record Procedures are contained in 407.9

Record source categories: Individual himself and people named by individual to supply information. APPENDIX 'Routine Uses' 1. In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system or records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statuteor rule, regulation or order issued pursuant thereto. 2. A record from this system of records may be disclosed as a 'routine use' to a federal state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit. 3. A record from this system of records may be disclosed 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, grantor or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter. 4. A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with the agency's responsibility for evaluation and oversight of federal personnel management. 5. A record from this system of records may be disclosed to officers and employees of a federal agency for purposes of audit.

[FR Doc.75-22406 Filed 8-26-75;8:45 am]

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

IMPLEMENTATION OF PRIVACY ACT OF 1974

Systems of Records and Notice of Proposed Routine Uses Thereof

The systems of records of the Equal Employment Opportunity Commission, listed below, are hereby notice in accordance with requirements of 5 U.S.C. 552a(e)(4) (Privacy Act of 1974, Pub. L. 93—579, 88 Stat. 1896):

1. Affirmative Action Plan Employee Data
2. Attorney Referral List
3. Charge of Discrimination Case Files
4. Commissioners' Biographical File
5. Correspondence and Congressional Inquiries
6. Employee Alcoholism and Drug Abuse Records
7. Employee Pay and Leave Records
8. Employee Travel Records
9. Labor-Management Negotiated Agreements
10. Voluntary Programs Skills Bank

Pursuant to 5 U.S.C. 552a(e)(11), the routine uses of each of these named systems of records are hereby set out for public comment. Comments should be submitted to the Equal Employment Opportunity Commission, Office of the General Counsel, at 2401 E Street, N.W., Washington, D.C. 20506, Attention: Legal Counsel Division, within 30 days after publication of this notice.

Signed this 19th day of August, 1975.

Lowell W. Perry,
Chairman.

EEOC-1

System name: Affirmative Action Plan Employee Data—EEOC

System location: Equal Employment Opportunity Commission Dallas regional office (see appendix).

Categories of individuals covered by the system: Employees of private employers and of state and local governments within the Dallas region.

Categories of records in the system: Includes employee's name, social security number or job code, job classification, rate of pay, date of entry on duty, date of entry into present job class, ethnic group and sex.

Authority for maintenance of the system: 42 U.S.C. 2000e-4(g); 44 U.S.C. 396(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by EEOC Dallas regional office personnel for the development of affirmative action plans.

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

Storage: Stored on computer print-outs and letter size paper.

Retrievability: Stored alphabetically by the name of employee.

Safeguards: Stored in filing cabinets. Access is limited to authorized EEOC personnel.

Retention and disposal: Maintained until the information is superceded or obselete, then manually destroyed.

System manager(s) and address: Director, Equal Employment Opportunity Commission Dallas regional office (see appendix).

Notification procedure: Inquiries concerning this system of records should be addressed to the system manager. It is necessary to furnish the following information in order to identify the individual whose records are requested: (1) Full name of the individual (2) mailing address to which the reply should be sent.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Information furnished by employing unit.

EEOC-2

System name: Attorney Referral List—EEOC

System location: All district offices (see appendix).

Categories of individuals covered by the system: Attorneys.

Categories of records in the system: Contains attorneys' names, business addresses, telephone numbers, and years of experience. Some offices may maintain the following additional information: (1) the kinds of cases the attorneys are interested in; (2) whether the attorney will handle cases investigated by EEOC; and (3) description of cases handled for plaintiffs and defendants.

Authority for maintenance of the system: 42 U.S.C. 2000e-4(g); 44 U.S.C. 396(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by EEOC personnel as a source of attorneys to whom charging parties can be referred to handle the litigation of their Title VII complaints.

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

Storage: Stored on prepared forms and 3x5' cards.

Retrievability: Indexed alphabetically by names of the attorneys.

Safeguards: Access to this system of records is restricted to EEOC district office personnel who have a legitimate use for the information contained therein. This system is stored in a filing cabinet.

Retention and disposal: Maintained until the Commission is notified that an attorney no longer wishes to be included on the referral list. Upon such notification, records are destroyed by manual shredding.

System manager(s) and address: The District Counsel at each EEOC district office (see appendix).

Notification procedure: Inquiries concerning this system of records should be addressed to the system manager. It is necessary to furnish the following information in order to identify the individual whose records are requested; (1) full name of the individual; (2) mailing address to which reply should be sent.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Attorneys.

EEOC-3

System name: Charge of Discrimination Case Files—EEOC

System location: District office where the charge of discrimination was filed (see appendix).

Categories of individuals covered by the system: Any aggrieved individuals who charge that an unlawful employment practice within the meaning of Title VII of the Civil Rights Act of 1964, as amended, has been committed by an employer, employment agency, labor organization or joint labor-management apprenticeship committee.,

Categories of records in the system: Grievance filed by charging party alleging n discrimination, original communication, perfected charge, amended charge; copy of deferral letter to state; communication requesting assumption of jurisdiction; receipt for copy of charge; receipt for notification of charge; analysis of deferral agency action or nonaction; charging party's statements and affidavits; report of initial and exit interviews; follow-up letter from charging party; statements and affidavits of charging party's witnesses; statement of respondent and respondent's witnesses; respondent's statement of position; correspondence and documentation related thereto; documentary evidence gathered from respondent such as charging party's records of jobs and earnings, records of jobs and earnings of co-workers, seniority list, job titles and an analysis of such documents; affidavits or statements of any additional witnesses interviewed and copies of any documents submitted by them; observations made on a tour of respondent's facilities, organizational charts, diagrams, summaries of comments made by employees regarding work facilities, EEO data, EEO Report forms; community background data such as racial and ethnic composition, education level by minority group status and sex, average income by minority status and sex, and history of employment relationships; collective bargaining agreements when relevant to the issue and related supplements or modifications to the contracts; copies of any subpoenas issued, and any petitions to modify or revoke; copies of any temporary restraining orders issued to seek preliminary relief in the case; investigator's notices and analysis of data; Decisions and Letters of Determination; conciliation agreements; statements or affidavits of additional witnesses contacted in connection with the investigation made; and any additional evidence gathered during the course of the investigation.

Authority for maintenance of the system: 5 U.S.C. 301; 42 U.S.C. 2000e-5, -8, and -9; 44 U.S.C. 396(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The purpose of this system of records is to provide for the enforcement of the federal prohibition against employment discrimination in the private and public sector based on race, color, religion, sex or national origin. The records are the official file to be utilized by authorized EEOC personnel, including investigators, conciliators, attorneys, research assistants and analysts, Commissioners, Compliance personnel and Regional and District Directors, in making an official determination regarding the validity of the charge of discrimination and as supportive material for any cases which are subsequently conciliated or litigated. Other uses include the following: (1) to conduct compliance reviews with state and federal agencies, including the Office of Federal Contract Compliance, Department of Justice, Department of Labor, Office of Revenue Sharing of the Treasury Department, the Law Enforcement Assistance Administration, and other federal agencies as may be appropriate or necessary to carrying out the Commission's function under the Title. (See 42 U.S.C. 2000e-4(g)(1), 8(b) and (d); and (2) sharing information contained in these records with state and local agencies administering state or local fair employment practices laws. (See 42 U.S.C. 2000e-4(g)(1), 8(b) and (d).

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

Storage: Maintained in file folders, tape and computer print-outs.

Retrievability: Cross-indexed by charging party name, respondent name, and charge number; may be retrieved by any of the above three indexes.

Safeguards: Records are handled by authorized personnel of the. Equal Employment Opportunity Commission and others; see routine uses. Premises are locked when authorized personnel are not on duty. Periodic security checks and emergency planning.

Retention and disposal: Case files which are received in the Office of Compliance and the Office of General Counsel are returned to their respective field offices. Files are retired to Federal Records Center one year after the year of the last action, including action in the federal courts or the last compliance review (the final report submitted by the respondent after conciliation to indicate compliance); destroyed after three additional years, except landmark cases, which are retained.

System manager(s) and address: District Director of the field office where charge was filed

Systems exempted from certain provisions of the act: System is exempt under 5 U.S.C. 552a(k)(2).

EEOC-4

System name: Commissioners' Biographical File—EEOC

System location: Office of Congressional Affairs, Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506.

Categories of individuals covered by the system: Current and former Commissioners of EEOC.

Categories of records in the system: Includes name, date and place of birth, education and employment histories, Congressional confirmation hearing transcript, speeches, and publications.

Authority for maintenance of the system: 44 U.S.C. 396(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by the staff of the Office of Congressional Affairs to answer public and Congressional inquiries regarding EEOC Commissioners.

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

Storage: Stored on paper.

Retrievability: Indexed alphabetically by last name of the Commissioner.

Safeguards: Stored in standard file cabinets. Available to office employees and Commissioners.

Retention and disposal: Maintained indefinitely.

System manager(s) and address: Director, Office of Congressional Affairs, Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506.

Notification procedure: Inquiries concerning this system of records should be addressed to the system namager. All inquiries should furnish the full name of the individual, and the mailing address to which the reply should be mailed.

Record access procedures: Same as the above.

Contesting record procedures: Same as the Above.

Record source categories: The Commissioner to whom the record pertains, publications, and original data generated by the Commission.

EEOC-5

System name: Correspondence and Congressional Inquiries—EEOC

System location: Office of Congressional Affairs, Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506.

Categories of individuals covered by the system: Current and former EEOC employees, charging parties, members of the general public.

Categories of records in the system: Includes name of inquiring individuals and information submitted by them; date inquiry received; date response due; to whom inquiry assigned; date response sent out; issue raised in the inquiry.

Authority for maintenance of the system: 44 U.S.C. 396(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used (a) as a control of incoming correspondence, a record file as to the nature and status of the correspondence, a reference of assignment for outgoing response, a reference to previous correspondence on the same subject; and (b) to avoid duplication of responses and to assure a reply to Congressional inquiries.

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

Storage: Stored in loose-leaf notebooks and on control slips.

Retrievability: Indexed numerically by date of incoming letter and alphabetically by name of the inquiring member of Congress and inquiring party.

Safeguards: Stored in standard file cabinets. Access to the records of daily incoming and outgoing correspondence is limited to office employees. Records of these files are stored in locked desk drawers.

Retention and disposal: Retained for six months after completion of necessary action, then destroyed manually. Material relating to specific subjects becomes part of the subject's official file.

System manager(s) and address: Director, Office of Congressional Affairs, Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506.

Notification procedure: Individuals wishing to know whether information about them is maintained in this system of records should address inquiries to the system manager.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Correspondence from members of Congress and their staffs, charging parties, members of the general public, and data generated within the Commission.

EEOC-6

System name: Employee Alcoholism and Drug Abuse Records—EEOC

System location: Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506, regional and district offices and regional litigation centers (see appendix).

Categories of individuals covered by the system: Current and former employees of EEOC.

Categories of records in the system: Contains information relating to individuals who are referred to the Public Health Service, other agency operating health facilities, alcoholic and drug abuse treatment and/or rehabilitation centers, and private physicians.

Authority for maintenance of the system: 5 U.S.C. 301; 5 U.S.C. 7901; 42 U.S.C. 218; 44 U.S.C. 396(a); 29 CFR 1510; 45 CFR 57.1 et seq.; 38 Federal Register, Part 1401; CSC FPM Letters No. 792-6 and -7; Bureau of the Budget Circular A-68, August 28, 1964; Bureau of the Budget Circular A-72, June 18, 1965.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by authorized personnel of the EEOC Headquarters, regional and district offices, personnel division upon the individual's request; by governmental

personnel for purposes of attaining benefits; for disclosure in connection with judicial or administrative proceedings; for disclosure to medical personnel to meet a medical emergency; for disclosure to qualified personnel for purposes of research, audits, or program evaluation; for disclosure of a minor patient to his/her parents under the guidelines set forth in 21 CFR, Part 140.

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

Storage: Maintained in file folders.

Retrievability: Indexed by the names of the persons on whom they are maintained.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure. HM Individual health record card: six years after last entry. Log of visit to facility: if summarized, three months after last entry; if not summarized, two years after last entry. Health record case files, related forms, correspondence and papers which document employee medical history except pre-employment health qualification placement records, disability retirement exams, and fitness for duty examinations which become a part of the OPF (Standard Form 66) upon separation, are maintained for a period of six years after date of last entry.

System manager(s) and address: Director of Personnel, Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506, District and Regional Directors, and Regional Attorneys, EEOC district and regional locations (see appendix).

Notification procedure: Individuals who have been referred to PHS, or other agency operating health facilities are aware of that fact and any inquiries concerning this system should be addressed to the Director of Personnel, headquarters, or the District or Regional Directors and Regional Attorneys at the district and regional locations where individual is currently employed. Individuals should provide their full name, date of birth and social security number.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: The individual to whom the record pertains; private physicians; medical institutions; Veterans Administration benefits program; office of workers' compensation programs; pay and leave allowance cards; health benefits records system; CSC personnel management evaluation and audit record system.

EEOC-7

System name: Employee Pay and Leave Records—EEOC

System location: All locations listed in appendix.

Categories of individuals covered by the system: Current and former employees of EEOC.

Categories of records in the system: Time and attendance cards and forms; leave records (employee name, branch or office, pay period ending, leave and overtime used during the pay period); requests for leave (earned or advance) or leave of absence; requests for and authorization of overtime; annual attendance record (indicates name, social security number, service computation date, hours and dates worked and taken as leave, pay plan, salary and occupation code, grade, leave earned and used); bond issuance and bond balance.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 396(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: May be used by authorized EEOC personnel to keep a daily record of leave and overtime acquired and used; as a basis for maintaining an employee's official time card; and as a counseling aid for employees and to assist in evaluating an employee's performance.

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

Storage: Stored on prepared forms and on punched and unpunched cards.

Retrievability: Indexed alphabetically by name, social security number, and/or chronologically by event and name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure. Files are stored in standard cabinets, safes and secured rooms.

Retention and disposal: Maintained from three months to one year. They are then manually destroyed.

System manager(s) and address: Director of each Commission Office or Division at headquarters; Regional and District Directors (see appendix).

Notification procedure: Employees of the Commission wishing to know whether information about them is maintained in this system of records should address inquiries to the Director of the Office or Division where employed or to the District or Regional Director if employed at a field installation (see appendix). Former employees separated from the Commission and no longer in the federal service should address all inquiries to the National Personnel Records Center, General Services Administration, 111 Winnebago Street, St. Louis, Missouri 63118. The individual should provide his or her full name, date of birth, social security number and mailing address.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Official personnel folders, data submitted by employees, and data submitted by the offices where the individuals are or were employed.

EEOC-8

System name: Employee Travel Records—EEOC

System location: Headquarters, district and regional offices.

Categories of individuals covered by the system: Current and former employees of EEOC.

Categories of records in the system: Includes travel vouchers and requests, official travel authorizations, shelter and sustenance records, copies of government transportation requests, audit statements indicating name, title, office, duty station of traveler and purpose of travel; dates and itinerary; mode of transportation, allowances and justification for special modes thereof; record of travel advances and cash payments received; application and accounting for advance travel funds, and travel reports.

Authority for maintenance of the system: 44 U.S.C. 396(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by authorized personnel in the Financial Services Division at headquarters and regional and district offices as a record of planned and completed travel expenses as a justification of government travel disbursements and to record accounts receivable by the government for accounts advanced for official travel purposes.

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

Storage: Stored on prepared forms (8 1/2 x 11' paper).

Retrievability: Indexed alphabetically by name of traveler and chronologically by date of occurrence.

Safeguards: Stored in standard file cabinets. Access to any information contained therein is limited to employees whose official duties require such access.

Retention and disposal: Filed for two years after occurrence, then manually shredded.

System manager(s) and address: Executive Director, Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506.

Notification procedure: Inquiries concerning this system of records should be addressed to the system manager. It is necessary to furnish the following information in order to identify the individual whose records are requested: (1) full name of the individual, (2) social security number, (3) mailing address to which reply should be mailed, (4) date(s) of travel.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: Bills, receipts and claims presented by employees and original data generated by the Commission.

EEOC-9

System name: Labor-Management Negotiated Agreements—EEOC

System location: Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506. Regional and district offices.

Categories of individuals covered by the system: Current and former employees of EEOC.

Categories of records in the system: Contains information or documents relating to the Commission's labor-management relations program, including information and decisions by the Department of Labor, - Impasses Panel, and Federal Labor Relations Council.

Authority for maintenance of the system: 5 U.S.C. 301; 5 U.S.C. 7001; 44 U.S.C. 396(a); Lloyd-LaFollette Act of 1912; Executive Order 11491, as amended; 5 CFR 711.101-711.102.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by authorized EEOC personnel to respond to inquiries or requests from parties to the negotiated agreement; inquiries from other federal agencies; a court subpoena or to refer to a District Court; requests by parties having standing under Executive Order 11491, as amended; and in a proceeding authorized by Executive Order 11491, as amended.

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

Storage: Maintained in file folders, binders, and on index cards.

Retrievability: Indexed by subject matter and the names of parties involved.

Safeguards: Limited to individuals whose official duties require access and the parties having a standing in a particular labor-management proceeding.

Retention and disposal: Maintained up to five years and sent to the National Archives.

System manager(s) and address: Director of Personnel, Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506. District and Regional Directors at regional and district offices (see appendix).

Notification procedure: Employees and former employees of EEOC wishing to know whether information about them is maintained in this system of records should address inquiries to the Director of Personnel, at the above address, if they are or were employed at headquarters, Washington, D. C. or to the District and Regional Directors at the installation where the individual is or was employed (see appendix). The individuals should provide their full name, date of birth and social security number.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: The individual to whom the record pertains; members of the bargaining unit; EEOC officials whose official duties require access to the records; authorized officials from the Department of Labor, Civil Service Commission, Federal Mediation and Conciliation Service, Federal Labor Relations Council, Federal Service Impasses Panel, and other third parties to disputes resolution, including arbitrators; other federal agencies having a standing in the Commission's dispute or requesting information; research groups; courts and information; research groups; courts and litigation; the Congress upon request.

EEOC-10

System name: Voluntary Programs Skills Bank—EEOC

System location: Office of Voluntary Porgrams, Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506.

Categories of individuals covered by the system: Members of the general public and employees of the federal government who have voluntarily submitted resumes or statements of personal qualifications for inclusion within the skills bank.

Categories of records in the system: Includes name, address, date of birth, education, employment history, military and criminal histories, special qualifications, voting residence, social security number, letters of recommendation, etc.

Authority for maintenance of the system: 42 U.S.C. 2000e-4(g); 44 U.S.C. 396(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by authorized EEOC personnel in the Office of Voluntary Programs for technical aid to employers requesting Commission assistance in an effort to engage in a remedial action program; assistance to individuals seeking employment; referrals for employment.

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

Storage: Submitted data stored on paper and punch cards.

Retrievability: Indexed by names of individuals, skills and qualifications.

Safeguards: Maintained by authorized personnel only and when not in use kept in locked file cabinet.

Retention and disposal: System kept indefinitely and updated annually. When data is disposed of it is manually shredded.

System manager(s) and address: Director, Office of Voluntary Programs, Equal Employment Opportunity Commission, 2401 E Street, N. W., Washington, D. C. 20506.

Notification procedure: Individuals who have submitted resumes or statements of personal qualifications are aware of the record on themselves maintained by the Commission. They may, however, contact the system manager regarding the existence of such records pertaining to them. The request should include the full name, date and place of birth of the individual and social security number.

Record access procedures: Same as the above.

Contesting record procedures: Same as the above.

Record source categories: The individual to whom the record pertains.

APPENDIX

ATLANTA REGION

Atlanta Regional Office
Citizens Trust Bldg., Suite 1150
75 Piedmont Avenue, N. E.
Atlanta, Georgia 30303
Atlanta Regional Litigation Center
1389 Peachtree Street, N. E.
Atlanta, Georgia 30309
Atlanta District Office
Citizens Trust Bldg. 10th Floor
75 Piedmont Avenue, N. E.
Atlanta, Georgia 30303
Birmingham District Office
2121 - 8th Avenue, North, Room 824
Birmingham, Alabama 35203
Charlotte District Office
411 North Tryon Street, 2nd Floor
Charlotte, North Carolina 28302
Jackson District Office
203 West Capitol Street, 2nd Floor
Jackson, Mississippi 39201
Memphis District Office
The Dermon 1 Bldg., Suite 1004
46 North Third Street
Memphis, Tennessee 38103
Miami District Office
Biscayne Terrace Hotel, 10th Floor
340 Biscayne Boulevard
Miami, Florida 33132

CHICAGO REGION

Chicago Regional Office
600 South Michigan Avenue, Room 611
Chicago, Illinois 60605
Chicago Regional Litigation Center
536 South Clark Street, Room 902A
Chicago, Illinois 60605
Chicago District Office
Federal Building, Room 234
536 South Clark Street
Chicago, Illinois 60605
Cincinnati District Office
Federal Building, Room 7019
550 Main Street
Cincinnati, Ohio 45202
Cleveland District Office
Engineers' Building, Room 402
1365 Ontario Street
Cleveland, Ohio 44114
Detroit District Office
Michigan Building, Suite 600
220 Bagley Avenue
Detroit, Michigan 48226
Indianapolis District Office
Federal Building
U.S. Courthouse
46 East Ohio Street, Room 456
Indianapolis, Indiana 46204
Milwaukee District Office
Veterans Administration Bldg.
342 North Water Street, 6th Floor
Milwaukee, Wisconsin 53202

DALLAS REGION

Dallas Regional Office
1100 Commerce Street, Room 5A4
Dallas, Texas 75202
Dallas District Office

400-A Lancaster-Keist Shopping Center
Suite 10
Dallas, Texas 75216
Albuquerque District Office
National Building, Suite 1717
505 Marquette Avenue, N. W.
Albuquerque, New Mexico 87101
Houston District Office
Federal Building, Room 1101
2320 LaBranch
Houston, Texas 77004
New Orleans District Office
Masonic Temple Bldg. Room 1711
333 St. Charles Avenue
New Orleans, Louisiana 70130
San Antonio District Office
301 Broadway, Suite 200
San Antonio, Texas 78205
KANSAS CITY REGION
Kansas City Regional Office
601 East 12th Street, Room 113
Kansas City, Missouri 64106
Kansas City District Office
911 Walnut Street, Room 500
Kansas City, Missouri 64106
St. Louis District Office
Locust Building, Room 917
1015 Locust Street
St. Louis, Missouri 63101
NEW YORK REGION
New York Regional Office
26 Federal Plaza, Room 1615
New York, New York 10007
New York District OFfice
90 Church Street, Room 1301
New York, New York 10007
Boston District Office
150 Causeway Street, Suite 1000
Boston, Massachusetts 02114
Buffalo District Office
One West Genesee Street, Room 1020
Buffalo, New York 14202
Newark District Office
9 Clinton Street, Room 310
Newark, New Jersey 07102
PHILADELPHIA REGION
Philadelphia Regional Office
127 North 4th Street, 3rd Floor
Philadelphia, Pennsylvania 19106
Philadelphia Regional Litigation Center
127 North 4th Street, Suite 200
Philadelphia, Pennsylvania 19106
Philadelphia District Office
219 North Broad Street, 2nd Floor
Philadelphia, Pennsylvania 19107
Baltimore District Office
Rotunda Building, Room 210
711 West 40th Street
Baltimore, Maryland 21211
Pittsburgh District Office
Federal Building, Room 2038A
1000 Liberty Avenue
Pittsburgh, Pennsylvania 15222
Washington District Office
1717 H Street, N. W., Suite 400
Washington, D. C. 20006
SAN FRANCISCO REGION
San Francisco Regional Office
300 Montgomery Street, Suite 740
San Francisco, California 94104
San Francisco Regional Litigation Center
Grosvenor Plaza, Suite 1010
1390 Market Street
San Francisco, California 94102
San Francisco District Office
Grosvenor Plaza, 3rd Floor
1390 Market Street
San Francisco, California 94102
Denver Regional Litigation Center
1531 Stout Street
Denver, Colorado 80202
Denver District Office
Ross Building, 6th Floor
1726 Champa Street
Denver, Colorado 80202
Los Angeles District Office
1543 West Olympic Boulevard, Suite 340
Los Angeles, California 90015
Phoenix District Office
Greater Arizona Savings Building
112 North Central Avenue, Suite 601
Phoenix, Arizona 85004
Seattle District Office
Times Square Building, 4th Floor
415 Olive Way
Seattle, Washington 98101

HEADQUARTERS OFFICES
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
2401 E Street, N. W.
Washington, D. C. 20506

OFFICE OF THE CHAIRMAN
Internal Audit Staff
Executive Secretariat
OFFICE OF THE VICE CHAIRMAN
OFFICES OF THE COMMISSIONERS
OFFICE OF THE EXECUTIVE DIRECTOR
Federal Liaison Director
Training Center Director
Field Operations Unit
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
Federal Women's Program Coordinator
16-Point Program Coordinator
OFFICE OF COMPLIANCE
Program Development and Implementation Division
OFFICE OF
Decisions Division
National Programs Division
OFFICE OF VOLUNTARY PROGRAMS
Technical Assistance Division
Special Projects Division
Education Programs Division
OFFICE OF RESEARCH
Employment Surveys Division
Research Studies Division
Technical Information Division
OFFICE OF STATE AND COMMUNITY AFFAIRS
OFFICE OF CONGRESSIONAL AFFAIRS
Legislative Liaison Division
Congressional Liaison Division
OFFICE OF GENERAL COUNSEL
Appellate Division
Litigation Division
Legal Counsel Division
OFFICE OF MANAGEMENT
Administrative Services Division
Financial Services Division
Management and Organization Division
Personnel Division
Information Systems Division
Audio-Visuals Division
Librarian
OFFICE OF PROGRAM PLANNING AND EVALUATION
Planning and Budget Formulation Division
Program Analysis and Evaluation Division
OFFICE OF PUBLIC AFFAIRS

[FR Doc.75-22411 Filed 8-26-75;8:45 am]

PRESIDENT'S COMMISSION ON WHITE HOUSE FELLOWSHIPS

The White House

PRIVACY ACT OF 1974

Notice of System of Records

Notice is hereby given that the Commission, in accordance with 5 U.S.C. 552a(e)(4) and (11), Section 3 of the Privacy Act of 1974 (Public Law 93—579) ("Act"), proposes to adopt the notice of system of records set forth below.

Any person interested in this notice may submit written data, views, or arguments to the Director, President's Commission on White House Fellowships, 1900 E Street, N.W., Washington, D.C. 20415 on or before September 27, 1975. All written comments received from the public through said date will be considered by the Commission before taking action on a final notice. The comments received also will be available for public inspection at the above address between the hours of 9 a.m. and 4 p.m. Monday through Friday (except holidays), as received and until 4 p.m., September 25, 1975.

This notice was drafted and the system of records to be noticed were selected with major reliance on the "Guidelines and Responsibilities" for implementation of the Act published by the Office of Management and Budget (40 FR 28949, July 9, 1975). Effective date. This notice shall be effective September 27, 1975.

Bruce H. Haskenkamp
Director

President's Commission On White House Fellowships

PC WHF--1

System name: White House Fellowships Records—PCWHF

Security classification:

System location: President's Commission on White House Fellowships, Room 1308, 1900 E Street, N. W., Washington, D. C. 20415.

Categories of individuals covered by the system: Applicants for White House Fellowships, Speakers for White House Fellows education program, and spouses of White House Fellows.

Categories of records in the system: Applications, index cards and supplemental material on individuals applying for White House Fellowships; iographies of spouses of White House Fellows; and biographies of speakers engaged for the White House Fellows education program.

Authority for maintenance of the system: Executive Order 11183, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Applications are used to select candidates for White House Fellows; biographies of speakers are distributed to White House Fellows before they meet with them; and biographies of spouses of White House Fellows are distributed to speakers with thom they meet.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the sytem: See Storage, Retrievability, Safeguards, Access, Retention, and Disposal below.

Storage: The records are maintained in file folders.

Retrievability: Records are indexed by name.

Safeguards: Records are maintained in filing cabinets in a secured room. Records are available only to personnel authorized by the President's Commission on White House Fellowships.

Retention and disposal: The applications for White House Fellows who are selected are maintained indefinitely. Applications for those not selected are destroyed 30 days after non-selection notice has been mailed. The biographies of spouses of White House Fellows are maintained for one year and destroyed. The biographies of Speakers for White House Fellows' Education Program are destroyed when they become obsolete. The index cards are maintained indefinitely.

System manager(s) and address: Gerry Newman, Administrative Officer, President's Commission on White House Fellowships, Room 1308, 1900 E Street, N. W., Washington, D. C. 20415.

Notification procedure: Same as above. It is necessary to furnish the following information in order to identify the individual whose records are requested. a. Full name. b. Date of birth.

Record access procedures: An individual can obtain information on the procedures for gaining access to and contesting the records through: Gerry Newman, Administrative Officer, President's Commission on White House Fellowships, Room 1308, 1900 E Street, N. W., Washington, D. C. 20415.

Contesting record procedures: Same as the above.

Record source categories: White House Fellows and their Evaluators, applicants for White House Fellowships, spouses of White House Fellows, and speakers.

Systems exempted from certain provisions of the act:

[FR Doc.75-22404 Filed 8-26-75;8:45 am]

JOINT BOARD FOR THE ENROLLMENT OF ACTUARIES

PRIVACY ACT OF 1974

Notice of Systems of Records

Notice is hereby given that the Joint Board for the Enrollment of Actuaries (the Joint Board), in accordance with 5 U.S.C. 552a(e)(4) and (11), Sec. 3 of the Privacy Act of 1974 (Pub. L. 93—579) ("Act"), proposes to adopt the notice of systems of records set forth below. Although the Act requires only publication for comment of that portion of a notice which describes the "routine uses" of the particular system of records, the Joint Board invites public comment on all parts of the notice.

Any person interested in this notice may submit written data, iews, or arguments to the Executive Director, Joint Board for the Enrollment of Actuaries, U.S. Department of the Treasury, Washington, D.C. 20220 on or before September 27, 1975. All written comments received from the public through said date will be considered by the Joint Board before taking action on a final notice. The comments received also will be available for public inspection upon request therefor.

This notice was drafted and the files to be noticed were selected with major reliance on the "Guidelines and Responsibilities" for implementation of the Act published by the Office of Management and Budget (40 FR 28949, July 9, 1975). The proposed notice consists of an alphabetical listing of the systems of records of the Joint Board. The alphabetical list is followed by the notices of systems of records determined to be subject to the Act's requirement of published notice.

Effective date. This notice shall be effective September 27, 1975.

Dated:

Forest D. Montgomery
Acting Chairman

Joint Board for the Enrollment of Actuaries

The Joint Board proposes to adopt the following notice of systems of records:

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PRIVACY ACT NOTICE OF SYSTEMS OF RECORDS

1. Application Files—JBEA
2. Charge Case Inventory Files—JBEA
3. Denied Applications—JBEA
4. Enrollment File—JBEA
5. Enrollment Roster—JBEA
6. General Correspondence Files—JBEA
7. General Information—JBEA
8. Suspension and Termination Files—JBEA
9. Suspension and Termination oster—JBEA

JBEA—1

System name: Application Files—JBEA

System location: Joint Board for the Enrollment of Actuaries, Office of the Executive Director, 2401 E Street, N. W., Suite 1537, Washington, D. C.

Categories of individuals covered by the system: Individuals who have applied for enrollment to perform actuarial services with respect to plans to which the Employee Retirement Income Security Act (ERISA) applies.

Categories of records in the system: 1) Completed application form. 2) Information relating to determination by the Joint Board as to whether individuals satisfy standards and qualifications established pursuant to Title 29 U. S. Code, Section 1242.

Authority for maintenance of the system: 29 U.S.C. 1242.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) Determinations as to whether to enroll individuals to perform actuarial services with respect to plans to which the ERISA applies. 2) Apparent violations of civil or criminal laws will be referred to appropriate law enforcement authorities for investigation and possible criminal prosecution, civil, court action or regulatory order. 3) References to Departments of Labord Treasury for purposes of administering ERISA. 4) Reference to Department of Justice for advice or action when appropriate. 5) See Appendix to this notice.

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

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of information contained in Office files. Security investigations are conducted with respect to all Office of Executive Director personnel.

Retention and disposal: Records contained in this system will be retained for five years from the date of receipt of the application.

System manager(s) and address: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Notification procedure: Inquiries should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Individuals inquiring about records regarding them will be requested to provide reasonable identification. Items such as employment identification cards, driver's licenses and credit cards will be accepted as sufficient absent any indications to the contrary.

Record access procedures: Inquiries concerning access to records regarding identifiable individuals and procedures for contesting information contained in such records should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D. C. 20220, (202) 634 5071

Contesting record procedures: Same as above.

Systems exempted from certain provisions of the act: Exemption from 5 U. S. Code, Section 552a(e)(4)(I), and from other provisions of the Privacy Act, is sought pursuant to 5 U. S. Code, Section 552a(k)(2).

JBEA—2

System name: Charge Case Inventory Files—JBEA

System location: Joint Board for the Enrollment of Actuaries, Office of the Executive Director, 2401 E Street, NW., Suite 1537, Washington, D.C.

Categories of individuals covered by the system: Individuals enrolled to perform actuarial services under Employee Retirement Income Security Act (ERISA) with respect to whom derogatory information has been received.

Categories of records in the system: 1) Completed application form, 2) Additional information received pursuant to request of the Joint Board. 3) Derogatory information regarding individuals' eligibility to perform and performance of actuarial services with respect to plans to which ERISA applies.

Authority for maintenance of the system: Title 29, U. S. Code, Section 1242

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) Determinations as to whether individuals' enrollment to perform actuarial services with respect to plans to which ERISA applies should be suspended or terminated. 2) Apparent violations of civil or criminal law will be referred to appropriate law enforcement authorities for investigation and possible criminal prosecution, civil court action or regulatory order. 3) Reference to Department of Justice for advice or action when appropriate. 4) Reference to investigative offices of other agencies for fuller development of facts. 5) See Appendix to this notice.

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

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of information contained in Office files. Security investigations are conducted with respect to all Office of Executive Director personnel.

Retention and disposal: Records contained in this system will be retained until the matters which justified their inclusion in the Inventory have been resolved. At that time, such records will be transferred to other appropriate systems.

System manager(s) and address: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Notification procedure: Inquiries should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury Washington, D. C. 20220

Individuals inquiring about records regarding them will be requested to provide reasonable identification. Items such as employment identification cards, drivers licenses nd credit cards will be accepted as sufficient absent any indications to the contrary.

Record access procedures: Inquiries concerning access to records regarding identifiable individuals, and procedures for contesting information contained in such records, should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D. C. 20220 (202) 634-5071

Contesting record procedures: Same as above

Systems exempted from certain provisions of the act: Exemption from 5 U. S. Code, Section 552a(e)(4)(I), and from other provisions of the Privacy Act, is sought pursuant to 5 U. S. Code, Section 552a(k)(2).

JBEA—3

System name: Denied Applications—JBEA

System location: Joint Board for the Enrollment of Actuaries, Office of the Executive Director, 2401 E Street, N. W., Suite 1537, Washington, D. C.

Categories of individuals covered by the system: Individuals whose applications for enrollment to perform actuarial services, with respect to plans to which the Employee Retirement Income Security Act (ERISA) applies, have been denied.

Categories of records in the system: 1) Completed application form 2) Information relating to determination by the Joint Board as to whether individuals satisfy standards and qualifications established pursuant to Title 29 U. S. Code, Section 1242.

Authority for maintenance of the system: Title 29 U. S. Code, Section 1242

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) In event of reapplication, determinations as to whether to enroll individuals to perform actuarial services. 2) Apparent violations of civil or criminal laws will be referred to appropriate law enforcement authorities for investigation and possible criminal prosecution, civil court action or regulatory order. 3) Reference to Departments of Labor and/or Treasury for purposes of administering ERISA. 4) See Appendix to this notice.

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

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unncessary exposure of information contained in Office files. Security investigations are conducted with respect to all Office of Executive Director personnel.

Retention and disposal: Records contained in this system will be retained for 25 years from the date of receipt of an application.

System manager(s) and address: Executive Director, Joint Board for the Enrollment of Actuaries c/o Department of the Treasury Washington, D.C. 20220

Notification procedure: Inquiries should be addressed to: Executive Director Joint Board for the Enrollment of Actuaries c/o Department of the Treasury Washington, D.C. 20220

Individuals inquiring about records regarding them will be requested to provide reasonable identification. Items such as employment identification cards, driver's license and credit cards will be accepted as sufficient absent any indications to the contrary.

Record access procedures: Inquiries concerning access to records regarding identifiable individuals and procedures for contesting information contained in such records should be addressed to: Executive Director Joint Board for the Enrollment of Actuaries c/o Department of the Treasury Washington, D.C. 20220 (202) 634-5071

Contesting record procedures: Same as above

Record source categories: Application files.

JBEA—4

System name: Enrollment Files—JBEA

System location: Joint Board for the Enrollment of Actuaries, Office of the Executive Director 2401 E Street, NW. Suite 1537 Washington, D.C.

Categories of individuals covered by the system: Individuals enrolled to perform actuarial services with respect to plans to which the Employee Retirement Income Security Act (ERISA) applies.

Categories of records in the system: 1) Completed application for enrollment form. 2) Information relating to determination by the Joint Board that individuals satisfy standards and qualifications established pursuant to Title 29 U.S. Code, Section 1242. 3) Investigatory materials which have been used to determine whether to suspend or terminate individuals' enrollments.

Authority for maintenance of the system: Title 29 U.S. Code, Section 1242

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) Use in connection with disciplinary actions pursuant to Title 29 U.S. Code, Section 1242. 2) Apparent violations of civil or criminal laws will be referred to appropriate law enforcement authorities for investigation and possible criminal prosecution, civil court action or regulatory order. 3) Verification of enrollment status. 4) Reference to Department of Justice for advice or action when appropriate. 5) Reference to Departments of Labor and/or Treasury for purposes of administering ERISA. 6) See Appendix to this notice.

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

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of information contained in Office files. Security investigations are conducted with respect to all Office of Executive Director personnel.

Retention and disposal: Individuals' files are retained for ten years subsequent to the termination of their enrollments.

System manager(s) and address: Executive Director Joint Board for the Enrollment of Actuaries c/o Department of the Treasury Wasington, Washington, D.C. 20220

Notification procedure: Inquiries should be addressed to: Executive Director Joint Board forthe Enrollment of Actuaries c/o Department of the Treasury Washington, D.C. 20220

Individuals inquiring about records regarding them will be requested to provide reasonable identification. Items such as employment identification cards, driver's license and credit cards will be accepted absent any indications to the contrary.

Record access procedures: Inquiries concerning access to records regarding identifiable individuals and procedures for contesting information contained in such records should be addressed to: Executive Director Joint Board for the Enrollment of Actuaries c/o Deparment of the Treasury Washington, D.C. 20220 (202) 634-5071

Contesting record procedures: Same as above

Systems exempted from certain provisions of the act: Exemption from 5 U.S. Code, Section 552a(e)(4)(I), and from other provisions of the Privacy Act, is sought pursuant to 5 U.S. Code, Section 552a(k)(2).

JBEA—5

System name: Enrollment Roster—JBEA

System location: Joint Board for the Enrollment of Actuaries Office of the Executive Director 2401 E Street, NW. Suite 1537 Washington, D.C.

Categories of individuals covered by the system: Individuals enrolled to perform actuarial services with respect to plans to which the Employee Retirement Income Security Act (ERISA) applies.

Categories of records in the system: List of enrolled individuals.

Authority for maintenance of the system: Title 29 U.S. Code, Section 1242

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) Copies of roster may be furnished to representatives of Departments of Labor and Treasury who have occasion to meet and/or correspond with enrolled actuaries. 2) Disclosure to public pursuant to 5 U.S.C., Section 552. 3) See Appendix to this notice.

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

Storage: Three by five cards and/or computerized printout.

Retrievability: This system is indexed by name of individual.

Safeguards: This system is public information.

Retention and disposal: This system is permanently maintained and periodically updated.

System manager(s) and address: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Notification procedure: Inquiries should be addressed to: Executive Director, Joint Board for the enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Record access procedures: Inquiries concerning access to records regarding identifiable individuals and procedures for contesting information contained in such records should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220, (202) 634-5071

Contesting record procedures: Same as above

Record source categories: Enrollment files.

JBEA—6

System name: General Correspondence File—JBEA

System location: Joint Board for the Enrollment of Actuaries, Office of the Executive Director, 2401 E Street, NW., Suite 1537, Washington, D.C.

Categories of individuals covered by the system: General Public.

Categories of records in the system: Generally inquiries and comments from the general public.

Authority for maintenance of the system: Title 29 U.S. Code, Section 1242

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) Provide answers to inquiries or other information regarding the operation of the Joint Board. 2) See Appendix to this notice.

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

Storage: In file folders.

Retrievability: Correspondence received is indexed alphabetically by last name of writer.

Safeguards: The Office of the Executive Director keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of information contained in Office files. Security investigations will be conducted with respect to all Office of Executive Director personnel.

Retention and disposal: Correspondence contained in this file is disposed of after five years from the date of receipt.

System manager(s) and address: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Notification procedure: Inquiries should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Individuals inquiring about records regarding them will be requested to provide reasonable identification. Items such as employment identification cards, driver's license and credit cards will be accepted as sufficient absent any indications to the contrary.

Record access procedures: Inquiries concerning access to records regarding identifiable individuals and procedures for contesting information contained in such records should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220 (202) 634-5071

Contesting record procedures: Same as above

Record source categories: General public.

JBEA—7

System name: General Information—JBEA

System location: Joint Board for the Enrollment of Actuaries, Office of the Executive Director, 2401 E Street, NW., Suite 1537, Washington, D.C.

Categories of individuals covered by the system: Individuals who have not applied for enrollment to perform actuarial services but with respect to whom information relevant to any future application has been received.

Categories of records in the system: 1) Information relating to determinations by the Joint Board as to whether individuals satisfy standards and qualifications established pursuant to Title 29 U.S. Code, Section 1242. 2) See Appendix to this notice.

Authority for maintenance of the system: Title 29 U.S. Code, Section 1242.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) Determinations, as to whether to enroll individuals to perform actuarial services with respect to plans to which the Employee Retirement Income Security Act (ERISA) applies, to be made at such times as applications are received from such individuals. 2) Apparent violations of civil or criminal laws will be referred to appropriate law enforcement authorities for investigation and possible criminal prosecution, civil court action or regulatory order. 3) Reference to Department of Justice for advice or action when appropriate. 4) Reference to investigative offices of other agencies for fuller development of facts. 5) See Appendix to this notice.

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

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of information contained in Office files. Security investigations are conducted with respect to all Office of Executive Director personnel.

Retention and disposal: General information is retained for 20 years after receipt thereof.

System manager(s) and address: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Inquiries should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Individuals inquiring about records regarding them will be requested to provide reasonable identification. Items such as employment identification cards, driver's license and credit cards will be accepted as sufficient absent any indications to the contrary.

Record access procedures: Inquiries concerning access to records regarding identifiable individuals and procedures for contesting information contained in such records should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220 (202) 634-5071

Contesting record procedures: Same as above

Systems exempted from certain provisions of the act: Exemption from 5 U. S. Code, Section 552a (e)(4)(I), and from other provisions of the Privacy Act, is sought pursuant to 5 U.S. Code, Section 552a(k)(2).

JBEA—8

System name: Suspension and Termination Files—JBEA

System location: Joint Board for the Enrollment of Actuaries, Office of the Executive Director, 2401 E Street, NW., Suite 1537, Washington, D.C.

Categories of individuals covered by the system: Individuals whose enrollments to perform actuarial services with respect to plans to which the Employee Retirement Income Security Act (ERISA) applies have been suspended or terminated.

Categories of records in the system: 1) Completed application for enrollment form. 2) Information relating to determination by the Joint Board as to whether individuals satisfy standards and qualifications established pursuant to Title 29 U.S. Code, Section 1242. 3) Additional information received pursuant to request of the Joint Board made under authority of 20 CFR, Section 901.10(b). 4) Derogatory information regarding individuals' eligibility to perform actuarial services with respect to plans to which ERISA applies or evidence of disreputable conduct within meaning of Title 20, CFR. 5) Record of administrative proceeding for suspension or termination.

Authority for maintenance of the system: Title 29 U.S. Code, Section 1242.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) Maintain record of those whose enrollment to perform actuarial services has been suspended or terminated. 2) Apparent violation of civil or criminal law will be referred to appropriate law enforcement authorities for investigation and possible criminal prosecution, civil court action or regulatory order. 3) Reference to Department of Justice for advice or action when appropriate. 4) Reference to Departments of Labor and/or Treasury for purpose of administering ERISA. 5) See Appendix to this notice.

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

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of information contained in Office files. Security investigations are conducted with respect to all Office of Executive Director personnel.

Retention and disposal: Retain until 25 years after case closed.

System manager(s) and address: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Notification procedure: Inquiries should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Individuals inquiring about records regarding them will be requested to provide reasonable identification. Items such as employment identification cards, driver's license and credit cards will be accepted as sufficient absent any indications to the contrary.

Record access procedures: Inquiries concerning access to records regarding identifiable individuals and procedures for contesting information contained in such records should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220 (202) 634-5071

Contesting record procedures: Same as above

Systems exempted from certain provisions of the act: Exemption from 5 U.S. Code, Section 552a (e)(4)(I), and from other provisions of the Privacy Act, is sought pursuant to 5 U.S. Code, Section 552a(k)(2).

JBEA—9

System name: Suspension and Termination Roster—JBEA

System location: Joint Board for the Enrollment of Actuaries, Office of the Executive Director, 2401 E Street, NW., Suite 1537, Washington, D.C.

Categories of individuals covered by the system: Individuals whose enrollments to perform actuarial services with respect to plans to which the Employee Retirement Income Security Act (ERISA) applies have been suspended or terminated.

Categories of records in the system: List of actuaries whose enrollment has been suspended or terminated.

Authority for maintenance of the system: Title 29 U.S. Code, Section 1242.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: 1) Copies of roster may be furnished to representatives of Departments of Labor and Treasury who have occasion to meet and/or correspond with enrolled actuaries. 2) Disclosure to publiic pursuant to 5 U.S. Code, Section 552. 3) See Appendix to this notice.

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

Storage: Three by five cards and/or computerized printout

Retrievability: This system is indexed by name of individual.

Safeguards: This system is public information.

Retention and disposal: This system is permanently maintained and periodically updated.

System manager(s) and address: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220

Notification procedure: Inquiries should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220.

Record access procedures: Inquiries concerning access to records regarding identifiable individuals and procedures for contesting information contained in such records should be addressed to: Executive Director, Joint Board for the Enrollment of Actuaries, c/o Department of the Treasury, Washington, D.C. 20220, (202) 634-5071

Contesting record procedures: Same as above

Record source categories: 1) Suspension and Termination files.

APPENDIX

Additional Routine Uses A record maintained by the Joint Board for the Enrollment of Actuaries (the Joint Board) to carry out its functions may be disclosed as a "routine use" to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter, provided that disclosure is compatible with the purpose for which such record was collected.

A record maintained by the Joint Board to carry out its functions may be disclosed in response to a court subpoena, to appropriate parties engaged in litigation or in preparation of possible litigation such as potential witnesses for the purpose of securing their testimony when necessary to courts, magistrates or administrative tribunals, to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes, to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal or regulatory proceedings.

[FR Doc.75-22409 Filed 8-26-75;8:45 am]

U.S. WATER RESOURCES COUNCIL

PRIVACY ACT OF 1974

Notice of Systems of Records

For purposes of implementing the Privacy Act of 1974, the U.S. Water Resources Council proposes to adopt the following notices of the existence and character of the systems of records maintained by the Council that contain information about individuals.

Interested persons are invited to submit written comments, suggestions or objections regarding this proposal to the Director, U.S. Water Resources Council, 2120 L Street, NW, Washington, D.C. 20037, on or before _____, 1975.

Dated: Aug. 11, 1975

WARREN D. FAIRCHILD,
Director.

Table of Contents

1. Confidential Statements of Employment and Financial Interests (WRC)
2. General Financial Records (WRC)
3. Mailing Lists (WRC)
4. Payroll Records (WRC)

WRC 1

System name: Confidential Statements of Employment and Financial Interests—U.S. Water Resources Council (WRC).

Security classification: Office of Management; U.S. Water Resources Council; 2120 L Street, NW., Washington, D.C. 20037.

Categories of individuals covered by the system: Council employees listed in 18 CFR section 706.401.

Categories of records in the system: Individual WRC Forms 8, "Confidential Statement of Employment and Financial Interests".

Authority for maintenance of the system: 42 USC 1962a et seq.; E.O. 11222 of May 8, 1965; 5 CFR section 735.403; 18 CFR Part 706, Subpart D.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Review for resolution of conflicts of interests by Director and Assistant Director for Program Coordination and Management.

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

Storage: Paper.

Retrievability: Manual.

Safeguards: Retained in locked file cabinet in secured office; access limited to those officials authorized to review statements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disposed two years after employee leaves a position in which a statement is required or two years after the employee leaves the Council, whichever is earlier.

System manager(s) and address:

Administrative Officer
U.S. Water Resources Council,
2120 L Street, NW.,
Washington, D.C. 20037.

Notification procedure: Contact system manager listed above.

Record access procedures: See Council access regulations in 18 CFR section 701.303.

Contesting record procedures: See Council access regulations in 18 CFR section 701.307.

Record source categories: Individual concerned or other person requested by the individual to submit the information in his behalf.

WRC 2

System name: General Financial Records—U.S. Water Resources Council (WRC).

Security classification: General Services Administration, Central Office; copies held by the Council at 2120 L Street, NW., Washington, D.C. 20037. (GSA holds records for the Council under contract.)

Categories of individuals covered by the system: Council employees.

Categories of records in the system: SF1038, application and account for advance of funds; vendor register and vendor payment tape. Information is used by accounting technicians to maintain adequate financial information and by other offices and employees of GSA and the Council who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., generally; 42 U.S.C. 1962a; et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Appendix; Records also are released to GAO for aduits; to the IRS for investigation; and to private attorneys, pursuant to a power of attorney.

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

Storage: Paper and tape.

Retrievability: Manual and automated by name.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address:

Administrative Officer
U.S. Water Resources Council
2120 L Street, NW.
Washington, D.C. 20037

Notification procedure: Contact system manager listed above.

Record access procedures: See Council access procedure regulations in 18 CFR section 701.303.

Contesting record procedures: See Council access regulations in 18 CFR section 701.307.

Record source categories: The Subject individual; the Council.

WRC 3

System name: U.S. Water Resources Council Mailing Lists (WRC).

Security classification: System is in the possession of a contractor. The contractor may change from time to time. Copies are held by the Council at 2120 L Street, NW., Washington, D.C. 20037.

Categories of individuals covered by the system: Federal and State officials; individuals representing engineering groups, universities, special interest groups, and media; and private citizens.

Categories of records in the system: Names and addresses of individuals and, where applicable, the organization group, or institution represented by the individual.

Authority for maintenance of the system: 42 U.S.C. 1962a et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Appendix; also to provide information on Council policy, procedures, objectives and guidelines to parties having an interest by reason of their position or an expressed interest, in the nation's water and related land resources.

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

Storage: Computer based or manual, depending on the methods

used by the contractor.

Retrievability: By either name or a key number, schemed to relate to name and location of individual.

Safeguards: Mailing list is used by the contractor only at the direction of a properly authorized Council employee.

Retention and disposal: An individual name is retained on mailing lists until the Council receives a request that the name be removed.

System manager(s) and address:

Public Information Officer, U.S. Water Resources Council, 2120 L Street, NW., Washington, D.C. 20037

Notification procedure: Contact system manager listed above.

Record access procedures: See Council access regulations in 18 CFR section 701.303.

Contesting record procedures: See Council access regulations in 18 CFR section 701.307.

Record source categories: By request of individual to be placed on mailing list or by virtue of position.

WRC 4

System name: Payroll Records – U.S. Water Resources Council (WRC).

Security classification: General Services Administration, Region 3 Office; copies held by the Council at 2120 L Street, NW., Washington, D.C. 20037. (GSA holds records for Council under contract.)

Categories of individuals covered by the system: Past and present Council employees.

Categories of records in the system: Varied payroll records including, among other documents, time and attendance cards; payment vouchers; comprehensive listing of employees; health benefits records; requests for deductions; tax forms; W-2 forms; overtime requested; leave data; retirement records. Records are used by Council and GSA employees to maintain adequate payroll information for Council employees and otherwise by Council and GSA employees who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., generally; 42 U.S.C. 1962a et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Appendix. Records are also released to GAO for audits; to IRS for investigation; and to private attorneys, pursuant to a power of attorney.

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

Storage: Paper and microfilm.

Retrievability: Social Security Number.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address:

Administrative Officer
U.S. Water Resources Council
2120 L Street, NW.
Washington, D.C. 20037

Notification procedure: Contract system manager listed above.

Record access procedures: See Council access regulations in 18 CFR section 701.303.

Notification procedure: See Council access regulations in 18 CFR section 701.307.

Record source categories: The subject individual; the Council.

APPENDIX (WRC)

In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a "routine use" to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit.

A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision in the matter.

A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation of settlement of a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with the agency's responsibility for evaluation and oversight of Federal personnel management.

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

[FR Doc.75-22544 Filed 8-26-75;8:45 am]

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