

before normal delivery when the paper will be taken by Cesarean-section for examination for the type and prevalence of malformations, variations, and other evidence of developmental toxicity. The results will be reported in the NTP Report Series.

[FR Doc. 90-19872 Filed 8-20-90; 9:45 am]
 BILLING CODE 4140-01-M

DEPARTMENT OF THE INTERIOR

Office of the Secretary

Privacy Act of 1974—Revision of Notice of System of Records

Pursuant to the provisions of the Privacy Act of 1974, as amended (5 U.S.C. 552a), notice is hereby given that the Department of the Interior proposes to revise four notices describing records maintained by the Bureau of Indian Affairs. Except as noted below, all changes being published are editorial in nature, clarify and update existing statements, and reflect other miscellaneous administrative revisions which have occurred since the previous publication of the material in the *Federal Register*. The four notices being revised, which are published in their entirety below, are:

1. Indian Social Services Case Files—Interior, BIA-8; (formerly published on September 13, 1983; 48 FR 41103).
2. Law Enforcement Services—Interior, BIA-18; (formerly published on September 13, 1983; 48 FR 41109).
3. Indian Student Records—Interior, BIA-22; (formerly published on September 13, 1983; 48 FR 41111).
4. Employment Assistance Case Files—Interior, BIA-23; (formerly published on September 13, 1983; 48 FR 41112).

In three notices (BIA-8), (BIA-18), and (BIA-23) the existing routine disclosure statement is revised to include release to another Federal, State, local or tribal government officials for the purpose of administering child protective services; to agencies authorized to care for, treat or supervise abused or neglected children; and to members of community child protective teams for the purposes of establishing a diagnosis, formulating a treatment plan, and/or investigating reports of suspected physical child abuse or neglect. Also in two of the notices, (BIA-8) and (BIA-18) the routine disclosure statement is revised to include release to a guardian or guardian ad litem of a child named in the report. In one notice (BIA-22) the existing routine disclosure statement is revised to include release to appropriate persons, in the event of an emergency, if

the knowledge of such information is necessary to protect the health or safety of the student or other persons.

5 U.S.C. 552a(e)(11) requires that the public be provided 30-days in which to comment on the intended use of the information in the systems of records. Therefore, written comments on this notice can be addressed to the Department Privacy Act Officer, U.S. Department of the Interior, Office of the Secretary (PMI), Room 2242, 1849 C Street NW., Washington, DC 20240. Comments received on or before September 20, 1990, will be considered. The notice shall be effective as proposed without further publication at the end of the comment period, unless comments are received which would require a contrary determination.

Dated: August 16, 1990.

Oscar W. Mueller, Jr.,

Director, Office of Management Improvement.

INTERIOR/BIA-8

SYSTEM NAME:

Indian Social Services Case Files—Interior, BIA 8.

SYSTEM LOCATION:

All Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who apply and receive social services and direct assistance from the Bureau of Indian Affairs on Indian reservations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files and related card files giving history of social services and direct assistance to individual Indians; and records concerning, individuals which have arisen as a result of that individual's receipt of payment or overpayment of direct assistance funds which the individual was not entitled and/or for the misuse of funds disbursed under the direct entitlement program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) provides permanent individual records on social services and direct assistance to individual Indians; (b) provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior

may be made (1) granting access or transfer to another Federal agency, a State or local government, Indian tribal group or to any individual or establishment that will have jurisdiction whether by contract to the BIA, by assumption of trust responsibilities or by other means, for social services programs now controlled by the BIA, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local, foreign or tribal agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to Federal, State, local or tribal agencies where necessary and relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit, (6) to federal, state, local or tribal governmental officials responsible for administering child protective services in carrying out his or her official duties, (7) to a guardian or guardian ad litem of a child named in the report, (8) to agencies authorized to care for, treat, or supervise abused or neglected children whose policies also require confidential treatment of information, and (9) to members of community child protective teams for the purposes of establishing a diagnosis, formulating a treatment plan, monitoring the plan, investigating reports of suspected physical child abuse or neglect and making recommendations to the appropriate court of competent jurisdiction, whose policies also require confidential treatment of information.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual; letter files; computer-maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

- (a) Indexed alphabetically by name of applicant and/or recipient.
- (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer inactive files to GSA Federal Records Center in five years.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy to the Assistant Secretary—Indian Affairs (Tribal Services), Bureau of Indian Affairs, 1849 C Street, MS 4614 MIB, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager, or, with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. (See 43 CFR 2.60.)

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63.)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. (See CFR 2.71.)

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-18**SYSTEM NAME:**

Law Enforcement Services—Interior, BIA-18.

SYSTEM LOCATION:

(1) All Area, Agency and Field Offices of the BIA. (2) Deputy to the Assistant Secretary—Indian Affairs (Tribal Services), Bureau of Indian Affairs, 1849 C Street, MS 4614 MIB, Washington, DC 20240. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Individuals violating laws on Indian Reservations and those who appear in court for violations of 25 CFR regulations. (2) Individuals primarily interested in Indian Affairs who advocate violence as a means of obtaining their goals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation includes statements of witnesses, statutes involved, evidence

seized, photographs, final disposition reports and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 1, 1a, 13; 18 U.S.C. 3055; Act of May 10, 1939, 58 Stat. 693; 53 Stat. 520.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify individuals who have been arrested on Indian Reservations and who have appeared in court for violations of 25 CFR regulation: Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local, foreign or tribal agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from Congressional office made at the request of that individual, (4) to Federal, State, local or tribal agencies where necessary and relevant to the hiring or retention of an employee or the issuance of a security clearance, contract, license, grant or other benefit, (5) to Federal, State, local or tribal governmental officials responsible for administering child protective services in carrying out his or her official duties, (6) to a guardian or guardian ad litem of a child named in the report, (7) to agencies authorized to care for, treat, or supervise abused or neglected children whose policies also require confidential treatment of information, and (8) to members of community child protective teams for the purposes of establishing a diagnosis, formulating a treatment plan, monitoring the plan, investigating reports of suspected physical child abuse or neglect and making recommendations to the appropriate court of competent jurisdiction, whose policies also require confidential treatment of information.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Maintained in manual form in file folders and computers in Central Office, Area and Agency offices.

RETRIEVABILITY:

Cross referenced by individual's name, case number and docket number.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for records.

RETENTION AND DISPOSAL:

Transfer to GSA Federal Records Center five years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy to the Assistant Secretary—Indian Affairs (Tribal Services), Bureau of Indian Affairs, 1849 C Street, MS 4614—MIB, Washington, DC 20240.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the general exemption authority provided by 5 U.S.C. 552a(j)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(a), which exempts this system from all of the provisions of 5 U.S.C. 552a and the regulations in 43 CFR Part 2, Subpart D, except subsections (b), (c) (1) and (2), (e)(4) (A) through (F), (e) (6), (7), (9), (10), and (11) and (i) of 5 U.S.C. 552a and the portions of the regulations in 43 CFR part 2, subpart D, implementing these subsections. The reasons for adoption of this regulation are set out at 40 FR 37317 (August 26, 1975).

INTERIOR/BIA-22**SYSTEM NAME:**

Indian Student Records—Interior, BIA-22.

SYSTEM LOCATION:

(1) All Area and Agency Offices and BIA schools. (2) Indian Education Resources Center, Bureau of Indian Affairs, 123 Fourth Street SW., Albuquerque, NM 87103. (3) Division of ADP Services, Bureau of Indian Affairs, 500 Gold Ave., SW., Albuquerque, NM 87103. (4) Washington Computer Center Department of the Interior, 1849 C Street NW., Washington, DC 20240. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Student case files, attendance and performance records, banking records and expenditures of tribal benefit funds, and applications for grants and grant agreements; and records concerning an individual's misuse of BIA scholarship; or educational grant funds or as a result of that individual's receipt of payment or overpayment of funds for which the individual was not eligible or entitled.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 271, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide permanent individual student records on all phases of the education of Indians in BIA schools or under Government Education Grants. Disclosures outside the Department of the Interior may be made (1) to another federal agency, a State or local government, Indian tribal group or to any individual or establishment that will have jurisdiction whether by contract to the BIA, by assumptions of trust responsibilities or by other means for school programs now controlled by the BIA, (2) to any domestic recognized school, whether public, private, parochial or other, of those portions of students' records specified by the requesting school as being necessary for the acceptance, placement or satisfactory performance of the student at the requesting school, (3) to an individual or establishment of those portions of students' records specified by the requester as necessary for a decision concerning the hiring or retention of the student as an employee of the requester, (4) to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement 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 by the requesting agency, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (6) to persons having official involvement in conjunction with a student's application and/or grant of financial aid, (7) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, as amended, (8) to accreditation agencies in order to carry out their accrediting functions, (9) to the Department of Health, Education and Welfare and other governmental education officials when necessary to carry out their function, (10) to an education testing center or similar institution as part of validation research authorized by the school involved, (11) to the U.S. Department of Justice when related to litigation or anticipated litigation, (12) of information indicating a violation or for enforcing or implementing the statute, rule, regulations, order or license, (13) from the record of an individual in response to an inquiry from a Congressional

office made at the request of that individual, and (14) in connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Manual: Student case letter files at the schools; Computer: student identification data on mag-tape/disk.

RETRIEVABILITY:

(a) Indexed by name of student and filed by student identification number. (b) Retrieved by manual search and through batch inquiries of computer.

SAFEGUARD:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy to the Assistant Secretary—Indian Affairs (Tribal Services), Bureau of Indian Affairs, 1849 C Street, MS 4814-MIB, Washington, DC 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area Director, and Agency or School Superintendent or a School Principal. (See 43 CFR 2.80.)

RECORD ACCESS PROCEDURE:

To see your records, write the System Manager or the offices cited under "Records Location." Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.83.)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. (See 43 CFR 2.83.)

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, his parents, teachers, counselors, school principals, doctors, etc.

INTERIOR/BIA-23**SYSTEM NAME:**

Employment Assistance Case Files—Interior, BIA-23.

SYSTEM LOCATION:

Central Office, Area, Agency and Employment Assistance Program Contractors of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who are given assistance in connection with direct employment service or adult vocational training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for assistance, departure and arrival schedules, records documenting financial assistance, training plans, contact sheets recording counseling and guidance service, employment referral and placement records, and reports on progress. Case history of employment assistance for individual Indians; records on an individual's receipt of payment or overpayment of direct employment services or vocational training grant funds for which the individual was not entitled, payment exceeded entitlement or as a result of the individual's misuse of employment assistance funds granted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify individual Indians who are given direct employment or vocational training, (b) to provide permanent records on Employment Assistance to individual Indians, and (c) provide management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made: (1) To another Federal agency, a State or local government, Indian tribal group or to any individual or establishment that will have jurisdiction whether by contract to the BIA, by assumption of trust responsibilities or by other means, for Employment Assistance now controlled by the BIA, (2) to the U.S.

Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local, foreign or tribal agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to Federal, State, local or tribal agencies where necessary and relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract license, grant or other benefit, (6) to Federal, State, local or tribal governmental officials responsible for administering child protective services in carrying out his or her official duties, (7) to agencies authorized to care for, treat, or supervise abused or neglected children whose policies also require confidential treatment of information, and (8) to members of community child protective teams for the purposes of establishing a diagnosis formulating a treatment plan, investigating reports of suspected physical child abuse or neglect and making recommendations to the appropriate court of competent jurisdiction, whose policies also require confidential treatment of information.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files. Computer: Maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

- (a) Indexed alphabetically by name of applicant and/or recipient.
- (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer inactive files to GSA Federal Records Center five years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy to the Assistant Secretary—Indian Affairs (Tribal Services), Bureau of Indian Affairs, 1849 C Street, MS 4614-MIB, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area of Field Office Director.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the notification procedure. Describe as specifically as possible the record sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63.)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. (See 43 CFR 2.71.)

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, schools, law enforcement agencies, employers, doctors, other Bureau of Indian Affairs activities having dealings with the applicant, others with whom applicant has dealt.

[FR Doc. 90-19638 Filed 8-20-90; 8:45 am]
BILLING CODE 4310-02-M

Bureau of Indian Affairs

Indian Gaming

AGENCY: Bureau of Indian Affairs, Interior.

ACTION: Notice of approved tribal-state compact.

SUMMARY: Pursuant to 25 U.S.C. 2710, of the Indian Gaming Regulatory Act of 1988 (Pub. L. 100-497), the Secretary of the Interior shall publish, in the Federal Register, notice of approved Tribal-State Compacts for the purposes of engaging in Class III (casino) gambling on Indian reservations. The Assistant Secretary—Indian Affairs, Department of the Interior, through his delegated authority has approved a Tribal-State Compact between the Leech Lake Band of Chippewa Indians and the State of Minnesota executed on 8/8/90.

DATES: This action is effective on August 20, 1990.

ADDRESSES: Office of Legislative Affairs, Bureau of Indian Affairs, Department of the Interior, MS-4641, 1849 C Street, NW., Washington, DC 20240.

FOR FURTHER INFORMATION CONTACT: Joel Starr, Bureau of Indian Affairs, Washington, DC (202) 208-5706.

Dated: August 15, 1990.

Eddie F. Brown,

Assistant Secretary—Indian Affairs.

[FR Doc. 90-19621 Filed 8-20-90; 8:45 am]

BILLING CODE 4310-02-M

Bureau of Land Management

[UT-050-00-4320-14]

Richfield District Advisory Council Meeting

AGENCY: Bureau of Land Management, Interior.

ACTION: Richfield District Advisory Council Meeting.

SUMMARY: The Richfield District Advisory Council Meeting will start at 10 a.m. September 18, 1990, in the District Office, 150 East 900 North, Richfield, Utah. The agenda will be:

1. Drought condition update.
2. Henry Mountain Off Road Vehicle Plan.
3. Status of planning for Resource Management Plan.
4. Chaining.
5. R.S. 2477 Participation of Counties in road maintenance.
6. Work load for F.Y. 1991.
7. Yuba Recreation Plan.

Interested persons may make oral statements to the council between 1 p.m. and 2 p.m. or file written comments for the Council's consideration. Anyone wishing to make an oral statement must notify the District Manager, Bureau of Land Management, 150 East 900 North, Richfield, Utah 84701, (801) 896-8221. For further information, contact Roy Edmonds, Environmental Coordinator, at the same address.

Larry R. Oldroyd,

Associate District Manager.

[FR Doc. 90-19647 Filed 8-20-90; 8:45 am]

BILLING CODE 4310-00-M

[UT-020-00-4212-13]

Pony Express Resource Management Plan; Intention To Amend Plan

AGENCY: Bureau of Land Management (BLM), Utah, Interior.

ACTION: Notice of intent to amend the Pony Express Resource Management Plan (RMP) to allow for the disposal of 120 acres of land.

SUMMARY: The Salt Lake District proposes to amend planning decision number 1, Lands Program, page 3, Pony Express Resource Management Plan.

**DEPARTMENT OF
THE INTERIOR**

Office of the Secretary



PRIVACY ACT OF 1974

Systems of Records

December 31, 1987

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians or non-Indians having a need for Government-owned real or personal property for use in a Bureau program.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Records of accountability for Government-owned real or personal property loaned to individuals, and (2) records concerning individuals which have arisen as a result of that individual's misuse of or damage to Government-owned or Government-leased real or personal property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 483(g).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify individuals responsible for government-owned real or personal property by agreement. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual...

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b) (12). Pursuant to 5 U.S.C. 552a (b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files.

RETRIEVABILITY:

(a) Indexed by individual name and cross-referenced by tribal name, contract or use permit number; (b) retrieved by manual search

SAFEGUARDS:

In accordance with 43 CFR 2.51

RETENTION AND DISPOSAL:

Destroy one year after property is returned.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration
Bureau of Indian Affairs, Department of the Interior, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained, Bureau of Indian Affairs employees, supervisors.

INTERIOR/BIA-2

SYSTEM NAME:

Safety Management Information—Interior, BIA—2.

SYSTEM LOCATION:

(1) All Area, Agency and Field Offices of the BIA. (2) Director, Office of Administration, Bureau of Indian Affairs, Department of the Interior, 1951 Constitution Avenue, N.W., Washington, D.C. 20245. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Employee operators and incidental operators of government-owned vehicles and equipment. (2) Federal employees who have had an accident or incident. (3) Injured employees who submit claims for medical attention or loss of earning capability due to on-the-job injury. (4) Individuals filing tort claims against the U.S. Government.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Documents supporting the issuance of SF-46 Motor Vehicle Identification Cards to employees. (2) reports of accident/incident by agency, area, name

INTERIOR/BIA-1

SYSTEM NAME:

Property Loan Agreement Files—Interior, BIA—1.

SYSTEM LOCATION:

All Area and Agency Offices (For a listing of specific locations, contact the Systems Manager.)

of person involved and social security number, (3) employee claims case files pertaining to claims submitted to the Office of Workmen's Compensation, and (4) case files with supporting documents pertaining to tort claims filed by an individual against the U.S. Government, and (5) records concerning individuals which have arisen as a result of that individual's misuse of or damage to Government-owned or Government-leased motor vehicles, other equipment/facilities, and salary overpayments as a result of misuse of leave relating to Office of Workmen's Compensation claims deemed to be invalid.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7902, 28 U.S.C. 2671-2680, 31 U.S.C. 242-243.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide complete record-keeping on qualified motor vehicle operators in BIA, employee accidents or incidents, Federal employees compensation claims and adjudication of tort claims. Disclosures outside the U.S. Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (5) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a (b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1968 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files.

RETRIEVABILITY:

(a) Indexed alphabetically by name of employee. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, Department of the Interior, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or with respect to records maintained in the office for which he is responsible, the Agency or School Superintendent, the Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Claimants, Individuals on whom the record is maintained.

INTERIOR/BIA-3

SYSTEM NAME:

Individual Indian Monies—Interior, BIA—3.

SYSTEM LOCATION:

(1) All Area and Agency Offices of the BIA or contractors processing IIM accounts for them. (2) Division of Accounting Management, Bureau of Indian Affairs, P.O. Box 2088, Albuquerque, NM 87103. For a listing of specific locations, contact the systems Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who have money accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) General ledgers showing deposits and withdrawals from Indians' accounts and money folders with supporting documentation, and (2) records concerning overdrafts paid to individuals from the IIM account.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 151.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are to control individual Indian's money accounts and to disclose to them the status of those accounts. (b) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) granting of access or transfer to another Federal agency, a State or local government, Indian tribal group or to any individual or establishment that, under contract to the BIA or as the result of some form of legal transfer of the program to them, will have jurisdiction for the IIM program now under the jurisdiction of the BIA, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1968 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: maintained in letter files, cardex, and binders for non-automated areas; Computer: maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed by name of identifying number. (b) Retrieved by manual search and through computer batch processes.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Closed files are transferred to the appropriate GSA Federal Records Center five years after probate and other actions are completed. Prior information on magnetic tape erased as updated information is added to the system.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, depositors in the accounts and claimants against the accounts.

INTERIOR/BIA-4

SYSTEM NAME:

Indian Land Records—Interior, BIA-4.

SYSTEM LOCATION:

(1) Land Records Improvement Program liaison Office Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (2) Title plants at the following five Area Offices of the

BIA: Portland, Billings, Anadarko, Aberdeen and Albuquerque. (3) Central Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians and Indian tribal groups that owners of land held in trust by the government.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Land description, current ownership, probate and title history of Indian trust lands, and (2) records concerning individuals which have arisen as a result of that individual's receipt of overpayment(s) relative to land disposal, leases, sales and rentals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 392.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify individual Indians' and Indian Tribal Groups' interest in lands held in trust, (b) land acquisition and disposal and tenure and management purposes, (c) adjudication of rights to the land or resources, (d) administration leases, sales, rentals, transfers, (e) land statistics for BIA personnel information uses, and (f) to answer questions regarding land rights. Disclosures outside the Department of the Interior may be made (i) to transfer or disclose to another Federal agency, a State or local government, or to any individual or establishment that has been appointed to act as trustee for Indian lands, (2) to the Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual or tribe in response to an inquiry from a Congressional office made at the request of that individual or authorized tribal official, (5) to title insurance and abstracting companies and attorneys for the purposes of determining ownership of an encumbrance against title.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1908 (31 U.S.C. 3701(a)(3)).

STORAGE:

Manual: basic legal documents in letter files at the five title plants and input documents and printed copies in letter files at the Albuquerque Office, the five title plants, and the Area, Agency and Field Offices. Computer: mag-tape and disk.

RETRIEVABILITY:

(a) Indexed by name of identification number of individual. Historical Index Computer files are in order by land location. Current owners are in order by land location and then by owner identification number. (b) Retrieved by manual search, use of computer printouts and batch inquiries of the computer.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained. Records permanently retained for historical index. Prior information on mag-tape and disk is erased as new data is added for the current owner files.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area or Field Office Director, or an Agency Superintendent See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Legal records such as titles, deeds, probates and birth notices.

INTERIOR/BIA-5

SYSTEM NAME:

Indian Land Leases—Interior, BIA-5.

SYSTEM LOCATION:

(1) Area, Agency and Field Offices of the BIA. (2) Division of Automatic Data Processing Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (3) Contractors, including Indian tribal groups and other federal agencies. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indian and Indian tribal groups that are owners of real property held in trust by the government, and individuals or groups that are potential or actual lessees of that property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Land description, heirship and current ownership of Indian trust lands and real property; identification of owners and lessees; water, surface and subsurface rights on that land; conservation, irrigation and land use projects; and information on all types of leases, including grazing, farming, minerals and mining, timber, business, etc; and records concerning individuals which have arisen as a result of that individual's receipt of overpayment(s) relative to the distribution of leased income.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 415.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to control leases on Indian trust lands and real property, (b) for the collection and distribution of lease income (c) protection of water, surface and subsurface rights on Indian trust lands, and (d) planning, and implementing conservation, irrigation and land use projects on Indian lands. Disclosures outside the Department of the Interior may be made, (1) to another Federal agency, a State or local government, Indian tribal group or contractor having jurisdiction of programs ordinarily the responsibility of

the BIA, (2) to the Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) to title insurance and abstracting companies and attorneys for the purposes of determining ownership of and encumbrances against title.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and maps.
Computer: mag-tape.

RETRIEVABILITY:

(a) Indexed by name of identification number of the individual. Computer file is in order by reservation and then by land lease numbers. (b) Retrieved by manual search, use of computer printouts, and batch inquiries of the computer.

SAFEGUARDS:

Most records are maintained in accordance with 43 CFR 2.51 for both manual and computer records. A program will be initiated to bring the safeguards for the remaining systems of records up to the same standards.

RETENTION AND DISPOSAL:

Records held two years after lease expiration and then transferred to the Federal Records Center. Records permanently retained on mag-tape. Prior information on mag-tape is erased as new data or changes are added.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for

which he is responsible, an Area or Field Office Director, or an Agency Superintendent See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained. Titles, deeds, birth and death notices, all types of land and water rights and usages documents.

INTERIOR/BIA-6

SYSTEM NAME:

Navajo-Hopi Joint Use Project—Interior, BIA-6.

SYSTEM LOCATION:

(1) Joint Use Administrative Office, 125 E. Birch St. Arizona Bank Bldg., Flagstaff, Arizona 86001. (2) Division of Automatic Data Processing Services, Bureau of Indian Affairs, 500 Gold Ave., SW., Albuquerque, NM 87103.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navajo and Hopi Indians who are residents of the Joint Use Area in Arizona.

CATEGORIES OF RECORDS IN THE SYSTEM:

Census enumerations, and inventories and ownerships of property improvements (includes livestock inventories).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 631, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify improvements locations, ownership and residents of the Joint Use Administration. Disclosures outside the Department of the Interior may be made (1) for Tribal Government use in adjudicating land disputes, (2) to Relocation Commission to identify resident and location and ownership of improvements, (3) U.S. Federal Courts concerned with the project, (4) to the U.S. Department of Justice when related to litigation or anticipated litigation, (5) of information indicating a violation or

potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (8) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and computer printouts at the JUA Office. Computer: disk files with mag-tape backup.

RETRIEVABILITY:

(a) Indexed by name of individual. (b) Retrieved by manual search. Computer listings are by name in alphabetical order, also location and individual assigned number. Records are accessed from disk by location and individual's assigned number or a real estate improvement number in a batch process mode.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Disk files are perpetual. Prior information on disk is erased as new data is added.

SYSTEM MANAGER(S) AND ADDRESS:

Project Officer, Joint Use Administrative Office, 125 E. Birch St., Arizona Bank Building, Flagstaff, Arizona 86001.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager or the Offices cited under "Systems Location". Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Navajo and Hopi residents of the Joint Use Area and enumeration surveyors who are interviewing claimants and physically examining property improvements.

INTERIOR/BIA-7

SYSTEM NAME:

Tribal Rolls—Interior, BIA

SYSTEM LOCATION:

(1) All Area, Agency and Field Offices of the BIA. (2) Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245. (3) Division of Automatic Data Processing Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who are applying for or have been assigned interests of any kind in Indian tribes, bands, pueblos or corporations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents supporting Individual Indians claims to interests in Indian tribal groups, including birth, marriage and death notices; records of actions taken (approvals, rejections, appeals); rolls of approved individuals; records of actions taken (judgement distributions, per capita payments, shares of stocks); ownership and census data taken using the rolls as a base; and records concerning individuals which have arisen as a result of that individual's receipt of funds or income to which that individual was not entitled or the entitlement was exceeded in the distribution of such funds.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 183.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to determine eligibility of individuals who participate in or enjoy benefits from an interest in a tribal group, and (b) provide lists of approved enrollees used to distribute funds or income, or as a base to gather census or ownership data for planning purposes. Disclosures outside the Department of the Interior may be made (1) to the Tribe, Band, Pueblo or corporation of which the individual to whom a record pertains is a member or a stockholder, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriated Federal, State, local or foreign agencies responsible for investigating or prosecuting the

violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (6) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a (b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and computer printouts. Computer: Disk files with mag-tape backup protection.

RETRIEVABILITY:

(a) Indexed by name, identification numbers, family numbers, etc. (b) Retrieved by manual search or computer inquiry.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained. Disk files are perpetual. Prior information on disk is erased as new data is added or changed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the

records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained. Birth, marriage and death certificates, and family and tribal histories.

INTERIOR/BIA-8

SYSTEM NAME:

Indian Social Services Case Files—Interior. BIA-8.

SYSTEM LOCATION:

All Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who apply and receive social services and direct assistance from the Bureau of Indian Affairs on Indian reservations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files and related card files giving history of social services and direct assistance to individual Indians; and records concerning individuals which have arisen as a result of that individual's receipt of payment or overpayment of direct assistance funds which the individual was not entitled and/or for the misuse of funds disbursed under the direct entitlement program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) provides permanent individual records on social services and direct assistance to individual Indians. (b) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) granting or access of transfer to another Federal agency, a State or local government Indian tribal group or to any individual or establishment that will have jurisdiction whether by contract to the BIA, by assumption of trust responsibilities or by other means, for social services programs now controlled by the BIA, (2) to the U.S. Department of

Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign Agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (6) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual; letter files; computer-maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed alphabetically by name of applicant and/or recipient. (b) Retrieved by manual search.

SAFEGUARDING:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer inactive files to GSA Federal Records Center five years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager, or, with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-9.

SYSTEM NAME:

Traders License Files—Interior, BIA-9.

SYSTEM LOCATION:

All Area and Agency Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants requesting licenses to trade on Indian reservations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files containing applications, bond forms, copies of licenses and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 261.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individuals authorized to trade Indian reservations. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, and (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual; letter files at Area and Agency Offices.

RETRIEVABILITY:

(a) Indexed alphabetically by name of applicant. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer to the GSA Federal Records Center five years after case becomes inactive.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, for records maintained in the office for which he is responsible, an Agency Superintendent or an Area Director See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-10

SYSTEM NAME:

Indian Housing Improvement program—Interior, BIA-10.

SYSTEM LOCATION:

(1) Division of Housing Services, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245. (2) All Area and Agency Offices. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who qualify as housing improvement participants.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Housing applications, financial records, and engineering drawing material, and (2) records concerning individuals which have arisen as a result of that individual's receipt of Housing Improvement Program funds for which the individual did not meet prescribed eligibility criteria, or as a

result of the individual's misuse of funds for the purpose(s) disbursed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are - (a) to maintain a management control of funds distributed to each individual and (b) to provide a progress report on housing improvements. Provides management with an automated information system for program planning, reporting and management utilization, disclosures outside the Department of the Interior may be made (1) disclosure or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now controlled by the BIA (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual letter files. Computer: Maintained in computer translatable from on magnetic tape for automated access.

RETRIEVABILITY:

(a) Indexed by name of applicant. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Sta, N.W., Washington, D.C. 20245

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, the Agency Superintendent or the Area or Field Office Director. See 43 CFR 2.60

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request correction or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-11

SYSTEM NAME:

Indian Business Development Program (Grants)—Interior, BIA-11.

SYSTEM LOCATION:

(1) Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245. (2) Division of ADP Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (3) Area and Agency Offices. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Indian Business Grant applicants.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Grant application and supporting documents including financial transactions recording obligations and disbursements of grant funds, and (2) records concerning individuals which have arisen as a result of that individual's receipt of grant funds for which the individual did not meet prescribed eligibility criteria or as a result of the individual's misuse of funds for the purpose(s) disbursed.

PRIVACY ACT SYSTEMS

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

88 Stat. 77 (1974).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individual receiving grant. Disclosures outside the Department of the Interior may be made (1) transfer or disclosure to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now managed by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration in regard to participating funding packages between these agencies and BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1968 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and computer printouts. Computer: mag-tape/disk.

RETRIEVABILITY:

(a) Indexed by individual's name or control number. (b) Retrieved by manual search and through batch inquiries of computer.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained. Prior information on mag-tape is erased as new data is added.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or an Agency Superintendent. (See 43 CFR 2.60.)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager or the offices cited under "Systems Location". Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained. Legal records such as titles, deeds, probates and birth notices.

INTERIOR/BIA-12

SYSTEM NAME:

Indian Trust Land Mortgages—Interior, BIA-12

SYSTEM LOCATION:

Area and Agency Offices. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who mortgaged trust land to customary lenders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Mortgage records and supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 483(a).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to furnish lender with information on applicant and on status of land and (b) to maintain current information on payments and balances of loan. Disclosures outside the Department of the Interior may be made (1) to disclose or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now

managed by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration in regard to participating funding between those agencies and BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (6) to title insurance and abstracting companies and attorneys for the purposes of determining ownership of and encumbrances against title.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files.

RETRIEVABILITY:

(a) Indexed by individual's name. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area or Field Office Director, or any Agency Superintendent. (See 43 CFR 2.60.)

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63.)

CONTESTING RECORD PROCEDURES:

To request correction or the removal of material from your files, write the System Manager. (See 43 CFR 2.71.)

RECORD SOURCE CATEGORIES:

Mortgage applicants.

INTERIOR/BIA-13

SYSTEM NAME:

Indian Loan Files—Interior, BIA—13.

SYSTEM LOCATION:

(1) Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, NW., Washington, D.C. 20245. (2) Division of ADP Services, Bureau of Indian Affairs, 500 Gold Ave., SW., Albuquerque, NM 87103. (3) Area and Agency offices. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants who applied for or received loans. Applicants who applied for or received guaranteed loans.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Loan applications and supporting documents, record of payment cards, guaranty agreements, eligibility certificates, default documents, and/or promissory notes, and (2) records concerning an individual's refusal to make required loan payments when it is determined by the United States that the individual has sufficient assets to pay and/or as a result of the individual's misuse of loan proceeds.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 482, 461, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to maintain a record of payments and unpaid balances and (b) to provide information on payments made for paying interest subsidy, credits obtained, service loans, and premiums paid by lenders. Disclosures outside the Department of the Interior may be made (1) disclosure or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now maintained by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration, in regard to participating funding between those agencies and BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the

violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files, applications and computer printouts. Computer: mag-tape/disk.

RETRIEVABILITY:

Indexed by individual's name, control number or tribal name. (b) Retrieved by manual search and through batch inquiries.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroy seven years after loan is paid, cancelled, or otherwise disposed of. Prior information on mag-tape is erased as new data is added.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Street NW., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or an Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager or the offices cited under 'Systems Location'. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-14

SYSTEM NAME:

Travel Accounting System—Interior, BIA-14.

SYSTEM LOCATION:

(1) Division of Accounting Management, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (2) All Area, Agency, and Field Offices (including the Washington Office) of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are traveling at government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Travel authorization, advances and vouchers, and (2) records concerning an individual's inability to file a proper travel voucher within prescribed time lines to liquidate a travel advance, to repay the difference between an advance and an audited travel voucher, or as a result of an individual's misuse of funds advanced for official travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individuals who are authorized to travel and be reimbursed by the government. Disclosures outside the Department of the Interior may be made (1) disclosure or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now controlled by the BIA and that require personal travel at program expense, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: Input documents and printed copies are maintained at the Albuquerque Office and at Area, Agency and Field Offices for individuals under their jurisdiction: Computer: maintained in computer translatable form on mag-tape.

RETRIEVABILITY:

(a) Indexed by name or identification number of traveler. (b) Retrieved by manual search or batch computer processing.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are retained in current status pending final action which is accomplished through batched computer processing. Historical records retained one year then transferred to Federal Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, the Agency or School Superintendent, or the Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-15

SYSTEM NAME:

Trip Reports—Interior, BIA—15

SYSTEM LOCATION:

Central Office, Area, Agency and Field Office of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal employees who are assigned to travel as part of their job.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Copies of reports to supervisors and management officials documenting employee travel, findings and recommendations, and (2) records concerning an individual's failure to submit a prescribed trip report to substantiate official travel when the individual was granted an advance for such travel and as a result of an official trip report that does not substantiate the travel authorized and the individual was advanced funds and/or reimbursed funds for authorized travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, 25 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide local files which identify staff officer trip reports by name of individual for each BIA program office. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual-letter files.

RETRIEVABILITY:

(a) Indexed alphabetically by name of traveler. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

As administrative copies, records are destroyed after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Secretary—Indian Affairs (Operations), U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Agency Superintendent, the Area or Field Office director with respect to records maintained in the office for which he is responsible or to the System Manager in the Washington Office. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are will to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual travelers who prepare the reports.

INTERIOR/BIA-16

SYSTEM NAME:

Travel Files—Interior, BIA—16

SYSTEM LOCATION:

Central Office, Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal employees who are authorized to travel at government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of correspondence, requests, travel authorizations and orders, itineraries and similar papers pertaining to an employees travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq.

OUTLINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records are (a) to provide administrative copy files on each traveler for local office use. (b) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, and (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files; Computer: Maintained in computer translatable form on magnetic tape for automated uses.

RETRIEVABILITY:

Indexed alphabetically by name of traveler. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

As administrative copies, records are destroyed after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration,
Bureau of Indian Affairs, 1951
Constitution Avenue, N.W., Washington,
D.C. 20242.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or with respect to records maintained in the office for which he is responsible, the Agency or School Superintendent, or the Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

PRIVACY ACT SYSTEMS

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 1, 1a, 13; 18 U.S.C. 3055; Act of May 10, 1939, 56 Stat. 693; 53 Stat. 520.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify individuals who have been arrested on Indian Reservations and who have appeared in court for violations of 25 CFR regulations: Disclosures outside the Department of the Interior may be made to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, and (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee or the issuance of a security clearance, contract, license, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders throughout Area and Agency offices.

RETRIEVABILITY:

Cross referenced by individual's name, case number and docket number.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Transfer to GSA Federal Records Center five years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the general exemption authority provided by 5 U.S.C. 552a(j)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(a), which exempts this system from all of the provisions of 5 U.S.C. 552a and the regulations in 43 CFR Part 2, Subpart D, except subsections (b), (c) (1) and (2), (e)(4) (A) through (F), (e) (6), (7), (8), (10), and (11) and (i) of 5 U.S.C. 552a and the portions of the regulations in 43 CFR Part 2, Subpart D implementing these subsections. The reasons for adoption of this regulation are set out at 40 FR 37317 (August 26, 1975).

INTERIOR/BIA-19

SYSTEM NAME:

Indian Association Stock Purchase Records—Interior, BIA—19.

SYSTEM LOCATION:

Agency Offices (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Indian stockholders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of purchase of stock in Indian associations by individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 1, 1a, 12.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individual Indians who have stocks in Indian Associations. Disclosures outside the Department of the Interior may be made (1) to another Federal agency, State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now managed by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration in regard to participating funding between these agencies and the BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (5) from the record of an individual in response

INTERIOR/BIA-18

SYSTEM NAME:

Law Enforcement Services—Interior, BIA-18.

SYSTEM LOCATION:

(1) All Area, Agency and Field Offices of the BIA. (2) Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Individuals violating laws on Indian Reservations and those who appear in court for violations of 25 CFR regulations. (2) Individuals primarily interested in Indian Affairs who advocate violence as a means of obtaining their goals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation includes statements of witnesses, statutes involved, evidence seized, photographs, final disposition reports and related correspondence.

to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Letter files.

RETRIEVABILITY:

(a) Indexed by individual's name. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroy three years after disposal of stocks.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area or Field Office Director, or an Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-20

SYSTEM NAME:

Correspondence Files system—Interior, BIA-20.

SYSTEM LOCATION:

Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who correspond with or apply to the BIA Central Office on significant business or program matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Subject and case files pertaining to individual Indians and tribes on various BIA programs and subject matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C. 3101, Reorganization Plan 3 of 1950, 25 U.S.C. 1a, 2.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USE:

The primary use of the record is to provide information for use by Department of the Interior: BIA; Indian Tribes; Indian Claims Commission; and the Indian Claims Division, Office of Finance, GSA. Disclosures outside the Department of the Interior may be made (1) to another Federal agency, a State or local government, an Indian Tribal Group or a contractor that will have jurisdiction over programs now controlled by the BIA, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files.

RETRIEVABILITY:

(a) Cross-indexed by name of person or firm name and subject. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are permanent and are transferred to the GSA Federal Records Center after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained.

INTERIOR/BIA-21

SYSTEM NAME:

Correspondence Control System—Interior, BIA-21.

SYSTEM LOCATION:

Office of the Commissioner, Bureau of Indian Affairs, Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20245.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U.S. Senators and Congressmen, Governors of States, Indian leaders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C. 3101, Reorganization Plan 3 of 1950, 25 U.S.C. 1a, 2.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide control for prompt handling or priority correspondence by the Bureau of Indian Affairs. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, and (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

Indexed alphabetically by name of congressman or letter writer.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Copies are destroyed after one year.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Secretary—Indian Affairs (Operations), Bureau of Indian Affairs, Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager. See 43 CFR 2.80.

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual from whom incoming letter was received.

INTERIOR/BIA-22

SYSTEM NAME:

Indian Student Records—Interior, BIA-22.

SYSTEM LOCATION:

All Area and Agency Offices and BIA schools. (2) Indian Education Resources Center, Bureau of Indian Affairs, 123 Fourth Street, S.W., Albuquerque, NM 87103. (3) Division of ADP Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (4) Washington, Computer Center, Department of the Interior, 18th and C Street, N.W., Washington, D.C. 20242. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students or potential students at BIA schools (including contact schools) and applicants for or recipients of BIA scholarships or educational grants.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student case files, attendance and performance records, banking records and expenditures of tribal benefit funds,

and applications for grants and grant agreements; and records concerning and individual's misuse of BIA scholarship or educational grant funds or as a result of that individual's receipt of payment or overpayment of funds for which the individual was not eligible or entitled.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 271, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide permanent individual student records on all phases of the education of Indians in BIA schools or under Government Education Grants. Disclosures outside the Department of the Interior may be made to (1) another federal agency, a State or local government, Indian Tribal Group or to any individual or establishment that will have jurisdiction whether by contract to the BIA, by assumptions of Trust Responsibilities or by other means for school programs now controlled by the BIA; (2) to any domestic recognized school, whether public, private, parochial or other, of those portions of students' records specified by the requesting school as being necessary for the acceptance, placement or satisfactory performance of the student at the requesting school. (3) to an individual or establishment of those portions of students records specified by the requester as necessary for a decision concerning the hiring or retention of the student as an employee of the requester, (4) to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement 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 by the requesting agency, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (6) to persons having official involvement in conjunction with a student's application for/or grant of financial aid, (7) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, as amended, (8) to accreditation agencies in order to carry out their accrediting functions (9) to the Department of Health, Education and Welfare and other governmental

education officials when necessary to carry out their functions, (10) to an educational testing center or similar institution as part of validation research authorized by the school involved, (11) to the U.S. Department of Justice when related to litigation or anticipated litigation, (12) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order or license, and (13) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b) (12); Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: Student case letter files at the schools; Computer: student identification data on mag-tape/disk.

RETRIEVABILITY:

- (a) Indexed by name of student and filed by student identification number.
- (b) Retrieved by manual search and through batch inquiries of computer.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Education Programs, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area Director, and Agency or School Superintendent or a School Principal. (See 43 CFR 2.80.)

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager or the offices cited under "Records Location". Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63.)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material for your files, write the System Manager. (See 43 CFR 2.63.)

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, his parents, teachers, counselors, school principals doctors, etc.

INTERIOR/BIA-23

SYSTEM NAME:

Employment Assistance Case Files—Interior, BIA-23.

SYSTEM LOCATION:

Central Office, Area, Agency and Employment Assistance Program Contractors of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who are given assistance in connection with direct employment service or adult vocational training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for assistance, departure and arrival schedules, records documenting financial assistance, training plans, contact sheets recording counseling and guidance service, employment referral and placement records, and reports on progress. Case history of employment assistance for individual Indians; records on a individual's receipt of payment or overpayment of direct employment services or vocational training grant funds for which the individual was not entitled, payment exceeded entitlement or as a result of the individual's misuse of employment assistance funds granted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify individual Indians who are given direct employment or vocational training, and (b) to provide permanent records on Employment

Assistance to individual Indians. (c) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) to another Federal agency, a State or local government, Indian Tribal Group or to any individual or establishment that will have jurisdiction whether by contact to the BIA, by assumption of Trust Responsibilities or by other means, for Employment Assistance Programs now controlled by the BIA, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule order or license, to appropriate Federal, State local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures payment to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files. Computer: Maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed alphabetically by name of applicant and/or recipient. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer inactive files to GSA Federal Records Center five years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, Schools, law enforcement agencies, employers, doctors, other Bureau of Indian Affairs activities having dealings with the applicant, other whom applicant has dealt.

INTERIOR/BIA-24

SYSTEM NAME:

Timber Cutting and Fire Trespass Claims Case Files—Interior, BIA-24.

SYSTEM LOCATION:

Central Office, Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Indian landowners who have filed trespass claims for fire or cutting damage to Indian forest lands under Bureau of Indian Affairs supervision.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigation and Claims Case Files on trespass actions involving fire or cutting damage to Indian forestlands under Bureau of Indian Affairs supervision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

13 U.S.C. 1, 1A, 13; Act of May 10, 1939; 58 Stat. 520.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify unauthorized timber cutting claims filed against trespassers and/or converters, (b) for property damage claims filed against careless or negligent originators of wildfire which trespasses Indian property, and (c) establishing amounts and types of timber trespassed and their value. Disclosures outside the Department of the Interior may be made (1) authorized legal representative of Tribal Groups or members if necessary for litigation, (2) to the Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

Indexed by name of landowner.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Records are disposed of after claims have been settled or closed out in full.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

System Manager or with respect to records maintained in the office for which he is responsible, the Agency or the Area Office Director. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed the same as the notification. The request must be in writing and be signed by the requester. The request

must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Indian landowners.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the general exemption authority provided by 5 U.S.C. 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) and the portions of 43 CFR Part 2, Subpart D which implement these subsections. The reasons for adoptions of this regulation are set out at 40 FR 50432 (October 29, 1975).

INTERIOR/BIA-25

SYSTEM NAME:

Integrated Records Management System—Interior, BIA-25

SYSTEM LOCATION:

(1) Division of Systems Operation, Bureau of Indian Affairs, 500 Gold Ave., SW., Albuquerque, New Mexico 87103;
(2) Central, Area, Agency and Field Offices, Schools of the BIA or contractors providing time-share services to the BIA: (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indian and Indian Tribal Groups that are owners of real property held in trust by the Government, individuals or groups that are potential or actual lessees of that property, individuals who have been assigned interests of any in Indian Tribes, Pueblos or corporations, and individual Indians who have money accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Land description, current ownership, dower and life estate interest, information on all types of leases or other land uses including grazing, farming, minerals mining, timber and business, etc. Information on individuals including name, address, aliases, sex, date of birth, tribal membership and blood quantum, etc. General ledgers showing deposits and withdrawals from Indian accounts.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 151, 25 U.S.C. 392, 25 U.S.C. 415, and 25 U.S.C. 163.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are: (a) To control individual Indians money accounts and disclose to them the status of those accounts.

(b) Identification of individual Indians and Indian Tribal groups with interest in lands held in trust.

(c) Control of leases on Indian trust lands and real property, and collection and distribution of lease income.

(d) Bill individual owners or lessees for irrigation.

(e) Determination of eligibility of individuals to participate in or enjoy benefits from an interest in or enjoy benefits from an interest in a tribal group.

(f) Lists of approved enrollees used to distribute funds or income, or as a base to gather consensus or ownership data for planning purposes. Disclosures outside the Department of the Interior may be made.

(1) To the Tribe, band, Pueblo or corporation of which the individual to whom a record pertains is a member or a stockholder.

(2) To a Federal, state or local agency maintaining civil, criminal or other relevant enforcement 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) 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's decision on the matter.

(4) To the U.S. Department of Justice in the event of litigation or potential litigation involving the records or the subject matter of the records.

(5) Transfer, in the event there is indicated a violation or a potential violation of a statute, regulation, rule, order or license whether civil, criminal or regulatory in nature, to the appropriate agency or agencies, whether federal, state, local or foreign, charged with the responsibility of enforcing or implementing the statute, rule, regulation, order or license violated or potentially violated.

INTERIOR/BIA-28

SYSTEM NAME:

Indian Electric Power Utilities—
Interior, BIA-28.

SYSTEM LOCATIONS:

(1) Colorado River Irrigation Project—
Power Division; Route 1, Box 9-C;
Parker, AZ 85344; (2) Flathead Indian
Irrigation Project—Power Division; Box
890; Polson, Montana 59860; (3) San
Carlos Irrigation Project—Power
Division; Box 250; Coolidge, Arizona
85228.

**CATEGORIES OF INDIVIDUALS COVERED BY THE
SYSTEM:**

Individual Indians and non-Indians
desiring electric power service for
households, farms, small businesses and
organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Electric power service requests and
agreements; applications and contracts;
applications and contracts for seasonal
motors; special provisions to application
agreement and billing records.

**AUTHORITY FOR MAINTENANCE OF THE
SYSTEM:**

The Act of August 30, 1935 (49 Stat.
1039), the Act of May 25, 1948 (62 Stat.
269) and the Act of June 7, 1924 (43 Stat.
476).

**ROUTINE USES OF RECORDS MAINTAINED IN
THE SYSTEM, INCLUDING CATEGORIES OF
USERS AND THE PURPOSES OF SUCH USES:**

The primary use of the records is to
identify the recipient(s) of the electric
power services rendered and the
person(s) responsible for monetary
charges (service bill) associated with
providing the desired benefits. Disclosure
outside the Department of the Interior
may be made (1) to the U.S. Department
of Justice or in a proceeding before a
court or adjudicative body when (a) the
United States, the Department of the
Interior, a component of the Department,
or, when represented by the government,
an employee of the Department is a party
to litigation or anticipated litigation or
has an interest in such litigation, and
(b) the Department of the Interior
determines that the disclosure is relevant
or necessary to the litigation and is
compatible with the purpose for which
the records were compiled; (2) to disclose
pertinent information to an appropriate
Federal, State, local, or foreign agency
responsible for investigating, prosecuting,
enforcing, or implementing a statute,
regulation, rule, or order, where the
disclosing agency becomes aware of an
indication of a violation or potential
violation of civil or criminal law or
regulation; (3) to a Member of Congress
from the record of an individual in
response to an inquiry made at the
request of that individual; (4) to the
Department of the Treasury to effect
payment to Federal, State, and local
government agencies, nongovernmental
organizations, and individuals; (5) to
a Federal agency for the purpose of
collecting a debt owed the Federal
government through administrative or
salary offset; and (6) to other Federal
agencies conducting computer matching
programs to help eliminate fraud and
abuse and to detect unauthorized
overpayments made to individuals.

**DISCLOSURE TO CONSUMER REPORTING
AGENCIES:**

Disclosures pursuant to 5 U.S.C.
552a(b)(12). Disclosures may be made
from this system to consumer reporting
agencies as defined in the Fair Credit
Reporting Act (15 U.S.C. 1681a(f)) or the
Federal Claims Collection Act of 1966
(31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING, RETAINING AND
DISPOSING OF RECORDS IN THE SYSTEM:**

STORAGE:

Manual, application, agreement and
contract files.

RETRIEVABILITY:

Indexed by individual name and
account number.

SAFEGUARDS:

In accordance with 43 CFR 2.5.

RETENTION AND DISPOSAL:

Records retention and disposal in
accordance with 15 BIAM Supplement 3,
Schedule No. 1103-13, BIA Files
Operation and Records Disposition
Handbook.

SYSTEM MANAGER(S) AND ADDRESS:

(1) Power Manager, Colorado River
Irrigation Project—Power Division;
Route 1, Box 9-C; Parker, AZ 85344; (2)
Power Manager, Flathead Indian
Irrigation Project—Power Division; Box
890; Polson, Montana 59860; (3) Power
Manager, San Carlos Irrigation Project—
Power Division; Box 250; Coolidge,
Arizona 85228.

NOTIFICATION PROCEDURES:

To determine whether the records are
maintained on you in this system, write
to the pertinent System Manager. The
request must meet the requirements of
43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write to the
pertinent System Manager. The request
must meet the requirements of 43 CFR
2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal
of material from your files, write to the
pertinent System Manager. The request
must meet the requirements of 43 CFR
2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is
maintained, electric power service
customers.

52 FR 29073 (8-5-87),
amended at 52 FR 43401
(11-12-87).

APPENDIX C

Office of the Secretary of the Interior

§ 2.46

(d) *Appeal to Interagency Classification Review Committee.* Whenever the Department of the Interior Oversight Committee for Security confirms a determination for continued classification, it shall so notify the requester and advise him that he is entitled to appeal the decision to the Interagency Classification Review Committee established under section 8(A) of the Executive Order 11652. Such appeals shall be addressed to the Interagency Classification Review Committee, the Executive Office Building, Washington, D.C. 20500.

(e) *Suggestions and complaints.* Any person may also direct suggestions or complaints with respect to the administration of the other provisions of Executive Order 11652 and the NSC Directive by the Department of the Interior to the Department of the Interior Oversight Committee for Security, U.S. Department of the Interior, Washington, D.C. 20240.

[49 FR 7305, Feb. 19, 1975, as amended at 47 FR 38327, Aug. 31, 1982]

Subpart D—Privacy Act

SOURCE: 40 FR 44505, Sept. 26, 1975, unless otherwise noted.

§ 2.45 Purpose and scope.

This subpart contains the regulations of the Department of the Interior implementing section 3 of the Privacy Act. Sections 2.47 through 2.57 describe the procedures and policies of the Department concerning maintenance of records which are subject to the Act. Sections 2.60 through 2.66 describe the procedure under which individuals may determine whether systems of records subject to the Act contain records relating to them and the procedure under which they may seek access to existing records. Sections 2.70 through 2.77 describe the procedure under which individuals may petition for amendment of records subject to the Act relating to them. Section 2.79 lists records systems that have been exempted from certain requirements of the Act.

[48 FR 56583, Dec. 22, 1983]

§ 2.46 Definitions.

(a) *Act.* As used in this subpart, "Act" means section 3 of the Privacy Act, 5 U.S.C. 552a.

(b) *Bureau.* For purposes of this subpart, a "bureau" is any constituent bureau or office of the Department, including the Office of the Secretary and any other Departmental office.

(c) *Individual.* As used in this subpart, "individual" means a citizen of the United States or an alien lawfully admitted for permanent residence.

(d) *Maintain.* As used in this subpart, the term "maintain" includes maintain, collect, use or disseminate.

(e) *Record.* As used in this subpart, "record" means any item, collection, or grouping of information about an individual that is maintained by the Department or a bureau thereof, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the individual's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print, or a photograph.

(f) *System of records.* As used in this subpart, "System of records" means a group of any records under the control of the Department or a bureau thereof from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

(g) *Medical records.* As used in this subpart, "medical records" means records which relate to the identification, prevention, cure or alleviation of any disease, illness or injury including psychological disorders, alcoholism and drug addiction.

(h) *Office of Personnel Management personnel records.* As used in the subpart, "Office of Personnel Management personnel records" means records maintained for the Office of Personnel Management by the Department and used for personnel management programs or processes such as staffing, employee development, retirement, and grievances and appeals.

(i) *Statistical records.* As used in this subpart, "statistical records" means records in a system of records main-

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(ii) The principal purpose or purposes for which the information is intended to be used;

(iii) The routine uses which may be made of the information; and

(iv) The effects on the individual, if any, of not providing all or any part of the requested information.

(3)(i) When information is collected on a standard form, the notice to the individual shall be provided on the form, on a tear-off sheet attached to the form, or on a separate sheet, whichever is most practical.

(ii) When information is collected by an interviewer, the interviewer shall provide the individual with a written notice which the individual may retain. If the interview is conducted by telephone, however, the interviewer may summarize the notice for the individual and need not provide a copy to the individual unless the individual requests a copy.

(iii) An individual may be asked to acknowledge, in writing, that the notice required by this section has been provided.

(e) *Records concerning activity protected by the First Amendment.* No record may be maintained describing how any individual exercises rights guaranteed by the First Amendment to the Constitution unless the maintenance of the record is (1) expressly authorized by statute or by the individual about whom the record is maintained or (2) pertinent to and within the scope of an authorized law enforcement activity.

[40 FR 44505, Sept. 26, 1975, as amended at 48 FR 56583, Dec. 22, 1983]

§ 2.49 [Reserved]

§ 2.50 Federal Register notices describing systems of records.

(a) The Privacy Act requires publication of a notice in the **FEDERAL REGISTER** describing each system of records subject to the Act. Such notice will be published prior to the establishment or a revision of the system of records. 5 U.S.C. 552a(e)(4).

(b) Each bureau shall notify the Departmental Privacy Act Officer promptly of any modifications or amendments which are required in the then-current notice describing a

system of records for which it is responsible.

(c) A bureau desiring to establish a new system of records or a new use for an existing system of records shall notify the Departmental Privacy Act Officer, no fewer than ninety (90) calendar days in advance.

[48 FR 56583, Dec. 22, 1983]

§ 2.51 Assuring integrity of records.

(a) *Statutory requirement.* The Privacy Act requires that records subject to the Act be maintained with appropriate administrative, technical and physical safeguards to insure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained, 5 U.S.C. 552a(e)(10).

(b) *Records maintained in manual form.* When maintained in manual form, records subject to the Privacy Act shall be maintained in a manner commensurate with the sensitivity of the information contained in the system of records. The following minimum safeguards, or safeguards affording comparable protection, are applicable to Privacy Act systems of records containing sensitive information:

(1) Areas in which the records are maintained or regularly used shall be posted with an appropriate warning stating that access to the records is limited to authorized persons. The warning also shall summarize the requirements of § 2.52 and state that the Privacy Act contains a criminal penalty for the unauthorized disclosure of records to which it applies.

(2) During working hours, (i) the area in which the records are maintained or regularly used shall be occupied by authorized personnel or (ii) access to the records shall be restricted by their storage in locked metal file cabinets or a locked room.

(3) During non-working hours, access to the records shall be restricted by their storage in locked metal file cabinets or a locked room.

(4) Where a locked room is the method of security provided for a

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system, the bureau responsible for the system shall supplement that security by (i) providing lockable file cabinets or containers for the records or (ii) changing the lock or locks for the room so that they may not be opened with a master key. For the purposes of this paragraph, a master key is a key which may be used to open rooms other than the room containing records subject to the Privacy Act, unless those rooms are utilized by officials or employees authorized to have access to the records subject to the Privacy Act.

(c) *Records maintained in computerized form.* When maintained in computerized form, records subject to the Privacy Act shall be maintained, at a minimum, subject to safeguards based on those recommended in the National Bureau of Standard's booklet "Computer Security Guidelines for Implementing the Privacy Act of 1974" (May 30, 1975), and any supplements thereto, which are adequate and appropriate to assuring the integrity of records in the system.

(d) *Office of Personnel Management personnel records.* A system of records made up of Office of Personnel Management personnel records shall be maintained under the security requirements set out in 5 CFR 293.106 and 293.107.

(e) *Bureau responsibility.* (1) The bureau responsible for a system of records shall be responsible for assuring that specific procedures are developed to assure that the records in the system are maintained with security meeting the requirements of the Act and this section.

(2) These procedures shall be in writing and shall be posted or otherwise periodically brought to the attention of employees working with the records contained in the system.

[40 FR 44505, Sept. 26, 1975, as amended at 48 FR 56583, Dec. 22, 1983]

§ 2.52 Conduct of employees.

(a) *Handling of records subject to the Act.* Employees whose duties require handling of records subject to the Privacy Act shall, at all times, take care to protect the integrity, security and confidentiality of these records.

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(b) *Disclosure of records.* No employee of the Department may disclose records subject to the Privacy Act unless disclosure is permitted under § 2.56 or is to the individual to whom the record pertains.

(c) *Alteration of records.* No employee of the Department may alter or destroy a record subject to the Privacy Act unless (1) such alteration or destruction is properly undertaken in the course of the employee's regular duties or (2) such alteration or destruction is required by a decision under §§ 2.70 through 2.75 or the decision of a court of competent jurisdiction.

(d) *Bureau responsibility.* The bureau responsible for a system of records shall be responsible for assuring that employees with access to the system are made aware of the requirements of this section and of 5 U.S.C. 552a(i)(1), which imposes criminal penalties for knowingly and willfully disclosing a record about an individual without the written request or consent of that individual unless disclosure is permitted under one of the exceptions listed in § 2.56 (b) and (c).

§ 2.53 Government contracts.

(a) *Required contract provisions.* When a contract provides for the operation by or on behalf of the Department of a system of records to accomplish a Department function, the contract shall, consistent with the Department's authority, cause the requirements of 5 U.S.C. 552a and the regulations contained in this subpart to be applied to such system.

(b) *System manager.* The head of the bureau responsible for the contract shall designate a regular employee of the bureau to be the manager for a system of records operated by a contractor.

§§ 2.54-2.55 [Reserved]

§ 2.56 Disclosure of records.

(a) *Prohibition of disclosure.* No record contained in a system of records may be disclosed by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior

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written consent of, the individual to whom the record pertains.

(b) *General exceptions.* The prohibition contained in paragraph (a) does not apply where disclosure of the record would be:

(1) To those officers or employees of the Department who have a need for the record in the performance of their duties; or

(2) Required by the Freedom of Information Act, 5 U.S.C. 552.

(c) *Specific exceptions.* The prohibition contained in paragraph (a) of this section does not apply where disclosure of the record would be:

(1) For a routine use as defined in § 2.46(j) which has been described in a system notice published in the FEDERAL REGISTER;

(2) To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13, United States Code.

(3) To a recipient who has provided the system manager responsible for the system in which the record is maintained with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;

(4) To the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value;

(5) To another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the Department specifying the particular portion desired and the law enforcement activity for which the record is sought;

(6) To a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notifica-

tion is transmitted to the last known address of such individual;

(7) To either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress or subcommittee of any such joint committee;

(8) To the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office;

(9) Pursuant to the order of a court of competent jurisdiction; or

(10) To a consumer reporting agency in accordance with section 3(d) of the Federal Claims Collection Act of 1966, as amended (31 U.S.C. 3711(f)).

(d) *Reviewing records prior to disclosure.* (1) Prior to any disclosure of a record about an individual, unless disclosure is required by the Freedom of Information Act, reasonable efforts shall be made to assure that the records are accurate, complete, timely and relevant for agency purposes.

(2) When a record is disclosed in connection with a Freedom of Information request made under Subpart B of this part and it is appropriate and administratively feasible to do so, the requester shall be informed of any information known to the Department indicating that the record may not be fully accurate, complete, or timely.

[40 FR 44505, Sept. 26, 1975, as amended at 48 FR 56584, Dec. 22, 1983]

§ 2.57 Accounting for disclosures.

(a) *Maintenance of an accounting.*

(1) Where a record is disclosed to any person, or to another agency, under any of the specific exceptions provided by § 2.56 (c), an accounting shall be made.

(2) The accounting shall record (i) the date, nature, and purpose of each disclosure of a record to any person or to another agency and (ii) the name and address of the person or agency to whom the disclosure was made.

(3) Accountings prepared under this section shall be maintained for at least five years or the life of the record, whichever is longer, after the disclosure for which the accounting is made.

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(b) *Access to accountings.* (1) Except for accountings of disclosures made under § 2.56(c)(5), accountings of all disclosures of a record shall be made available to the individual to whom the record relates at the individual's request.

(2) An individual desiring access to an accounting of disclosures of a record pertaining to the individual shall submit a request by following the procedures of § 2.63.

(c) *Notification of disclosure.* When a record is disclosed pursuant to § 2.56(c)(9) as the result of the order of a court of competent jurisdiction, reasonable efforts shall be made to notify the individual to whom the record pertains as soon as the order becomes a matter of public record.

[40 FR 44505, Sept. 26, 1975, as amended at 48 FR 56584, Dec. 22, 1983]

§§ 2.58—2.59 [Reserved]

§ 2.60 Request for notification of existence of records: Submission.

(a) *Submission of requests.* (1)(i) Individuals desiring to determine under the Privacy Act whether a system of records contains records pertaining to them shall address inquiries to the system manager having responsibility for the system unless the system notice describing the system prescribes or permits submission to some other official or officials.

(ii) If a system notice describing a system requires individuals to contact more than two officials concerning the existence of records in the system, individuals desiring to determine whether the system contains records pertaining to them may contact the system manager for assistance in determining which official is most likely to be in possession of records pertaining to those individuals.

(2) Individuals desiring to determine whether records pertaining to them are maintained in two or more systems shall make a separate inquiry concerning each system.

(b) *Form of request.* (1) An inquiry to determine whether a system of records contains records pertaining to an individual shall be in writing.

(2) To insure expeditious handling, the request shall be prominently

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marked, both on the envelope and on the face of the request, with the legend "PRIVACY ACT INQUIRY."

(3) The request shall state that the individual is seeking information concerning records pertaining to him or herself and shall supply such additional identifying information, if any, as is called for in the system notice describing the system.

(4) Individuals who have reason to believe that information pertaining to them may be filed under a name other than the name they are currently using (e.g., maiden name), shall include such information in the request.

[40 FR 44505, Sept. 26, 1975, as amended at 48 FR 56584, Dec. 22, 1983]

§ 2.61 Requests for notification of existence of records: Action on.

(a) *Decisions on request.* (1) Individuals inquiring to determine whether a system of records contains records pertaining to them shall be promptly advised whether the system contains records pertaining to them unless (i) the records were compiled in reasonable anticipation of a civil action or proceeding or (ii) the system of records is one which has been excepted from the notification provisions of the Privacy Act by rulemaking (§ 2.79).

(2) If the records were compiled in reasonable anticipation of a civil action or proceeding or the system of records is one which has been excepted from the notification provisions of the Privacy Act by rulemaking, the individuals will be promptly notified that they are not entitled to notification of whether the system contains records pertaining to them.

(b) *Authority to deny requests.* A decision to deny a request for notification of the existence of records shall be made by the system manager responsible for the system of records concerning which inquiry has been made and shall be concurred in by the bureau Privacy Act officer for the bureau which maintains the system, provided, however that the head of a bureau may, in writing, require (1) that the decision be made by the bureau Privacy Act officer and/or (2) that the bureau head's own concurrence in the decision be obtained.

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(c) *Form of decision.* (1) No particular form is required for a decision informing individuals whether a system of records contains records pertaining to them.

(2) A decision declining to inform an individual whether or not a system of records contains records pertaining to him or her shall be in writing and shall state the basis for denial of the request and shall advise the individual that an appeal of the declination may be made to the Assistant Secretary—Policy, Budget and Administration pursuant to § 2.65 by writing to the Privacy Act Officer, Office of the Assistant Secretary—Policy, Budget and Administration, U.S. Department of the Interior, Washington, D.C. 20240, and that the appeal must be received by this official within twenty (20) days (Saturdays, Sundays and public legal holidays excepted) of the date of the decision.

[48 FR 56584, Dec. 22, 1983]

§ 2.62 Requests for access to records.

The Privacy Act permits individuals, upon request, to gain access to their records or to any information pertaining to them which is contained in a system and to review the records and have a copy made of all or any portion thereof in a form comprehensive to them. 5 U.S.C. 552a(d)(1). A request for access shall be submitted in accordance with the procedures in this subpart.

[48 FR 56584, Dec. 22, 1983]

§ 2.63 Requests for access to records: Submission.

(a) *Submission of requests.* (1)(i) Requests for access to records shall be submitted to the system manager having responsibility for the system in which the records are maintained unless the system notice describing the system prescribes or permits submission to some other official or officials.

(ii) If a system notice describing a system requires individuals to contact more than two officials concerning access to records in the system, individuals desiring to request access to records pertaining to them may contact the system manager for assistance

in determining which official is most likely to be in custody of records pertaining to that individual.

(2) Individuals desiring access to records maintained in two or more separate systems shall submit a separate request for access to the records in each system.

(b) *Form of request.* (1) A request for access to records subject to the Privacy Act shall be in writing.

(2) To insure expeditious handling, the request shall be prominently marked, both on the envelope and on the face of the request, with the legend "PRIVACY ACT REQUEST FOR ACCESS."

(3) Requesters shall specify whether they seek all of the records contained in the system which relate to them or only some portion thereof. If only a portion of the records which relate to the individual are sought, the request shall reasonably describe the specific record or records sought.

(4) If the requester seeks to have copies of the requested records made, the request shall state the maximum amount of copying fees which the requester is willing to pay. A request which does not state the amount of fees the requester is willing to pay will be treated as a request to inspect the requested records. Requesters are further notified that under § 2.64(d) the failure to state willingness to pay fees as high as are anticipated by the Department will delay processing of a request.

(5) The request shall supply such identifying information, if any, as is called for in the system notice describing the system.

(6) Requests failing to meet the requirements of this paragraph shall be returned to the requester with a written notice advising the requester of the deficiency in the request.

[40 FR 44505, Sept. 26, 1975, as amended at 48 FR 56585, Dec. 22, 1983]

§ 2.64 Requests for access to records: Initial decision.

(a) *Decisions on requests.* A request made under this subpart for access to a record shall be granted promptly unless (1) the record was compiled in reasonable anticipation of a civil

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action or proceeding or (2) the record is contained in a system of records which has been excepted from the access provisions of the Privacy Act by rulemaking (§ 2.79).

(b) *Authority to deny requests.* A decision to deny a request for access under this subpart shall be made by the system manager responsible for the system of records in which the requested record is located and shall be concurred in by the bureau Privacy Act officer for the bureau which maintains the system, provided, however, that the head of a bureau may, in writing, require (1) that the decision be made by the bureau Privacy Act officer and/or (2) that the bureau head's own concurrence in the decision be obtained.

(c) *Form of decision.* (1) No particular form is required for a decision granting access to a record. The decision shall, however, advise the individual requesting the record as to where and when the record is available for inspection or, as the case may be, where and when copies will be available. If fees are due under § 2.64(d), the individual requesting the record shall also be notified of the amount of fees due or, if the exact amount has not been determined, the approximate amount of fees due.

(2) A decision denying a request for access, in whole or part, shall be in writing and shall state the basis for denial of the request. The decision shall also contain a statement that the denial may be appealed to Assistant Secretary—Policy, Budget and Administration pursuant to § 2.65 by writing the Privacy Act Officer, Office of Assistant Secretary—Policy, Budget and Administration, U.S. Department of the Interior, Washington, D.C. 20240, and that the appeal must be received by this official within twenty (20) days (Saturdays, Sundays and public legal holidays excepted) of the date of the decision.

(d) *Fees.* (1) No fees may be charged for the cost of searching for or reviewing a record in response to a request made under § 2.63.

(2) Fees for copying a record in response to a request made under § 2.63 shall be charged in accordance with the schedule of charges contained in

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Appendix A to this part, unless the official responsible for processing the request determines that reduction or waiver of fees is appropriate.

(3) Where it is anticipated that fees chargeable in connection with a request will exceed the amount the person submitting the request has indicated a willingness to pay, the official processing the request shall notify the requester and shall not complete processing of the request until the requester has agreed, in writing, to pay fees as high as are anticipated.

[40 FR 44505, Sept. 26, 1975, as amended at 47 FR 38328, Aug. 31, 1982; 48 FR 56585, Dec. 22, 1983]

§ 2.65 Requests for notification of existence of records and for access to records: Appeals.

(a) *Right of appeal.* Individuals who have been notified that they are not entitled to notification of whether a system of records contains records pertaining to them or have been denied access, in whole or part, to a requested record may appeal to the Assistant Secretary—Policy, Budget and Administration.

(b) *Time for appeal.* (1) An appeal must be received by the Privacy Act Officer no later than twenty (20) days (Saturdays, Sundays and public legal holidays excepted) after the date of the initial decision on a request.

(2) The Assistant Secretary—Policy, Budget and Administration may, for good cause shown, extend the time for submission of an appeal if a written request for additional time is received within twenty (20) days (Saturdays, Sundays and public legal holidays excepted) of the date of the initial decision of the request.

(c) *Form of appeal.* (1) An appeal shall be in writing and shall attach copies of the initial request and the decision on the request.

(2) The appeal shall contain a brief statement of the reasons why the appellant believes the decision on the initial request to have been in error.

(3) The appeal shall be addressed to Privacy Act Officer, Office of the Assistant Secretary—Policy, Budget and Administration, U.S. Department of the Interior, Washington, D.C. 20240.

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(d) *Action on appeals.* (1) Appeals from decisions on initial requests made pursuant to §§ 2.61 and 2.63 shall be decided for the Department by the Assistant Secretary—Policy, Budget and Administration or an official designated by the Assistant Secretary after consultation with the Solicitor.

(2) The decision on an appeal shall be in writing and shall state the basis for the decision.

[40 FR 44505, Sept. 26, 1975, as amended at 47 FR 38328, Aug. 31, 1982; 48 FR 56585, Dec. 22, 1983]

§ 2.66 Requests for access to records: Special situations.

(a) *Medical records.* (1) Medical records shall be disclosed to the individual to whom they pertain unless it is determined, in consultation with a medical doctor, that disclosure should be made to a medical doctor of the individual's choosing.

(2) If it is determined that disclosure of medical records directly to the individual to whom they pertain could have an adverse effect on that individual, the individual may designate a medical doctor to receive the records and the records will be disclosed to that doctor.

(b) *Inspection in presence of third party.* (1) Individuals wishing to inspect records pertaining to them which have been opened for their inspection may, during the inspection, be accompanied by a person of their own choosing.

(2) When such a procedure is deemed appropriate, individuals to whom the records pertain may be required to furnish a written statement authorizing discussion of their records in the accompanying person's presence.

[40 FR 44505, Sept. 26, 1975, as amended at 48 FR 56585, Dec. 22, 1983]

§§ 2.67—2.69 [Reserved]

§ 2.70 Amendment of records.

The Privacy Act permits individuals to request amendment of records pertaining to them if they believe the records are not accurate, relevant, timely or complete. 5 U.S.C. 552a(d)(2). A request for amendment of a record shall be submitted in ac-

cordance with the procedures in this subpart.

[48 FR 56585, Dec. 22, 1983]

§ 2.71 Petitions for amendment: Submission and form.

(a) *Submission of petitions for amendment.* (1) A request for amendment of a record shall be submitted to the system manager for the system of records containing the record unless the system notice describing the system prescribes or permits submission to a different official or officials. If an individual wishes to request amendment of records located in more than one system, a separate petition must be submitted to each system manager.

(2) A petition for amendment of a record may be submitted only if the individual submitting the petition has previously requested and been granted access to the record and has inspected or been given a copy of the record.

(b) *Form of petition.* (1) A petition for amendment shall be in writing and shall specifically identify the record for which amendment is sought.

(2) The petition shall state, in detail, the reasons why the petitioner believes the record, or the objectionable portion thereof, is not accurate, relevant, timely or complete. Copies of documents or evidence relied upon in support of these reasons shall be submitted with the petition.

(3) The petition shall state, specifically and in detail, the changes sought in the record. If the changes involve rewriting the record or portions thereof or involve adding new language to the record, the petition shall propose specific language to implement the changes.

[48 FR 56585, Dec. 22, 1983]

§ 2.72 Petitions for amendment: Processing and initial decision.

(a) *Decisions on petitions.* In reviewing a record in response to a petition for amendment, the accuracy, relevance, timeliness and completeness of the record shall be assessed against the criteria set out in § 2.48. In addition, personnel records shall be assessed against the criteria for deter-

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mining record quality published in the Federal Personnel Manual and the Departmental Manual addition thereto.

(b) *Authority to decide.* An initial decision on a petition for amendment may be made only by the system manager responsible for the system of records containing the challenged record. If the system manager declines to amend the record as requested, the bureau Privacy Act officer for the bureau which maintains the system must concur in the decision, provided, however, that the head of a bureau may, in writing, require (1) that the decision be made by the bureau Privacy Act officer and/or (2) that the bureau head's own concurrence in the decision be obtained.

(c) *Acknowledgement of receipt.* Unless processing of a petition is completed within ten (10) days (Saturdays, Sundays and public legal holiday excepted), the receipt of the petition for amendment shall be acknowledged in writing by the system manager to whom it is directed.

(d) *Inadequate petitions.* (1) If a petition does not meet the requirements of § 2.71, the petitioner shall be so advised and shall be told what additional information must be submitted to meet the requirements of § 2.71.

(2) If the petitioner fails to submit the additional information within a reasonable time, the petition may be rejected. The rejection shall be in writing and shall meet the requirements of paragraph (e) of this section.

(e) *Form of decision.* (1) A decision on a petition for amendment shall be in writing and shall state concisely the basis for the decision.

(2) If the petition for amendment is rejected, in whole or part, the decision shall advise the petitioner that the rejection may be appealed to the Assistant Secretary—Policy, Budget and Administration by writing to the Privacy Act Officer, Office of the Assistant Secretary—Policy, Budget and Administration, U.S. Department of the Interior, Washington, D.C. 20240, and that the appeal must be received by this official within twenty (20) days (Saturdays, Sundays and public legal holidays excepted) of the date of the decision.

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(f) *Implementation of initial decision.* If a petition for amendment is accepted, in whole or part, the bureau maintaining the record shall:

(1) Correct the record accordingly and,

(2) Where an accounting of disclosures has been made pursuant to § 2.57, advise all previous recipients of the record that the correction was made and the substance of the correction.

[40 FR 44505, Sept. 26, 1975, as amended at 48 FR 56585, Dec. 22, 1983]

§ 2.73 Petitions for amendments: Time limits for processing.

(a) *Acknowledgement of receipt.* The acknowledgement of receipt of a petition required by § 2.72(c) shall be dispatched not later than ten (10) days (Saturdays, Sundays and public legal holidays excepted) after receipt of the petition by the system manager responsible for the system containing the challenged record, unless a decision on the petition has been previously dispatched.

(b) *Decision on petition.* A petition for amendment shall be processed promptly. A determination whether to accept or reject the petition for amendment shall be made within thirty (30) days (Saturdays, Sundays, and public legal holidays excepted) after receipt of the petition by the system manager responsible for the system containing the challenged record.

(c) *Suspension of time limit.* The thirty (30) day time limit for a decision on a petition shall be suspended if it is necessary to notify the petitioner, pursuant to § 2.72(d), that additional information in support of the petition is required. Running of the thirty (30) day time limit shall resume on receipt of the additional information by the system manager responsible for the system containing the challenged record.

(d) *Extensions of time.* (1) The thirty (30) day time limit for a decision on a petition may be extended if the official responsible for making a decision on the petition determines that an extension is necessary for one of the following reasons:

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(i) A decision on the petition requires analysis of voluminous record or records;

(ii) Some or all of the challenged records must be collected from facilities other than the facility at which the official responsible for making the decision is located.

(iii) Some or all of the challenged records are of concern to another bureau of the Department or another agency of the Federal Government whose assistance and views are being sought in processing the request.

(2) If the official responsible for making a decision on the petition determines that an extension is necessary, the official shall promptly inform the petitioner of the extension and the date on which a decision is expected to be dispatched.

[40 FR 44505, Sept. 26, 1975, as amended at 48 FR 56586, Dec. 22, 1983]

§ 2.74 Petitions for amendment: Appeals.

(a) *Right of appeal.* Where a petition for amendment has been rejected in whole or part, the individual submitting the petition may appeal the denial to Assistant Secretary—Policy, Budget and Administration.

(b) *Time for appeal.* (1) An appeal must be received no later than twenty (20) days (Saturdays, Sundays and public legal holidays excepted) after the date of the decision on a petition.

(2) The Assistant Secretary—Policy, Budget and Administration may, for good cause shown, extend the time for submission of an appeal if a written request for additional time is received within twenty (20) days (Saturdays, Sundays and public legal holidays excepted) of the date of the decision on a petition.

(c) *Form of appeal.* (1) An appeal shall be in writing and shall attach copies of the initial petition and the decision on that petition.

(2) The appeal shall contain a brief statement of the reasons why the appellant believes the decision on the petition to have been in error.

(3) The appeal shall be addressed to Privacy Act Officer, Office of the Assistant Secretary—Policy, Budget and Administration, U.S. Department of the Interior, Washington, D.C. 20240.

[40 FR 44505, Sept. 26, 1975, as amended at 47 FR 38328, Aug. 31, 1982; 48 FR 56586, Dec. 22, 1983]

§ 2.75 Petitions for amendment: Action on appeals.

(a) *Authority.* Appeals from decisions on initial petitions for amendment shall be decided for the Department by the Assistant Secretary—Policy, Budget and Administration or an official designated by the Assistant Secretary, after consultation with the Solicitor, unless the record challenged by the initial petition is an Office of Personnel Management personnel record maintained by the Department. Appeals from decisions on initial petitions requesting amendment of Office of Personnel Management records maintained by the Department shall be transmitted by the Assistant Secretary—Policy, Budget and Administration to the Office of Personnel Management for decision.

(b) *Time limit.* (1) A final determination on any appeal shall be made within thirty (30) days (Saturdays, Sundays and legal public holidays excepted) after receipt of the appeal.

(2) The thirty (30) day period for decision on an appeal may be extended, for good cause shown, by the Secretary of the Interior. If the thirty (30) day period is extended, the individual submitting the appeal shall be notified of the extension and of the date on which a determination on the appeal is expected to be dispatched.

(c) *Form of decision.* (1) The final determination on an appeal shall be in writing and shall state the basis for the determination.

(2) If the determination upholds, in whole or part, the initial decision rejecting the petition for amendment, the determination shall also advise the individual submitting the appeal:

(i) Of his or her right to file a concise statement of the reasons for disagreeing with the decision of the agency;

(ii) Of the procedure established by § 2.77 for the filing of the statement of disagreement;

(iii) That the statement which is filed will be made available to anyone to whom the record is subsequently disclosed together with, at the discre-

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tion of the Department, a brief statement by the Department summarizing its reasons for refusing to amend the record;

(iv) That prior recipients of the challenged record will be provided a copy of any statement of dispute to the extent that an accounting of disclosure was maintained; and

(v) Of his or her right to seek judicial review of the Department's refusal to amend the record.

(3) If the determination reverses, in whole or in part, the initial decision rejecting the petition for amendment, the system manager responsible for the system containing the challenged record shall be directed to:

(i) Amend the challenged record accordingly; and

(ii) If an accounting of disclosures has been made, advise all previous recipients of the record of the amendment and its substance.

[40 FR 44505, Sept. 26, 1975, as amended at 48 FR 56586, Dec. 22, 1983]

§ 2.76 [Reserved]

§ 2.77 Statements of disagreement.

(a) *Filing of statement.* If the determination of the Assistant Secretary—Policy, Budget and Administration under § 2.75 rejects in whole or part, a petition for amendment, the individual submitting the petition may file with the system manager for the system containing the challenged record a concise written statement setting forth the reasons for disagreement with the determination of the Department.

(b) *Disclosure of statements.* In any disclosure of a record containing information about which an individual has filed a statement of disagreement under this section which occurs after the filing of the statement, the disputed portion of the record will be clearly noted and the recipient shall be provided copies of the statement of disagreement. If appropriate, a concise statement of the reasons of the Department for not making the requested amendments may also be provided to the recipient.

(c) *Maintenance of statements.* System managers shall develop procedures to assure that statements of dis-

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agreement filed with them shall be maintained in such a way as to assure dissemination of the statements to recipients of the records to which the statements pertain.

[48 FR 56586, Dec. 22, 1983]

§ 2.78 [Reserved]

§ 2.79 Exemptions.

(a) *Criminal law enforcement records exempt under 5 U.S.C. 552a(j)(2).* Pursuant to 5 U.S.C. 552a(j)(2) the following systems of records have been exempted from all of the provisions of 5 U.S.C. 552a and the regulations in the subpart except paragraphs (b), (c) (1) and (2), (e)(4) (A) through (F), (e) (6), (7), (9), (10), and (11), and (f) of 5 U.S.C. 552a and the portions of the regulations in this subpart implementing these paragraphs:

(1) Investigative Case File System, Interior/FWS-20.

(2) Law Enforcement Services System, Interior/BIA-18.

(3) Law Enforcement Statistical Reporting System, Interior/NPS-19.

(4) Investigative Records, Interior/Office of Inspector General—2.

(b) *Law enforcement records exempt under 5 U.S.C. 552a(k)(2).* Pursuant to 5 U.S.C. 552a(k)(2), the following systems of records have been exempted from paragraphs (c)(3), (d), (e)(1), (e)(4) (G), (H), and (I), and (f) of 5 U.S.C. 552a and the provisions of the regulations in this subpart implementing these paragraphs:

(1) Investigative Records, Interior/Office of Inspector General—2.

(2) Permits System, Interior/FWS-21.

(3) Criminal Case Investigation System, Interior/BLM-18.

(4) Civil Trespass Case Investigations, Interior/BLM-19.

(5) Employee Conduct Investigations, Interior/BLM-20.

(6)-(7) [Reserved]

(8) Employee Financial Irregularities, Interior/NPS-17.

(9) Trespass Cases, Interior/Reclamation-37.

(10) Litigation, Appeal and Case Files System, Interior/Office of the Solicitor-1 to the extent that it con-

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sists of investigatory material compiled for law enforcement purposes.

(11) Endangered Species Licenses System, Interior/FWS-19.

(12) Investigative Case File, Interior/FWS-20.

(13) Timber Cutting and Trespass Claims Files, Interior/BIA-24.

(c) Investigatory records exempt under 5 U.S.C. 552a(k)(5), the following systems of records have been exempted from subsections (c)(3), (d), (e)(1), (e)(4) (G), (H), and (I) and (f) of 5 U.S.C. 552a and the provisions of the regulations in this subpart implementing these subsections:

(1) [Reserved]

(2) National Research Council Grants Program, Interior/GS-9

(3) Committee Management Files, Interior/Office of the Secretary-68.

(5 U.S.C. 301, 552a and 5 U.S.C. app. sections 9(a)(1)(D) and 9(b); 5 U.S.C. 301, 552, and 552a; 31 U.S.C. 483a; and 43 U.S.C. 1460)

[40 FR 44505, Sept. 26, 1975, as amended at 40 FR 54790, Nov. 26, 1975; 47 FR 38328, Aug. 31, 1982; 48 FR 37412, Aug. 18, 1983; 48 FR 56586, Dec. 22, 1983; 49 FR 6907, Feb. 24, 1984]

Subpart E—Compulsory Process and Testimony of Employees

§ 2.80 Compulsory process.

(a) If the production of any record of the Department is sought by compulsory process and if it is determined in accordance with the provisions of § 2.13 that the record should not be disclosed, the person making such determination shall immediately report the matter to the Solicitor. The person to whom the compulsory process is directed shall appear in answer to the process and respectfully decline to produce the record on the ground that the disclosure, pending the receipt of instructions from the Secretary of the Interior, is prohibited by the regulations in this subpart.

(b) The solicitor of the Department of the Interior is authorized to exercise all of the authority of the Secretary of the Interior under this section.

§ 2.92 Testimony of employees.

(a) An officer or employee of the Department shall not testify in any judi-

cial or administrative proceeding concerning matters related to the business of the Government without the permission of the head of the bureau, or his designee, or of the Secretary of the Interior, or his designee. If the head of a bureau or his designee, concludes that permission should be withheld, he shall report the matter immediately to the Solicitor for a determination, and the officer or employee shall appear in answer to process and respectfully decline to testify, pending the receipt of instructions from the Secretary, on the ground that testimony is prohibited by the regulations in this part. Pending instructions from the Secretary or his designee, an officer or employee in the Office of the Secretary shall follow the same procedure.

(b) Any person (including a public agency) wishing an officer or employee of the Department to testify in a judicial or administrative proceeding concerning a matter related to the business of the Government may be required to submit a statement setting forth the interest of the litigant and the information with respect to which the testimony of the officer or employee of the Department is desired, before permission to testify will be granted under this section.

(c) The Solicitor of the Department of the Interior is authorized to exercise all of the authority of the Secretary of the Interior under this section.

APPENDIX A—FEES

The following uniform fee schedule is applicable to all constituent units of the Department. It states the fees to be charged to members of the public for services performed in searching for and duplicating records in connection with requests made under the Freedom of Information Act. The fees are also applicable to services provided in duplicating and making available records in response to requests made under the Privacy Act. It also states the fees to be charged for certification of documents.

(1) *Copies, basic fee.* For copies of documents reproduced on a standard office copying machine in sizes up to 8½" x 14", the charge will be \$0.13 per copy.

Examples: For one copy of a three-page document, the fee would be \$0.39. For two copies of a three page document, the fee

APPENDIX D

Appendix A

The following uniform schedule is applicable to all constituent units of the Department. It states the fees to be charged to members of the public for services performed in searching for, reviewing and duplicating requested records in connection with FOIA requests made under Subpart B of this part and to services performed in making documents available for inspection and copying under Subpart A of this part. The duplicating fees stated in the schedule are also applicable to duplicating of records in response to requests made under the Privacy Act. The schedule also states the fee to be charged for certification of documents.

(1) Copies, basic fee. For copies of documents reproduced on a standard office copying machine in sizes 8 1/2" x 14", the charge will be \$0.13 per page.

Examples: For one copy of a three-page document, the fee would be \$0.39. For two copies of a three-page document, the fee would be \$0.78. For one copy of a 60-page document, the fee would be \$7.80.

(2) Copies, documents requiring special handling. For copies of documents which require special handling because of their age, size, etc., cost will be based on direct costs of reproducing the materials.

(3)-(4) [Reserved]

(5) Searches. For each quarter hour, or portion thereof, spent by clerical personnel in manual searches to locate requested records: \$2.30. For each quarter hour, or portion thereof, spent by professional or managerial personnel in manual searches to locate requested records because the search cannot be performed by clerical personnel: \$4.65.

Search time for which fees may be charged includes all time spent looking for material that is responsive to a request, including line-by-line or page-by-page search to determine whether a record is responsive, even if the search fails to locate records or the records located are determined to be exempt from disclosure. Searches will be conducted in the most efficient and least expensive manner, so as to minimize costs for both the agency and the requester. Line-by-line or page-by-page identification should not be necessary if it is clear on the face of a document that it is covered by a request.

(6) Review of records. For each quarter hour, or portion thereof, spent by clerical personnel in reviewing records: \$2.30. For each quarter hour, or portion thereof, spent by professional or managerial personnel in reviewing records: \$4.65.

Review is the examination of documents located in response to a commercial use request to determine whether any portion of any document located is permitted to be withheld and the subsequent processing of documents for disclosure by excising exempt material or otherwise preparing them for release. Review does not include time spent in resolving general legal or policy issues regarding the application of exemptions.

(7) [Reserved]

(8) Certification. For each certificate of verification attached to authenticated copies of records furnished to the public the charge will be \$0.25.

(9) [Reserved]

(10) Computerized records. Charges for services in processing requests for records maintained in computerized form will be calculated in accordance with the following criteria:

(a) Costs for processing a data request will be calculated using the same standard direct costs charged to other users of the facility, and/or as specified in the user's manual or handbook published by the computer center in which the work will be performed.

(b) An itemized listing of operations required to process the job will be prepared (i.e., time for central processing unit, input/output, remote terminal, storage, plotters, printing, tape/disc mounting, etc.) with related associated costs applicable to each operation.

(c) Material costs (i.e., paper, disks, tape, etc.) will be calculated using the latest acquisition price paid by the facility.

(d) ADP facility managers must assure that all cost estimates are accurate, and if challenged, be prepared to substantiate that the rates are not higher than those charged to other users of the facility for similar work. Upon request, itemized listings of operations and associated costs for processing the job may be furnished to members of the public.

(e) Requesters entitled to two hours of free search time under 43 CFR 2.20(e) shall not be charged for that portion of a computer search that equals two hours of the salary of the operator performing the search.

(11) Postage/mailing costs. Mailing charges may be added for services (such as express mail) that exceed the cost of first class postage.

(12)-(13) [Reserved]

(14) Other services. When a response to a request requires services or materials other than those described in this schedule, the direct cost of such services or materials to the Government may be charged, but only if the requester has been notified of such cost before it is incurred.

(15) Effective date. This schedule applies to all requests made under the Freedom of Information Act and Privacy Act after December 30, 1987.

APPENDIX E

PRIVACY ACT SYSTEM OF
RECORDS INSPECTION GUIDE

A. For Non-Automated Records Systems

1. Has an appropriate notice been posted limiting access to the system to authorized personnel, and notifying these personnel of the criminal penalties for violations?

(383 DM 8.3A)

Yes ____ No ____

2. Are all employees who are authorized to have access to the system aware of the requirements of the Privacy Act and of 43 CFR 2.56, on Disclosure of Records?

Yes ____ No ____

3. Are records stored in locked cabinets and/or locked rooms when unattended? (383 DM 8.3)

Yes ____ No ____

4. Are appropriate use restrictions specified on the transfer forms whenever records are transferred to a Federal Records Center? (383 DM 8.7)

Yes ____ No ____

5. What procedures are in effect to assure that access to system records is limited to authorized personnel?

6. What steps have been taken to prevent access to keys by unauthorized personnel for locked rooms in which Privacy Act records are maintained ?

7. How do you dispose of personal data when it is obsolete or not longer needed? (383 DM 8.8)

Yes ____ No ____

8. What measures are taken to insure the confidentiality of records either within or outside the Bureau?

B. For Automated Records Systems

1. Are employees handling, maintaining or processing records subject to the Act knowledgeable of the guidance provided in the Computer Security Guidelines [Federal Information Processing Standards Publication #41 (FIPS 41)]?

Yes ____ No ____

2. Have data protection safeguarding procedures been developed and distributed to employees? (If yes, attach a copy)

Yes ____ No ____

3. Are all recording media which contain personal data properly labeled? (Show some examples)

Yes ____ No ____

4. Are tape reels, disk pack covers, etc., which contain personal data appropriately marked or color coded to alert personnel to give them special protection?

Yes ____ No ____

5. Are computer printouts containing personal data clearly labeled as containing Privacy Act data? (Show example(s))

Yes ____ No ____

6. Is an up-to-date hard copy authorization list of all individuals allowed to access data being maintained? (Show examples)

Yes _____ No _____

7. What physical security measures are in effect for protecting the personal data being maintained?

C. For Automated & Non-Automated Records System

1. Are Privacy Act statements being presented when individuals are asked to supply personal information which will be added to the system (i.e., the basis for requesting the information, how it may be used, and the consequences, if any, of not supplying the information)? (383 DM 4.7)

Yes _____ No _____

2. Are records on formal access and amendment requests being maintained? (383 DM 6.10)

Yes _____ No _____

3. Have written guidelines been developed outlining criteria for denying a notification or access or amendment request? (If yes, attach a copy) (383 DM 6.5)

Yes _____ No _____

4. Are records being maintained on all disclosures of data showing the date, nature, purpose, and exception under which the disclosure was made, and the name and address of the person to whom the disclosure was made? (383 DM 7.7)
(Provide records during review)

Yes _____ No _____

ON-SITE INSPECTION
CONSIDERATIONS

1. Does the published Privacy Act system of records notice reflect the actual methods and procedures used for storage, safeguarding, retention, and disposal of records in the system (383 DM 5)?
2. Disclosures from a Privacy Act system of records may not be made without the consent of the individual of record, unless made under one of the twelve exceptions to the Act. Are disclosures from this records system made only pursuant to one or more of the permitted exceptions to the Act (383 DM 7.2)?
3. Are records that document disclosures from an individual's file maintained for five years after the disclosure is made, or for the life of the individual's record, whichever is longer (383 DM 7.7)?
4. Are the disclosure records required by 383 DM 7.7 arranged in such a manner that they can be made available for inspection by the individual of record?
5. Has the system manager disclosed any information from the system of records for computer matching purposes? If so, are the following documents on file for each such disclosure:
 - a. A written determination to disclose as required by 383 DM 12.6C.
 - b. A written agreement from the agency to whom the records were provided (383 DM 12.6G).
 - c. A Computer Match Checklist (383 DM 12.10).

APPENDIX F

PRIVACY ACT OF 1974

DESCRIPTION OF SYSTEM OF RECORDS NOTICE

Example

Description

INTERIOR/BIA-13

System name: Indian Loan Files--Interior, BIA--13.

The system name should reflect the categories of individuals on whom records are maintained in the system. This is to facilitate an annual compilation by the Federal Register. The number of the system should follow the system name; i.e. Safety Management Information System -- Interior, Office of the Secretary -- 60; (Note: If a new system, contact the Departmental Privacy Act Officer for a system number).

System location: Division of Land Acquisition, National Park Service, U.S. Department of the Interior, Washington, D.C. 20240.

Specify each address at which records are maintained in the system. For a system with many locations the notice may provide a generic description of the locations, and advise the reader where a specific listing may be obtained. If records are stored at a Federal Records Center, this fact should be stated.

Categories of individuals covered by the system: Visitors to NPS administered areas who have participated in surveys conducted during their visits to the areas or via mail or telephone as a result of their visit.

The categories of individuals on whom records are maintained in the system must be clearly stated so an individual may easily recognize whether he or she is a member of the group being described. Any change in the system which adds new categories of individuals requires publication of a revised system notice.

Categories of records in the system: Information identifying the employee such as: name, sex, birth date, color of hair, color of eyes, height, weight, birthplace, social security number, accident summary, accident reports, driver's license number, date issued, date expires, types of vehicles operated, corrective lenses, and hearing aids.

This portion of the system notice should briefly describe, in non-technical terms, the types of information the system contains. The addition of new types of information to the system requires publication of a revised system notice.

Authority for maintenance of the system: (1) Occupational Safety and Health Act of 1970, as amended, 29 U.S.C. Sec. 668 and 5 U.S.C. Sec. 7902. (2) Executive Order 11807 (September 28, 1974). (3) Federal Employees Compensation Act, as amended, 5 U.S.C. Sec. 8101, et seq.

The specific statutory provisions or Executive orders which authorize the maintenance of the information must be cited. Note: a statute or Executive order must be used as authority for maintaining a system, but citations to pertinent regulatory provisions also may be included.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are to account for monies paid and collected by the Minerals Management Service, Financial Management Division, and for billing and followup. Disclosure outside the Department of the Interior may be made (1) to the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest

A "routine use" is, with respect to the disclosure of a record, a use which is compatible with the purpose for which the record is maintained. Each system notice should include both present and anticipated uses, the categories of users, and the purpose for each use. Any new use or significant change in an existing use that expands the availability of information in the system will require a revised system notice. Any such change in a routine use must also be described in a Federal Register notice describing new/revised routine uses prior to implementation as required by the Act (5 U.S.C. 552a(e)(1)). See 383 DM 5.3.

Example

Description

in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled; (2) to disclose pertinent information to an appropriate Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or implementing a statute, regulation, rule, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; (3) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual; (4) to the Department of the Treasury to effect payment to Federal, State, and local government agencies, nongovernmental organizations, and individuals; (5) to a Federal agency for the purpose of collecting a debt owed the Federal government through administrative or salary offset; and (6) to other Federal agencies conducting computer matching programs to help eliminate fraud and abuse and to detect unauthorized overpayments made to individuals.

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

A separate statement as shown is used if compatible disclosures will be made from the system of records to consumer reporting agencies for debt collection purposes.

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

Storage: Accountable capitalized property maintained on computer with subsequent inventory listings furnished to individuals. Inventory listings and hand receipts for other property and supplies maintained manually in file folders arranged by individual names.

Retrievability: Indexed by name of individual.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.51 for computerized and manual records.

Retention and disposal:

Records are disposed of in accordance with items 16 through 18 and 25 through 28 of General Records Schedule 14.

This portion of the system notice should indicate the medium in which the records are maintained (storage), how the system is indexed (retrievability), what measures have been taken to prevent unauthorized disclosure of records (safeguards), and how long the records are maintained and how they are destroyed (retention and disposal). The retention and disposal statement also must identify the General Records Schedule (GRS) or bureau schedule, and item number that governs disposal of the records. If the records are not covered by a GRS or a bureau schedule approved by the Archivist of the U.S., the statement must indicate that determination of the disposition is pending approval of the Archivist.

System manager(s) and address: Chief, Division of Personnel Management and Organization, U.S. Fish and Wildlife Service, Room 3455, Main Interior Building, 18th and C Streets, N.W., Washington, D.C. 20240.

The title and business address of the official responsible for the system's policies, operations, and practices must be included in the system notice.

<u>Example</u>	<u>Description</u>
<p>Notification procedure: A written request addressed to the System Manager stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.</p>	<p>The notice must include office addresses to which inquiries can be sent and at which the individuals may appear to request notification of the existence of records pertaining to themselves, and any identifying information that the individuals are required to provide. Any change in an address at which an individual must appear in person will require publication of a revised system notice; a change in an address to which an individual may mail a request for notification does not in itself require a revised notice if internal bureau procedures have been established for forwarding such mail.</p>
<p>Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.</p>	<p>This portion of the system notice advises individuals concerning procedures for obtaining access to their records.</p>
<p>Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.</p>	<p>This portion of the system notice advises individuals concerning procedures for contesting the accuracy of their records.</p>
<p>Record source categories: (1) Individual employees. (2) Supervisors. (3) Cooperating individuals. (4) Participating organizations.</p>	<p>The system notice should list all categories of sources used in obtaining information for the system of records.</p>
<p>Systems exempted from certain provisions of the act: Under the specific authority provided by 5 U.S.C. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H) and (I), and (f) and the portions of 43 CFR, Part 2, Subpart D which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 26, 1975). Under the specific authority provided by 5 U.S.C. 552a(j)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(a) which exempts this system from all of the provisions of 5 U.S.C. 552a and Department of Interior regulations in 43 CFR Part 2, Subpart D—Privacy Act, except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11) and (i) of 5 U.S.C. 552a and the portions of the regulations in Subpart D implementing these subsections.</p>	<p>If the system is exempted from any provisions of the Act state the coverage of the exemption. See 383 DM 6.4. (Note: If a system of records has been exempted from certain provisions of the Act, the applicable sections of the notice may be omitted, i.e., Notification Procedure, Record Access Procedure, Contesting Record Procedures, Record Source Categories.)</p>

APPENDIX G

Report to OMB and Congress on
New or Altered System of
Records

(SECTION I)

A report to OMB and Congress must be prepared (1) when a new system of records is proposed, or (2) when a change to an existing system is proposed which significantly alters the character of the system. The character of the system would be significantly altered by one or more of the following occurrences:

- (1) Increasing or changing the number and/or types of individuals on whom records are maintained;
- (2) Expanding the types or categories of information maintained;
- (3) Exempting the system of records from any provisions of the Privacy Act pursuant to 5 U.S.C. 552a (j) or (k);
- (4) Altering the purposes for which the information is used including any new routine disclosures outside the Department;
- (5) Changing the equipment configuration (i.e., hardware and/or software) on which the system is operated so as to create the potential for substantially greater access to the records in the system.

(SECTION II)

PRIVACY ACT DOCUMENTATION

A. NEW SYSTEM. The following documentation is required to establish a new system of records that is subject to the Privacy Act of 1974:

1. Prepare a transmittal memorandum to the Departmental Privacy Act Officer through the Bureau Privacy Act Officer, addressing the following items to the extent that they are not discussed in the narrative statement described in paragraph 2a below:

a. Describe how the information is relevant, necessary, and relates to the purpose (in law) for which the system is being established or maintained.

b. Cite the adverse consequences, if any, of not collecting or maintaining the information.

c. Discuss other options considered to meet the program need without establishing records in individually identifiable form.

d. Provide the rationale for determining: (1) what individuals will be included in the system of records, (2) how the number of individuals to be included in the system can be minimized, and (3) the minimum length of time that individual records will be maintained.

e. Describe any deliberations to determine the financial cost of maintaining the system of records as compared to the risks/adverse consequences of not maintaining it.

f. Provide a statement assuring that the proposed system does not duplicate any existing records system in the bureau.

g. Identify the bureau/office official to contact for additional information.

2. Attach to the memorandum the documents noted in items 2a through 2c below:

a. A narrative statement as described in section III of this appendix. The statement is to be typed single-spaced and submitted in original and three copies. The narrative statement is forwarded by the Department to OMB and Congress; therefore, it should be carefully prepared and contain a complete description of the proposal.

b. A system notice prepared for publication in the Federal Register. A description of each item to be addressed in the system notice is contained in Appendix H. The notice is to be typed double spaced and submitted, through the Bureau's Privacy Act Officer, as an original and three copies.

c. If applicable, supporting documentation consisting of advance copies of new or revised rules pertaining to the system of records which will be published.

B. REVISION TO EXISTING SYSTEM. The following documentation is required to make a change to an existing system of records.

1. If the changes require a report to OMB and Congress as prescribed in 383 DM 5.3, prepare a memorandum addressed to the Departmental Privacy Act Officer describing the changes being made to the system, and the reasons therefore. Attach to the memo documents listed in paragraph A2 above.

2. If the changes are minor and do not require a report to OMB and Congress, prepare a memorandum addressed to the Departmental Privacy Act Officer describing the changes being made to the system, and the reasons therefor. Attach to the memo the document listed in paragraph A.2.b. above and transmit through the Bureau's Privacy Act Officer.

(SECTION III)

PRIVACY ACT OF 1974
NARRATIVE STATEMENT

(Typed Single-Spaced)

The NARRATIVE STATEMENT is a brief description of the proposal which includes the following information:

1. Describe the purposes of the system of records. The description should focus on the system of records and should briefly discuss the purpose and background of the program for which the system of records will be used. The description should include:
 - a. An estimate of the number of individual records expected to be in the system.
 - b. The steps taken to minimize the amount of personal data to be maintained.
2. Identify the specific statute or Executive Order which authorizes the maintenance of the system of records.
3. Provide an evaluation of the probable or potential effect of the proposal on the privacy and other personal or property rights of individuals.
4. Describe the relationship of the proposal, if any, to the other branches of the Federal government and to State and local governments.
5. Provide a brief description of steps taken by the agency to minimize the risk of unauthorized access to the system of records. A more detailed assessment of the risks and specific administrative, technical, procedural and physical safeguards established should be documented so that it can be made available to OMB, if requested.
6. Explain how each proposed routine use is compatible with the purpose for which the records are collected and maintained. For an altered existing system of records, this requirement pertains only to newly proposed routine uses.
7. Provide the OMB clearance numbers, expiration dates, and titles of any OMB approved information collection requirements contained in the system of records. If the request for OMB clearance of an information collection is pending, state its title and the date it was submitted to OMB for clearance pursuant to 5 CFR Part 1320 (see 381 DM 12).

8. If the proposal requires new or revised agency rules to be published in the Federal Register, briefly describe the rulemaking action and attach an advance copy of the documents. If no changes to existing rules are required, provide a statement to that effect.

C. Where changes to computer installations, communication networks, or any other general changes in information collection, handling, storage or dissemination are made which affect multiple systems of records; a single consolidated new system report may be submitted. In such cases, the narrative statement also should address the overall privacy implications of the proposed change, identify all systems of records affected by the change and briefly describe any unique impacts on any specific system of records.

APPENDIX H

SYSTEM OF RECORDS NOTICE
REVIEW CHECKLIST

System Identification Number: _____

System Name: _____

System Manager: _____

Component Completing Checklist If Other Than Designated System Manager:

1. System Name Yes No

The system name should reflect the categories of individuals on whom information is maintained.

- The current name adequately describes the system of records. [] []
- The current name does not adequately describe the system of records and has been revised on the attached notice. []

2. Security Classification

This section is primarily for use by the Department of Defense and should be marked "none" as the Bureau of Indian Affairs does not usually maintain any systems of records which are subject to a security classification.

3. System Location

This section should identify the complete address (including zip code) of each location of records in the system.

- All record sites are identified in the attached notice. [] []
- Information in this section has been revised/clarified on the attached notice. []

4. Categories of Individuals Covered by the System

This section should reflect the categories of individuals about whom records are maintained in such a manner that individuals are able to determine if there is a record about them in the system.

- All categories of individuals on whom information is maintained are adequately described. [] []
- Information in this section has been revised/clarified on the attached notice. []

Yes No

9. Storage

This section should describe the media in which the records are stored, e.g., in magnetic media such as magnetic tape or disk, or paper listings.

- This section adequately describes how all records in the system are stored. [] []
- Information in this section has been revised/clarified on the attached notice. []

10. Retrievability

This section should state how individual records are retrieved the system, e.g., by claimant's name, census number, etc.

- This section correctly states how records are retrieved from the system. [] []
- Information in this section has been revised/clarified on on the attached notice. []

11. Safeguards (Access Controls)

This section should describe the measures which have been taken to minimize the risk of unauthorized access to or disclosure of records in the system. It should also identify the category of employees who are authorized to have access to the records.

- This section adequately describes all safeguards which are applicable to records in the system, including the categories of employees which have access to the records. [] []
- Information in this section has been revised/clarified on on the attached notice. []

12. Retention and Disposal

This section should state the retention period of records in the system and the means of disposal once they are no longer needed. The retention period of records in the system should not conflict with established records retention schedules in the 16 BIAM. Any conflicts in the retention periods in the system notices and the records retention schedules should be reconciled with the Bureau's Record Management Officer.

- This section accurately states the retention period and and means of disposal of records in the system. [] []
- Information in this section has been revised/clarified on the attached notice. []

Yes No

13. System Manager(s)

This section should state the title and address of the agency official who is responsible for the system's policies and practices. Do not show a personal name. NOTE: A contractor or other non-BIA employee may not be designated as the system manager.

- The system manager is correct as currently indicated.
- Information in this section has been revised/clarified on
the attached notice.

14. Notification Procedures

This section should provide the title and office to which the individual should write to determine whether or not the system maintains a record about himself/herself. This section should also include any information the individual should furnish when requesting notification of records, e.g., name, address, etc.

- The instructions in this section are adequately stated.
- Information in this section has been revised/clarified on
the attached notice.

15. Record Access Procedures

This section should state what information the individual who already knows the system contains information about himself/herself should furnish when requesting access to the information. Included in this section should be the title and office the individual should contact.

- The instructions in this section are adequately stated.
- Information in this section has been revised/clarified on
the attached notice.

16. Contesting Record Procedures

This section describes the means by which the individual can contest information in his/her records which he/she believes is incomplete, irrelevant, incorrect or untimely. It should include the mailing address of officials to whom the individual can contact to seek information and request correction or deletion of records.

- The instructions in this section are adequately stated.
- Information in this section has been revised/clarified on
the attached notice.

17. Record Source Categories Yes No

This section describes the sources of records in the system. It should identify all sources of records, internal as well as external, e.g., from other Federal, State and local government agencies, from the individual, from other Bureau systems of records -- identify specific systems.

- All record sources are correctly stated. [] []
- Information in this section has been revised/clarified on the attached notice. []

18. System Exempted from Certain Provisions of the Privacy Act

This section identifies the specific subsection(s) of the Privacy Act which permits BIA to exempt the system and the provisions of the Privacy Act from which the system is exempt. Only those exemptions which have been published in the Federal Register may be cited in the notice for the system.

- Information in this section is correct as stated. [] []
- Information in this section has been revised/clarified on the attached notice. []

APPENDIX I

THE PRIVACY ACT OF 1974

5 U.S.C. §552a

§552a. Records maintained on individuals

(a) Definitions.

For purposes of this section--

- (1) the term "agency" means agency as defined in section 552(e) of this title;
- (2) the term "individual" means a citizen of the United States or an alien lawfully admitted for permanent residence;
- (3) the term "maintain" includes maintain, collect, use or disseminate;
- (4) the term "record" means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph;
- (5) the term "system of records" means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual;
- (6) the term "statistical record" means a record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual, except as provided by section 8 of Title 13; and
- (7) 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.

(b) Conditions of disclosure.

No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record would be--

- (1) to those officers and employees of the agency which maintains the record who have a need for the record in the performance of their duties;
- (2) required under section 552 of this title;
- (3) for a routine use as defined in subsection (a)(7) of this section and described under subsection (e)(4)(D) of this section;

(4) to the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of Title 13;

(5) to a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;

(6) to the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value;

(7) to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the agency which maintains the record specifying the particular portion desired and the law enforcement activity for which the record is sought;

(8) to a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of such individual;

(9) to either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress or subcommittee of any such joint committee;

(10) to the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office;

(11) pursuant to the order of a court of competent jurisdiction;

(12) to a consumer reporting agency in accordance with section 3711(f) of Title 31.

(c) Accounting of Certain Disclosures

Each agency, with respect to each system of records under its control shall--

(1) except for disclosures made under subsections (b) (1) or (b) (2) of this section, keep an accurate accounting of--

(A) the date, nature, and purpose of each disclosure of a record to any person or to another agency made under subsection (b) of this section; and

(B) the name and address of the person or agency to whom the disclosure is made;

(2) retain the accounting made under paragraph (1) of this subsection for at least five years or the life of the record,

whichever is longer, after the disclosure for which the accounting is made;

(3) except for disclosures made under subsection (b)(7) of this section, make the accounting made under paragraph (1) of this subsection available to the individual named in the record at his request; and

(4) inform any person or other agency about any correction or notation of dispute made by the agency in accordance with subsection (d) of this section of any record that has been disclosed to the person or agency if an accounting of the disclosure was made.

(d) Access to records

Each agency that maintains a system of records shall--

(1) upon request by any individual to gain access to his record or to any information pertaining to him which is contained in the system, permit him and upon his request, a person of his own choosing to accompany him, to review the record and have a copy made of all or any portion thereof in a form comprehensible to him, except that the agency may require the individual to furnish a written statement authorizing discussion of that individual's record in the accompanying person's presence;

(2) permit the individual to request amendment of a record pertaining to him and--

(A) not later than 10 days (excluding Saturdays, Sundays, and legal public holidays) after the date of receipt of such request, acknowledge in writing such receipt; and

(B) promptly, either--

(i) make any correction of any portion thereof which the individual believes is not accurate, relevant, timely, or complete; or

(ii) inform the individual of its refusal to amend the record in accordance with his request, the reason for the refusal, the procedures established by the agency for the individual to request a review of that refusal by the head of the agency or an officer designated by the head of the agency, and the name and business address of that official;

(3) permit the individual who disagrees with the refusal of the agency to amend his record to request a review of such refusal, and not later than 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 head of the agency extends such 30-day period; and if, after his review, the reviewing official also refuses to amend the record in accordance with the request, permit the individual to file with the agency a concise statement setting forth the reasons for his disagreement with the refusal of the agency, and notify the individual of the provisions for judicial review of the reviewing official's determination under subsection (g)(1)(A) of this section;

(4) in any disclosure, containing information about which the individual has filed a statement of disagreement, occurring after the filing of the statement under paragraph (3) of this subsection, clearly note any portion of the record which is disputed and provide copies of the statement and, if the agency deems it appropriate, copies of a concise statement of the reasons of the agency for not making the amendments requested, to persons or other agencies to whom the disputed record has been disclosed; and

(5) nothing in this section shall allow an individual access to any information compiled in reasonable anticipation of a civil action or proceeding.

(e) Agency requirements

Each agency that maintains a system of records shall--

(1) maintain in its records only such information about an individual as is relevant and necessary to accomplish a purpose of the agency required to be accomplished by statute or by executive order of the President;

(2) collect information to the greatest extent practicable directly from the subject individual when the information may result in adverse determinations about an individual's rights, benefits, and privileges under Federal programs;

(3) inform each individual whom it asks to supply information, on the form which it uses to collect the information or on a separate form that can be retained by the individual--

(A) the authority (whether granted by statute, or by executive order of the President) which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary;

(B) the principal purpose or purposes for which the information is intended to be used;

(C) the routine uses which may be made of the information, as published pursuant to paragraph (4)(D) of this subsection; and

(D) the effects on him, if any, of not providing all or any part of the requested information;

(4) subject to the provisions of paragraph (1) of this subsection, publish in the Federal Register upon establishment or revision a notice of the existence and character of the system of records, which notice shall include--

(A) the name and location of the system;

(B) the categories of individuals on whom records are maintained in the system;

(C) the categories of records maintained in the system;

(D) each routine use of the records contained in the system, including the categories of users and the purpose of such use;

(E) the policies and practices of the agency regarding storage, retrievability, access controls, retention, and disposal of the records;

(F) the title and business address of the agency official who is responsible for the system of records;

(G) the agency procedures whereby an individual can be notified at his request if the system of records contains a record pertaining to him;

(H) the agency procedures whereby an individual can be notified at his request how he can gain access to any record pertaining to him contained in the system of records, and how he can contest its content; and

(I) the categories of sources of records in the system;

(5) maintain all records which are used by the agency in making any determination about any individual with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination;

(6) prior to disseminating any record about an individual to any person other than an agency, unless the dissemination is made pursuant to subsection (b)(2) of this section, make reasonable efforts to assure that such records are accurate, complete, timely, and relevant for agency purposes;

(7) maintain no record describing how any individual exercises rights guaranteed by the First Amendment unless expressly authorized by statute or by the individual about whom the record is maintained or unless pertinent to and within the scope of an authorized law enforcement activity;

(8) make reasonable efforts to serve notice on an individual when any record on such individual is made available to any person under compulsory legal process when such process becomes a matter of public record;

(9) establish rules of conduct for persons involved in the design, development, operation, or maintenance of any system of records, or in maintaining any record, and instruct each such person with respect to such rules and the requirements of this section, including any other rules and procedures adopted pursuant to this section and the penalties for noncompliance;

(10) establish appropriate administrative, technical and physical safeguards to insure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained; and

(11) at least 30 days prior to publication of information under paragraph (4)(D) of this subsection, publish in the Federal Register notice of any new use or intended use of the information in the system, and provide an

opportunity for interested persons to submit written data, views, or arguments to the agency.

(f) Agency rules

In order to carry out the provisions of this section, each agency that maintains a system of records shall promulgate rules, in accordance with the requirements (including general notice) of section 553 of this title, which shall--

(1) establish procedures whereby an individual can be notified in response to his request if any system of records named by the individual contains a record pertaining to him;

(2) define reasonable times, places, and requirements for identifying an individual who requests his record or information pertaining to him before the agency shall make the record or information available to the individual;

(3) establish procedures for the disclosure to an individual upon his request of his record or information pertaining to him, including special procedure, if deemed necessary, for the disclosure to an individual of medical records, including psychological records pertaining to him;

(4) establish procedures for reviewing a request from an individual concerning the amendment of any record or information pertaining to the individual, for making a determination on the request, for an appeal within the agency of an initial adverse agency determination, and for whatever additional means may be necessary for each individual to be able to exercise fully his rights under this section; and

(5) establish fees to be charged, if any, to any individual for making copies of his record, excluding the cost of any search for and review of the record.

The Office of the Federal Register shall annually compile and publish the rules promulgated under this subsection and agency notices published under subsection (e)(4) of this section in a form available to the public at low cost.

(g)(1) Civil remedies

Whenever any agency

(A) makes a determination under subsection (d)(3) of this section not to amend an individual's record in accordance with his request, or fails to make such review in conformity with that subsection;

(B) refuses to comply with an individual request under subsection (d)(1) of this section;

(C) fails to maintain any record concerning any individual with such accuracy, relevance, timeliness, and completeness as is necessary to assure fairness in any determination relating to the qualifications, character, rights, or opportunities of, or benefits to the individual that may be made on the basis of such record, and consequently a determination is made which is adverse to the individual; or

(D) fails to comply with any other provision of this section, or any rule promulgated thereunder, in such a way as to have an adverse effect on an individual,

the individual may bring a civil action against the agency, and the district courts of the United States shall have jurisdiction in the matters under the provisions of this subsection.

(2) (A) In any suit brought under the provisions of subsection (g) (1) (A) of this section, the court may order the agency to amend the individual's record in accordance with his request or in such other way as the court may direct. In such a case the court shall determine the matter de novo.

(B) The court may assess against the United States reasonable attorney fees and other litigation costs reasonably incurred in any case under this paragraph in which the complainant has substantially prevailed.

(3) (A) In any suit brought under the provisions of subsection (g) (1) (B) of this section, the court may enjoin the agency from withholding the records and order the production to the complainant of any agency records improperly withheld from him. In such a case the court shall determine the matter de novo, and may examine the contents of any agency records in camera to determine whether the records or any portion thereof may be withheld under any of the exemptions set forth in subsection (k) of this section, and the burden is on the agency to sustain its action.

(B) The court may assess against the United States reasonable attorney fees and other litigation costs reasonably incurred in any case under this paragraph in which the complainant has substantially prevailed.

(4) In any suit brought under the provisions of subsection (g) (1) (C) or (D) of this section in which the court determines that the agency acted in a manner which was intentional or willful, the United States shall be liable to the individual in an amount equal to the sum of--

(A) actual damages sustained by the individual as a result of the refusal or failure, but in no case shall a person entitled to recovery receive less than the sum of \$1,000; and

(B) the costs of the action together with reasonable attorney fees as determined by the court.

(5) An action to enforce any liability created under this section may be brought in the district court of the United States in the district in which the complainant resides, or has his principal place of business, or in which the agency records are situated, or in the District of Columbia, without regard to the amount in controversy, within two years from the date on which the cause of action arises, except that where an agency has materially and willfully misrepresented any information required under this section to be disclosed to an individual and the information so misrepresented is material to establishment of the liability of the agency to the individual under this section, the action may be brought at any time within two years after discovery by the individual of the misrepresentation. Nothing in this section shall be construed to authorize any civil action by reason of any injury sustained as the result of a disclosure of a record prior to September 27, 1975.

(h) Rights of legal guardians

For the purposes of this section, the parent of any minor, or the legal guardian of any individual who has been declared to be incompetent due to physical or mental incapacity or age by a court of competent jurisdiction, may act on behalf of the individual.

(i) (1) Criminal penalties

Any officer or employee of an agency, who by virtue of his employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e) (4) of this section shall be guilty of a misdemeanor and fined not more than \$5,000.

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

(j) General exemptions

The head of any agency may promulgate rules, in accordance with the requirements (including general notice) of sections 553(b)(1), (2), and (3), (c), and (e) of this title, to exempt any system of records within the agency from any part of this section except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i) if the system of records is--

(1) maintained by the Central Intelligence Agency;

or

(2) maintained by an agency or component thereof which performs as its principal function any activity pertaining to the enforcement of criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals, and the activities of prosecutors, courts, correctional, probation, pardon, or parole authorities, and which consists of (A) information compiled for the purpose of identifying individual criminal offenders and alleged offenders and consisting only of identifying data and notations of arrests, the nature and disposition of criminal charges, sentencing, confinement, release, and parole and probation status; (B) information compiled for the purpose of a criminal investigation, including reports of informants and investigators, and associated with an identifiable individual; or (C) reports identifiable to an individual compiled at any stage of the process of enforcement of the criminal laws from arrest or indictment through release from supervision.

At the time rules are adopted under this subsection, the agency shall include in the statement required under section 553(c) of

this title, the reasons why the system of records is to be exempted from a provision of this section.

(k) Specific exemptions

The head of any agency may promulgate rules, in accordance with the requirements (including general notice) of sections 553(b)(1), (2), and (3), (c), and (e) of this title, to exempt any system of records within the agency from subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f) of this section if the system of records is--

(1) subject to the provisions of section 552(b)(1) of this title;

(2) investigatory material compiled for law enforcement purposes, other than material within the scope of subsection (j)(2) of this section: Provided, however, That if any individual is denied any right, privilege, or benefit that he would otherwise be entitled by Federal law, or for which he would otherwise be eligible, as a result of the maintenance of such material, such material shall be provided to such individual, except to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence;

(3) maintained in connection with providing protective services to the President of the United States or other individuals pursuant to section 3056 of Title 18;

(4) required by statute to be maintained and used solely as statistical records;

(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence;

(6) testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal service the disclosure of which would compromise the objectivity or fairness of the testing or examination process; or

(7) evaluation material used to determine potential for promotion in the armed services, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence.

At the time rules are adopted under this subsection, the agency shall include in the statement required under section 553(c) of this title, the reasons why the system of records is to be exempted from a provision of this section.

(l) (1) Archival records

Each agency record which is accepted by the Administrator of General Services for storage, processing, and servicing in accordance with section 3103 of Title 44 shall, for the purposes of this section, be considered to be maintained by the agency which deposited the record and shall be subject to the provisions of this section. The Administrator of General Services shall not disclose the record except to the agency which maintains the record, or under rules established by that agency which are not inconsistent with the provisions of this section.

(2) Each agency record pertaining to an identifiable individual which was transferred to the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, prior to the effective date of this section, shall, for the purposes of this section, be considered to be maintained by the National Archives and shall not be subject to the provisions of this section, except that a statement generally describing such records (modeled after the requirements relating to records subject to subsections (e) (4) (A) through (G) of this section) shall be published in the Federal Register.

(3) Each agency record pertaining to an identifiable individual which is transferred to the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, on or after the effective date of this section, shall, for the purposes of this section, be considered to be maintained by the National Archives and shall be exempt from the requirements of this section except subsections (e) (4) (A) through (G) and (e) (9) of this section.

(m) Government contractors

(1) When an agency provides by a contract for the operation by or on behalf of the agency of a system of records to accomplish an agency function, the agency shall, consistent with its authority, cause the requirements of this section to be applied to such system. For purposes of subsection (i) of this section any such contractor and any employee of such contractor, if such contract is agreed to on or after the effective date of this section, shall be considered to be an employee of an agency.

(2) A consumer reporting agency to which a record is disclosed under section 3711(f) of Title 31 shall not be considered a contractor for the purposes of this section.

(n) Mailing lists

An individual's name and address may not be sold or rented by an agency unless such action is specifically authorized by law. This provision shall not be construed to require the withholding of names and addresses otherwise permitted to be made public.

(o) Report on new systems

Each agency shall provide adequate advance notice to Congress and the Office of Management and Budget of any proposal

to establish or alter any system of records in order to permit an evaluation of the probable or potential effect of such proposal on the privacy and other personal or property rights of individuals or the disclosure of information relating to such individuals, and its effect on the preservation of the constitutional principles of federalism and separation of powers.

(p) Annual report

The President shall annually submit to the Speaker of the House of Representatives and the President pro tempore of the Senate a report--

(1) describing the actions of the Director of the Office of Management and Budget pursuant to section 6 of the Privacy Act of 1974 during the preceding year;

(2) describing the exercise of individual rights of access and amendment under this section during such year;

(3) identifying changes in or additions to systems of records;

(4) containing such other information concerning administration of this section as may be necessary or useful to the Congress in reviewing the effectiveness of this section in carrying out the purposes of the Privacy Act of 1974.

(q) Effect of other laws

(1) No agency shall rely on any exemption contained in section 552 of this title to withhold from an individual any record which is otherwise accessible to such individual under the provisions of this section.

(2) No agency shall rely on any exemption in this section to withhold from an individual any record which is otherwise accessible to such individual under the provisions of section 552 of this title.

The following sections were originally part of the Privacy Act but were not codified:

Sec. 6 The Office of Management and Budget shall--

(1) develop guidelines and regulations for the use of agencies in implementing the provisions of section 552a of Title 5, United States Code, as added by section 3 of this Act; and

(2) provide continuing assistance to and oversight of the implementation of the provisions of such section by agencies.

Sec. 7 (a) (1) It shall be unlawful for any Federal, State or local government agency to deny to any individual any right, benefit, or privilege provided by law because of such individual's refusal to disclose his social security account number.

(2) the provisions of paragraph (1) of this subsection shall not apply with respect to--

(A) any disclosure which is required by Federal statute, or

(B) any disclosure of a social security number to any Federal, State, or local agency maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted prior to such date to verify the identity of an individual.

(b) Any Federal, State or local government agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it.

APPENDIX J

A CITIZEN'S GUIDE ON USING THE FREEDOM OF
INFORMATION ACT AND THE PRIVACY ACT OF 1974
TO REQUEST GOVERNMENT RECORDS

THIRTEENTH REPORT

BY THE

COMMITTEE ON GOVERNMENT
OPERATIONS



July 1, 1987.—Committed to the Committee of the Whole House on the
State of the Union and ordered to be printed

U.S. GOVERNMENT PRINTING OFFICE
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APPENDIXES

A CITIZEN'S GUIDE ON USING THE FREEDOM OF INFORMATION ACT AND THE PRIVACY ACT OF 1974 TO REQUEST GOVERNMENT RECORDS

July 1, 1987.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed

Mr. Brooks, from the Committee on Government Operations, submitted the following

THIRTEENTH REPORT

BASED ON A STUDY BY THE GOVERNMENT INFORMATION, JUSTICE, AND AGRICULTURE SUBCOMMITTEE

On June 16, 1987, the Committee on Government Operations approved and adopted a report entitled "A Citizen's Guide on Using the Freedom of Information Act and the Privacy Act of 1974 To Request Government Records." The chairman was directed to transmit a copy to the Speaker of the House.

I. INTRODUCTION

A popular Government without popular information or the means of acquiring it, is but a Prologue to a Farce or a Tragedy or perhaps both. Knowledge will forever govern ignorance, and a people who mean to be their own Governors, must arm themselves with the power knowledge gives.—JAMES MADISON.¹

The Freedom of Information Act (FOIA) establishes a presumption that records in the possession of agencies and departments of the Executive Branch of the United States government are accessible to the people. This was not always the approach to federal in-

¹ Letter to W.T. Barry, August 4, 1822, in G.P. Hunt ed., *IX The Writings of James Madison* 103 (1910).
The Committee wishes to acknowledge the assistance of Harold C. Relyea, Specialist, American National Government, Government Division, Congressional Research Service, in the preparation of this report.

formation disclosure policy. Before enactment of the Freedom of Information Act in 1966, the burden was on the individual to establish a right to examine these government records. There were no statutory guidelines or procedures to help a person seeking information. There were no judicial remedies for those denied access.

With the passage of the FOIA, the burden of proof shifted from the individual to the government. Those seeking information are no longer required to show a need for information. Instead, the "need to know" standard has been replaced by a "right to know" doctrine. The government now has to justify the need for secrecy.

The FOIA sets standards for determining which records must be made available for public inspection and which records can be withheld from disclosure. The law also provides administrative and judicial remedies for those denied access to records. Above all, the statute requires federal agencies to provide the fullest possible disclosure of information to the public.

The Privacy Act of 1974 is a companion to the FOIA. The Privacy Act regulates federal government agency record keeping and disclosure practices. The Act allows most individuals to seek access to federal agency records about themselves. The Act requires that personal information in agency files be accurate, complete, relevant, and timely. The Act allows the subject of a record to challenge the accuracy of the information. The Act requires that agencies obtain information directly from the subject of the record and that information gathered for one purpose not be used for another purpose. As with the FOIA, the Privacy Act provides civil remedies for individuals whose rights have been violated.

Another important feature of the Privacy Act is the requirement that each federal agency publish a description of each system of records maintained by the agency that contains personal information. This prevents agencies from keeping secret records.

The Privacy Act also restricts the disclosure of personally identifiable information by federal agencies. Together with the FOIA, the Privacy Act permits disclosure of most personal files to the individual who is the subject of the files. The two laws restrict disclosure of personal information to others when disclosure would violate privacy interests.

While both the FOIA and the Privacy Act encourage the disclosure of agency records, both laws also recognize the legitimate need to restrict disclosure of some information. For example, agencies may withhold information classified in the interest of national defense or foreign policy, trade secrets, and criminal/investigatory files. Other specifically defined categories of confidential information may also be withheld.

The essential feature of both laws is that they make federal agencies accountable for information disclosure policies and practices. While neither law grants an absolute right to examine government documents, both laws provide a right to request records and to receive a response to the request. If a requested record cannot be released, the requester is entitled to a reason for the denial. The requester has a right to appeal the denial and, if necessary, to challenge it in court.

These procedural rights granted by the FOIA and the Privacy Act make the laws valuable and workable. The disclosure of gov-

ernment information cannot be controlled by arbitrary or unreviewable actions.

II. RECOMMENDATIONS

The Committee recommends that this Citizen's Guide be made widely available at low cost to anyone who has an interest in obtaining documents from the federal government. The Government Printing Office and federal agencies subject to the Freedom of Information and Privacy Acts should distribute this report widely.

The Committee also recommends that this Citizen's Guide be used by federal agencies in training programs for government employees who are responsible for administering the Freedom of Information and Privacy Acts. The Citizen's Guide should also be used by those government employees who only occasionally work with these two laws.

III. How To Use This Guide

In 1977, the House Committee issued the first *Citizen's Guide* on how to request agency records.² The original *Guide* was reprinted many times and has been widely distributed. The Superintendent of Documents at the Government Printing Office reported that almost 50,000 copies were sold between 1977 and 1986 when the *Guide* went out of print. In addition, thousands of copies were distributed by the House Committee on Government Operations, and Members of Congress, by the Congressional Research Service, and other federal agencies. The original *Citizen's Guide* is one of the most widely read congressional committee reports in history.

This report explains how to use the Freedom of Information Act and the Privacy Act of 1974. It reflects all changes to the laws made since 1977. Only minor changes were made to the Privacy Act since its passage in 1974. Major amendments to the Freedom of Information Act passed in 1974 and 1986. This report updates the guidance on the FOIA to include the 1986 amendments.

This guide is intended to serve as a general introduction to the Freedom of Information Act and the Privacy Act. It is neither a comprehensive guide to the details of these acts nor an analysis of case law. The guide will enable those who are unfamiliar with the laws to understand the process and to make a request. For those who need to know more about the laws, the complete text of each law is included in the appendixes.

Readers should be aware that FOIA litigation is a complex area of law. There are hundreds of court decisions interpreting the FOIA. These decisions must be considered in order to develop a complete understanding of the principles governing disclosure of government information. Anyone requiring more details about the FOIA, its history, or the case law should consult other sources. There has been less controversy and less litigation over the Privacy

² A *Citizen's Guide on How to Use the Freedom of Information Act and the Privacy Act in Requesting Government Documents*, House Report No. 95-736, 95th Cong., 1st Sess. (1977).

Congressmen,⁵ or to the federal judiciary. The FOIA also does not apply to private companies; persons who receive federal contracts or grants; tax-exempt organizations; or state or local governments.

All States and some localities have passed laws like the FOIA that allow people to request access to records. In addition, there are other federal and state laws that may permit access to documents held by organizations not covered by the federal FOIA.⁶

B. WHAT RECORDS CAN BE REQUESTED UNDER THE FOIA?

The FOIA requires agencies to publish or make available some types of information. This includes: (1) Descriptions of agency organization and office addresses; (2) statements of the general course and method of agency operation; (3) rules of procedure and descriptions of forms; (4) substantive rules of general applicability and general policy statements; (5) final opinions made in the adjudication of cases; and (6) administrative staff manuals that affect the public. This information must either be published or made available for inspection and copying without the formality of an FOIA request.

All other "agency records" may be requested under the FOIA. However, the FOIA does not define "agency record." Material that is in the possession, custody, or control of an agency is usually considered to be an agency record under the FOIA. Personal notes of agency employees may not be agency records. A record that is not an "agency record" will not be available under the FOIA. The form in which a record is maintained by an agency does not affect its availability. A request may seek a printed or typed document, tape recording, map, computer printout, computer tape, or a similar item.

Of course, not all records that can be requested must be disclosed. Information that is exempt from disclosure is described below in the section entitled "Reasons Access May Be Denied Under the FOIA."

The FOIA carefully provides that a requester may ask for records rather than information. This means that an agency is only required to look for an existing record or document in response to an FOIA request. An agency is not obliged to create a new record to comply with a request. An agency is not required to collect information it does not have. Nor must an agency do research or analyze data for a requester.⁷

⁵ Virtually all official records of the Congress are available to the public. The Congressional Record, all bills introduced in the House and the Senate, and all committee reports (except for those containing classified information) are printed and disseminated. Most committee hearings are also printed and available. In addition, almost all activities of the Congress take place in public. The sessions of the House and Senate are normally open to the public and televised. Most committee hearings and markups are open to the public, and some are televised. ⁶ See, e.g., the Federal Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq. (1982) (providing for access to files of credit bureaus); the Federal Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (1982) (providing for access to records maintained by schools and colleges). Some states have enacted laws allowing individuals to have access to personnel records maintained by employers. See, e.g., Michigan Compiled Laws Annotated § 423.501. ⁷ When records are maintained in a computer, an agency is required to retrieve information in response to an FOIA request. The process of retrieving the information may result in the creation of a new document when the data is printed out on paper or written on computer tape or disk. Since this may be the only way computerized data can be disclosed, agencies are required to provide the data even if it means a new document must be created.

Act, but there is a considerable body of case law for the Privacy Act as well.³

However, no one should be discouraged from making a request under either law. No special expertise is required. Using the Freedom of Information Act and the Privacy Act is as simple as writing a letter. This *Citizen's Guide* explains the essentials.

IV. WHICH ACT TO USE

The access provisions of the FOIA and the Privacy Act overlap in part. The two laws have different procedures and different exemptions. As a result, sometimes information exempt under one law will be disclosable under the other.

In order to take maximum advantage of the laws, an individual seeking information about himself or herself should normally cite both laws. Requests by an individual for information that does not relate solely to himself or herself should be made under the FOIA. Congress intended that the two laws be considered together in the processing of requests for information. Many government agencies will automatically handle requests from individuals in a way that will maximize the amount of information that is disclosable. However, a requester should still make a request in a manner that is most advantageous and that fully protects all available legal rights. A requester who has any doubts about which law to use should always cite both the FOIA and the Privacy Act when seeking documents from the federal government.

V. THE FREEDOM OF INFORMATION ACT

A. THE SCOPE OF THE FREEDOM OF INFORMATION ACT

The federal Freedom of Information Act applies to documents held by agencies in the executive branch of the federal government. The executive branch includes cabinet departments, military departments, government corporations, government controlled corporations, independent regulatory agencies, and other establishments in the executive branch.

The FOIA does not apply to elected officials of the federal government, including the President,⁴ Vice President, Senators, and

³ This Citizen's Guide is primarily intended to serve the general public. The Committee on Government Operations has included a complete explanation of the bagges of the two laws. In the interest of producing a guide that would be both simple and useful to the intended audience, the Committee deliberately avoided addressing some of the issues that are highly controversial. The Committee cautions against treating the neutrally written descriptions contained in this report as definitive expressions of the Committee's views of the law or congressional intent.

⁴ The Committee has expressed its views on some of these issues in other reports. See, for example, *Cong. 2d Sess. (1982); Who Cares About Privacy? Oversight of the Privacy Act of 1974 by the Office of Management and Budget and by the Congress*, House Report 98-455, 98th Cong., 1st Sess. (1983); *Electronic Collection and Dissemination of Information by Federal Agencies: A Policy Overview*, House Report 99-550, 99th Cong., 2d Sess. (1986); *Freedom of Information Act Amendments of 1986*, House Report 99-832, 99th Cong., 2d Sess. (1986) (report to accompany H.R. 4882). The latter report is a legislative report for a bill reforming the business procedures of the FOIA. The bill did not become law. The 1986 amendments to the FOIA were made by the Freedom of Information Reform Act of 1986, Public Law 99-370. There were no committee reports in either the House or the Senate accompanying the Freedom of Information Reform Act.

⁵ The Presidential Records Act of 1978, 44 U.S.C. § 2201-2207 (1982), does make the documentary materials of former Presidents subject to the FOIA in part. Presidential papers and documents generated after January 20, 1961, will be available—subject to certain restrictions and delays—under the general framework of the FOIA.

be processed faster and cheaper. The agency benefits because it can do a better job of responding to the request. The agency will also be able to use its scarce resources to respond to more requests. The FOIA works best when both the requester and the agency act cooperatively.

C. MAKING AN FOIA REQUEST

The first step in making a request under the FOIA is to identify the agency that has the records. An FOIA request must be addressed to a specific agency. There is no central government records office that services FOIA requests.

Often, a requester knows beforehand which agency has the desired records. If not, a requester can consult a government directory such as the *United States Government Manual*.⁸ This manual has a complete list of all federal agencies, a description of agency functions, and the address of each agency. A requester who is uncertain about which agency has the records that are needed can make FOIA requests at more than one agency.

All agencies normally require that FOIA requests be in writing. Letters requesting records under the FOIA can be short and simple. No one needs a lawyer to make an FOIA request. Appendix 1 of this *Guide* contains a sample request letter.

The request letter should be addressed to an agency's FOIA officer or to the head of the agency. The envelope containing the written request should be marked "Freedom of Information Act Request" in the bottom left-hand corner.⁹

There are three basic elements to an FOIA request letter. First, the letter should state that the request is being made under the Freedom of Information Act. Second, the request should identify the records that are being sought as specifically as possible. Third, the name and address of the requester must be included.

In addition, under the 1986 amendments to the FOIA, the fees chargeable vary with the status or purpose of the requester. As a result, requesters may have to provide additional information to permit the agency to determine the appropriate fees. Different fees can be charged to commercial users, representatives of the news media, educational or noncommercial scientific institutions, and individuals. The next section explains the new fee structure in more detail.

There are several optional items that are often included in an FOIA request. The first is the telephone number of the requester. This permits an agency employee processing a request to talk to the requester if necessary.

A second optional item is a limitation on the fees that the requester is willing to pay. It is common for requesters to ask to be

⁸The *United States Government Manual* is sold by the Superintendent of Documents of the U.S. Government Printing Office. Virtually every public library should have a copy on its shelves.

⁹All agencies have issued FOIA regulations that describe the request process in greater detail. For example, large agencies may have several components each of which has its own FOIA rules. Requesters who can find agency FOIA regulations in the *Code of Federal Regulations* (available in many libraries) might find it useful to check these regulations before making a request. A requester who follows the agency's specific procedures may receive a faster response. However, the simple procedures suggested in this *Guide* will be adequate to meet the minimum requirements for an FOIA request.

Requesters must ask for existing records. Requests may have to be carefully written in order to obtain the information that is desired. Sometimes, agencies will help a requester identify the specific document that contains the information being sought. Other times, a requester may need to be creative when writing an FOIA request in order to identify an existing document or set of documents containing the desired information.

There is a second general limitation on FOIA requests. The law requires that each request must *reasonably describe* the records being sought. This means that a request must be specific enough to permit a professional employee of the agency who is familiar with the subject matter to locate the record in a reasonable period of time.

Because different agencies organize and index records in different ways, one agency may consider a request to be reasonably descriptive while another agency may reject a similar request as too vague. For example, the Federal Bureau of Investigation has a central index for its primary record system. As a result, the FBI is able to search for records about a specific person. However, agencies that do not maintain a central name index may be unable to conduct the same type of search. These agencies may reject a similar request because the request does not describe records that can be identified.

Requesters should make their requests as specific as possible. If a particular document is required, it should be identified as precisely as possible, preferably by date and title. However, a request does not have to be that specific. A requester who cannot identify a specific record should clearly explain his or her needs. A requester should make sure, however, that the request is broad enough to cover the information that is needed.

For example, assume that a requester wants to obtain a list of toxic waste sites near his home. A request to the Environmental Protection Agency for all records on toxic waste would cover many more records than are needed. The fees for such a request might be very high, and it is possible that the request might be rejected as too vague.

A request for all toxic waste sites within three miles of a particular address is very specific. But it is unlikely that EPA would have an existing record containing data organized in that fashion. As a result, the request might be denied because there is no existing record containing the information.

The requester might do better to ask for a list of toxic waste sites in his city, county, or state. It is more likely that existing records might contain this information. The requester might also want to tell the agency in the request letter exactly what information is desired. This additional explanation will help the agency to find a record that meets the request.

Many people include their telephone number in their requests. Sometimes questions about the scope of a request can be resolved quickly when the agency employee and the requester talk. This is an efficient way to resolve questions that arise during the processing of FOIA requests.

It is to everyone's advantage if requests are as precise and as narrow as possible. The requester benefits because the request can

generally includes profit making activities. Commercial users pay reasonable standard charges for document duplication, search, and review.

The third group of FOIA requesters includes everyone not included in either of the first two groups. People seeking information for their own use, public interest groups, and non-profit organizations are examples of requesters who fall into the third group. Charges for these requesters are limited to reasonable standard charges for document duplication and search. No review charges may be imposed. The 1986 amendments did not change the fees charged to these requesters.

Small requests are free for requesters in the first and third groups. This includes all requesters except commercial users. There is no charge for the first two hours of search time and the first 100 pages of documents. Noncommercial requesters who limit their requests to a small number of easily found records will not pay any fees at all.

In addition, the law also prevents agencies from charging fees if the cost of collecting the fee would exceed the amount collected. This limitation applies to all requests, including those seeking documents for commercial use. Thus, if the allowable charges for any FOIA request are small, no fees are imposed.

Each agency sets charges for duplication, search, and review based on its own costs. The amount of these charges is included in agency FOIA regulations. Each agency also sets its own threshold for minimum charges.

The 1986 FOIA amendments changed the law on fee waivers. The new rules require that fees must be waived or reduced if disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester.

The new rules for fees and fee waivers have created some confusion. Determinations about fees are separate and apart from determinations about eligibility for fee waivers. For example, a news reporter may only be charged duplication fees and may ask that the duplication fees be waived. There is no need for a reporter to ask for a waiver of search and review costs because search and review costs are not charged to reporters.

Only after a requester has been categorized to determine the applicable fees does the issue of a fee waiver arise. A requester who seeks a fee waiver should include a separate request in the original request letter. The requester should describe how disclosure will contribute to public understanding of the operations or activities of the government. The sample request letter in the appendix includes optional language asking for a fee waiver.

Any requester may ask for a fee waiver. Some will find it easier to qualify than others. A news reporter who is only charged duplication costs may still ask that the charges be waived because of the public benefits that will result from disclosure. Representatives of the news media and public interest groups are very likely to qualify for a waiver of fees. Commercial users will find it more difficult to qualify.

contacted if the charges will exceed a fixed amount. This allows a requester to modify or withdraw a request if the cost is too high.

A third optional item sometimes included in an FOIA request is a request for a waiver or reduction of fees. The 1986 amendments to the FOIA changed the rules for fee waivers. Fees must be waived or reduced if disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester. Decisions about granting fee waivers are separate from and different than decisions about the amount of fees that can be charged to requesters.

Requesters should keep a copy of their request letter and related correspondence until the request has been finally resolved.

D. FEES AND FEE WAIVERS

FOIA requesters may have to pay fees covering some or all of the costs of processing their requests. As amended in 1986, the law establishes three types of charges that may be imposed on requesters.

The 1986 law makes the process of determining the applicable fees more complicated. However, the new rules reduce or eliminate entirely the cost for small, noncommercial requests.

First, fees can be imposed to recover the costs of copying documents. All agencies have a fixed price for making copies using copying machines. Requesters are usually charged the actual cost of copying computer tapes, photographs, or other nonstandard documents.

Second, fees can also be imposed to recover the costs of searching for documents. This includes the time spent looking for material responsive to a request. Requesters can minimize search charges by making clear, narrow requests for identifiable documents whenever possible.

Third, fees can be charged to recover review costs. Review is the process of examining documents to determine whether any portion is exempt from disclosure. Before the effective date of the 1986 amendments, no review charges were imposed on any requester. Effective on April 25, 1987, review charges may be imposed on commercial requesters only. Review charges only include costs incurred during the initial examination of a document. An agency may not charge for any costs incurred in resolving issues of law or policy that may arise while processing a request.

Different fees apply to different categories of requesters. There are three basic groups of FOIA requesters. The first includes representatives of the news media, and educational or noncommercial scientific institutions whose purpose is scholarly or scientific research. Requesters in this category who are not seeking records for commercial use can only be billed for reasonable standard document duplication charges. A request for information from a representative of the news media is not considered to be for commercial use if the request is in support of a news gathering or dissemination function.

The second group includes FOIA requesters seeking records for commercial use. Commercial use is not defined in the law, but it

The eligibility of other requesters will vary. A key element in qualifying for a fee waiver is the relationship of the information to public understanding of the operations or activities of government. Another important factor is the ability of the requester to convey that information to other interested members of the public. A requester is not eligible for a fee waiver solely because of indigence.

E. REQUIREMENTS FOR AGENCY RESPONSES

Each agency is required to determine within ten days (excluding Saturdays, Sundays, and legal holidays) after the receipt of a request whether to comply with the request. The actual disclosure of documents is required to follow promptly thereafter. If a request for records is denied in whole or in part, the agency must tell the requester the reasons for the denial. The agency must also tell the requester that there is a right to appeal any adverse determination to the head of the agency.

The FOIA permits agencies to extend the time limits up to ten days in unusual circumstances. These circumstances include the need to collect records from remote locations, review large numbers of records, and consult with other agencies. Agencies are supposed to notify the requester whenever an extension is invoked.¹⁰

The statutory time limits for responses are not always met. Agencies sometimes receive an unexpectedly large number of FOIA requests at one time and are unable to meet the deadlines. Some agencies assign inadequate resources to FOIA offices. The Congress does not condone the failure of any agency to meet the law's time limits. However, as a practical matter, there is little that a requester can do about it. The courts have been reluctant to provide relief solely because the FOIA's time limits have not been met.

The best advice to requesters is to be patient. The law allows a requester to consider a request to be denied if it has not been decided within the time limits. This permits the requester to file an administrative appeal. However, this is not always the best course of action. The filing of an administrative or judicial appeal does not normally result in any faster processing of the request.

Agencies generally process requests in the order in which they were received. Some agencies will expedite the processing of urgent requests. Anyone with a pressing need for records should consult with the agency FOIA officer about how to ask for expedited treatment of requests.

F. REASONS ACCESS MAY BE DENIED UNDER THE FOIA

An agency may refuse to disclose an agency record that falls within any of the FOIA's nine statutory exemptions. The exemptions protect against the disclosure of information that would harm national defense or foreign policy, privacy of individuals, proprietary interests of business, functioning of the government, and other important interests.

¹⁰ Agencies that take more than ten days to respond to a request do not always notify each requester that an extension has been invoked.

A record that does not qualify as an "agency record" may be denied because only agency records are available under the FOIA. Personal notes of agency employees may be denied on this basis. An agency may withhold exempt information, but it is not always required to do so. For example, an agency may disclose an exempt internal memorandum because no harm would result from its disclosure. However, an agency is not likely to agree to disclose an exempt document that is classified or that contains a trade secret.

When a record contains some information that qualifies as exempt, the entire record is not necessarily exempt. Instead, the FOIA specifically provides that any reasonably segregable portions of a record must be provided to a requester after the deletion of the portions that are exempt. This is a very important requirement because it prevents an agency from withholding an entire document simply because one line or one page is exempt.

1. Exemption 1.—Classified Documents

The first FOIA exemption permits the withholding of properly classified documents. Information may be classified to protect it in the interest of national defense or foreign policy. Information that has been classified as "Confidential," "Secret," or "Top Secret" under the procedures of the Executive Order on Security Classification can qualify under the first exemption.

The rules for classification are established by the President and not the FOIA or other law. The FOIA provides that, if a document has been properly classified under the President's rules, the document can be withheld from disclosure.

Classified documents may be requested under the FOIA. An agency can review the document to determine if it still requires protection. In addition, the Executive Order on Security Classification establishes a special procedure for requesting the declassification of documents.¹¹ If a requested document is declassified, it can be released in response to an FOIA request. However, a document that was formerly classified may still be exempt under other FOIA exemptions.

2. Exemption 2.—Internal Personnel Rules and Practices

The second FOIA exemption covers matters that are related solely to an agency's internal personnel rules and practices. As interpreted by the courts, there are two separate classes of documents that are generally held to fall within exemption two.

First, information relating to personnel rules or internal agency practices is exempt if it is trivial administrative matter of no genuine public interest. A rule governing lunch hours for agency employees is an example.

Second, internal administrative manuals can be exempt if disclosure would risk circumvention of law or agency regulations. In

¹¹ At the time that this Guide was prepared, the current Executive Order on Security Classification was E.O. 12356 which was promulgated by President Reagan on April 2, 1982. The text of the order can be found at 47 Federal Register 14674-84 (April 6, 1982). The rules for mandatory review for declassification are in Section 3.4 of the Executive Order.

other example is a memorandum from an agency employee to his supervisor describing options for conducting the agency's business. The purpose of the fifth exemption is to safeguard the deliberative policymaking processes of government. The exemption encourages frank discussions of policy matters between agency officials by allowing supporting documents to be withheld from public disclosure. The exemption also protects against premature disclosure of policies before final adoption.

While the policy behind the fifth exemption is well-accepted, the application of the exemption is complicated. The fifth exemption may be the most difficult FOIA exemption to understand and apply. For example, the exemption protects the policymaking process, but it does not protect purely factual information related to the policy process. Factual information must be disclosed unless it is inextricably intertwined with protected information about an agency decision.

Protection for the decisionmaking process is appropriate only for the period while decisions are being made. Thus, the fifth exemption has been held to distinguish between documents that are pre-decisional and therefore may be protected, and those which are post-decisional and therefore not subject to protection. Once a policy is adopted, the public has a greater interest in knowing the basis for the decision.

The exemption also incorporates some of the privileges that apply in litigation involving the government. For example, papers prepared by the government's lawyers are exempt in the same way that papers prepared by private lawyers for clients are not available through discovery in civil litigation.

6. Exemption 6.—*Personal Privacy*

The sixth exemption covers personnel, medical, and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. This exemption protects the privacy interests of individuals by allowing an agency to withhold from disclosure intimate personal data kept in government files. Only individuals have privacy interests. Corporations and other legal persons have no privacy rights under the sixth exemption.

The exemption requires agencies to strike a balance between an individual's privacy interest and the public's right to know. However, since only a clearly unwarranted invasion of privacy is a basis for withholding, there is a perceptible tilt in favor of disclosure in the exemption. Nevertheless, the sixth exemption makes it hard to obtain information about another individual without the consent of that individual.

The Privacy Act of 1974 also regulates the disclosure of personal information about individuals. The FOIA and the Privacy Act overlap in part, but there is no inconsistency. Individuals seeking records about themselves should cite both laws when making a request. This ensures that the maximum amount of disclosable information will be released. Records that can be denied to an individual under the Privacy Act are not necessarily exempt under the FOIA.

order to fall into this category, the material will normally have to regulate internal agency conduct rather than public behavior.

3. Exemption 3.—*Information Exempt Under Other Laws*

The third exemption incorporates into the FOIA other laws that restrict the availability of information. To qualify under exemption three, a statute must require that matters be withheld from the public in such a manner as to leave no discretion to the agency. Alternatively, the statute must establish particular criteria for withholding or refer to particular types of matters to be withheld.

One example of a qualifying statute is the provision of the Tax Code¹² prohibiting the public disclosure of tax returns and tax return information. Another qualifying Exemption 3 statute is the law¹³ designating identifiable census data as confidential. Whether a particular statute qualifies under Exemption 3 can be a difficult legal determination.

4. Exemption 4.—*Confidential Business Information*

The fourth exemption protects from public disclosure two types of information: trade secrets and confidential business information. A trade secret is a commercially valuable plan, formula, process, or device. This is a narrow category of information. An example of a trade secret is the recipe for a commercial food product.

The second type of protected data is commercial or financial information obtained from a person and privileged or confidential. The courts have held that data qualifies for withholding if disclosure by the government would be likely to harm the competitive position of the person who submitted the information. Detailed information on a company's marketing plans, profits, or costs can qualify as confidential business information. Information may also be withheld if disclosure would be likely to impair the government's ability to obtain similar information in the future.

Only information obtained from a person other than a government agency qualifies under the fourth exemption. A person is an individual, a partnership, or a corporation. Information that an agency created on its own cannot normally be withheld under exemption four.

Although there is no formal requirement under the FOIA, many agencies will notify a submitter of business information that disclosure of the information is being considered. The submitter can file suit to block disclosure under the FOIA. Such lawsuits are generally referred to as "reverse" FOIA lawsuits because the FOIA is being used in an attempt to prevent rather than to require the disclosure of information. A reverse FOIA lawsuit may be filed when the submitter of documents and the government disagree whether the information is confidential.

5. Exemption 5.—*Internal Government Communications*

The FOIA's fifth exemption applies to internal government documents. One example is a letter from one government department to another about a joint decision that has not yet been made. An-

¹² 26 U.S.C. § 6103 (1982).
¹³ 13 U.S.C. § 9 (1982).

7. Exemption 7.—Law Enforcement

The seventh exemption allows agencies to withhold law enforcement records in order to protect the law enforcement process from interference. The exemption was amended slightly in 1986, but it still retains six specific subexemptions.

Exemption (7A) allows the withholding of law enforcement records that could reasonably be expected to interfere with enforcement proceedings. This exemption protects active law enforcement investigations from interference through premature disclosure.

Exemption (7B) allows the withholding of information that would deprive a person of a right to a fair trial or an impartial adjudication. This exemption is rarely used.

Exemption (7C) recognizes that individuals have a privacy interest in information maintained in law enforcement files. If the disclosure of information could reasonably be expected to constitute an unwarranted invasion of personal privacy, the information is exempt from disclosure. The standards for privacy protection in Exemption 6 and Exemption (7C) differ slightly. Exemption (7C) refers only to unwarranted invasions of personal privacy rather than to *clearly* unwarranted invasions.

Exemption (7D) protects the identity of confidential sources. Information that could reasonably be expected to reveal the identity of a confidential source is exempt. A confidential source can include a state, local, or foreign agency or authority, or a private institution that furnished information on a confidential basis. In addition, the exemption protects information furnished by a confidential source if the data was compiled by a criminal law enforcement authority during a criminal investigation or by an agency conducting a lawful national security intelligence investigation.

Exemption (7E) protects from disclosure information that would reveal techniques and procedures for law enforcement investigations or prosecutions or that would disclose guidelines for law enforcement investigations or prosecutions if disclosure of the information could reasonably be expected to risk circumvention of the law.

Exemption (7F) protects law enforcement information that could reasonably be expected to endanger the life or physical safety of any individual.

8. Exemption 8.—Financial Institutions

The eighth exemption protects information that is contained in or related to examination, operating, or condition reports prepared by or for a bank supervisory agency such as the Federal Deposit Insurance Corporation, the Federal Reserve, or similar agencies.

9. Exemption 9.—Geological Information

The ninth FOIA exemption covers geological and geophysical information, data, and maps about wells. This exemption is rarely used.

G. FOIA EXCLUSIONS

The 1986 amendments to the FOIA gave limited authority to agencies to respond to a request without confirming the existence

of the requested records. Ordinarily, any proper request must receive an answer stating whether there is any responsive information, even if the requested information is exempt from disclosure.

In some narrow circumstances, acknowledgement of the existence of a record can produce consequences similar to those resulting from disclosure of the record itself. In order to avoid this type of problem, the 1986 amendments established three "record exclusions." However, these exclusions do not broaden the ability of agencies to withhold documents.

The exclusions allow agencies to treat certain exempt records as if the records were not subject to the FOIA. Agencies are not required to confirm the existence of three specific categories of records. If these records are requested, agencies may state that there are no disclosable records responsive to the request. However, these exclusions give agencies no authority to withhold additional categories of information from the public.

The first exclusion is triggered when a request seeks information that is exempt because disclosure could reasonably be expected to interfere with a current law enforcement investigation. There are specific prerequisites for the application of this exclusion. First, the investigation in question must involve a possible violation of criminal law. Second, there must be a reason to believe that the subject of the investigation is not already aware that the investigation is underway. Third, disclosure of the existence of the records—as distinguished from the contents of the records—could reasonably be expected to interfere with enforcement proceedings.

When all three of these conditions are present, an agency may respond to an FOIA request for investigatory records as if the records are not subject to the requirements of the FOIA. In other words, the agency's response does not have to reveal that it is conducting an investigation.

The second exclusion applies to informant records maintained by a criminal law enforcement agency under the informant's name or personal identifier. The agency is not required to confirm the existence of these records unless the informant's status has been officially confirmed. This exclusion helps agencies to protect the identity of confidential informants. Information that might identify informants has always been exempt under the FOIA.

The third exclusion applies only to records maintained by the Federal Bureau of Investigation which pertain to foreign intelligence, counterintelligence, or international terrorism. When the existence of these types of records is classified, the FBI may treat the records as not subject to the requirements of FOIA.

This exclusion does not apply to all classified records on the specific subjects. It only applies when the records are classified and when the existence of the records is also classified. Since the underlying records must be classified before the exclusion is relevant, agencies have no new substantive withholding authority.

In enacting these exclusions, congressional sponsors stated that it was their intent that agencies must inform FOIA requesters that these exclusions are available for agency use. Requesters who believe that records were improperly withheld because of the exclusions can seek judicial review.

H. ADMINISTRATIVE APPEAL PROCEDURES

Whenever an FOIA request is denied, the agency must inform the requester of the reasons for the denial and the requester's right to appeal the denial to the head of the agency. A requester may appeal the denial of a request for a document or for a fee waiver. A requester may contest the type or amount of fees that were charged. A requester may appeal any other type of adverse determination including a rejection of a request for failure to describe adequately the documents being requested. A requester can also appeal because the agency failed to conduct an adequate search for the documents that were requested.

A person whose request was granted in part and denied in part may appeal the partial denial. If an agency has agreed to disclose some but not all requested documents, the filing of an appeal does not affect the release of the documents that are disclosable. There is no risk to the requester in filing an appeal.

The appeal to the head of the agency is a simple administrative appeal. A lawyer can be helpful, but no one needs a lawyer to file an appeal. Anyone who can write a letter can file an appeal. Appeals to the head of the agency often result in the disclosure of some records that had been withheld. A requester who is not convinced that the agency's initial decision is correct should appeal. There is no charge for filing an administrative appeal.

An appeal is filed by sending a letter to the head of the agency. The letter must identify the FOIA request that is being appealed. The envelope containing the letter of appeal should be marked in the lower left hand corner with the words "Freedom of Information Act Appeal."¹⁴

Many agencies assign a number to all FOIA requests that are received. The number should be included in the appeal letter, along with the name and address of the requester. It is a common practice to include a copy of the agency's initial decision letter as part of the appeal, but this is not required. It can also be helpful for the requester to include a telephone number in the appeal letter.

An appeal will normally include the requester's arguments supporting disclosure of the documents. A requester may include any facts or any arguments supporting the case for reversing the initial decision. However, an appeal letter does not have to contain any arguments at all. It is sufficient to state that the agency's initial decision is being appealed. Appendix 1 includes a sample appeal letter.

The FOIA does not set a time limit for filing an administrative appeal of an FOIA denial. However, it is good practice to file an appeal promptly. Some agency regulations establish a time limit for filing an administrative appeal. A requester whose appeal is rejected by an agency because it is too late may refile the original FOIA request and start the process again.

¹⁴ Agency FOIA regulations will normally describe the appeal procedures and requirements with more specificity. At some agencies, decisions on FOIA appeals have been delegated to other agency officials. Requesters who have an opportunity to review agency regulations in the *Code of Federal Regulations* (available in many libraries) may find it helpful and may be able to speed up the processing of the appeal. However, following the simple procedures described in this *Guide* will be sufficient to maintain a proper appeal.

A requester who delays filing an appeal runs the risk that the documents could be destroyed. However, as long as an agency is considering a request or an appeal, the agency must preserve the documents.

An agency is required to make a decision on an appeal within twenty days (excluding Saturdays, Sundays, and federal holidays). It is possible for an agency to extend the time limits by an additional ten days. Once the time period has elapsed, a requester may consider that the appeal has been denied and may proceed with a judicial appeal. However, unless there is an urgent need for records, this is not always the best course of action. The courts are not sympathetic to appeals based solely on an agency's failure to comply with the FOIA's time limits.

I. FILING A JUDICIAL APPEAL

When an administrative appeal is denied, a requester has the right to appeal the denial in court. An FOIA appeal can be filed in the United States District Court in the district where the requester lives. The requester can also file suit in the district where the documents are located or in the District of Columbia. When a requester goes to court, the burden of justifying the withholding of documents is on the government. This is a distinct advantage for the requester.

Requesters are sometimes successful when they go to court, but the results vary considerably. Some requesters who file judicial appeals find that an agency will disclose some documents previously withheld rather than fight about disclosure in court. This does not always happen, and there is no guarantee that the filing of a judicial appeal will result in any additional disclosure.

Most requesters require the assistance of an attorney to file a judicial appeal. A person who files a lawsuit and substantially prevails may be awarded reasonable attorney fees and litigation costs reasonably incurred. Some requesters may be able to handle their own appeal without an attorney. Since this is not a litigation guide, details of the judicial appeal process have been not included. Anyone considering filing an appeal can begin by reviewing the provisions of the FOIA on judicial review.

VI. THE PRIVACY ACT OF 1974

A. THE SCOPE OF THE PRIVACY ACT OF 1974

The Privacy Act of 1974 provides safeguards against an invasion of privacy through the misuse of records by federal agencies. In general, the Act allows citizens to learn how records are collected, maintained, used, and disseminated by the federal government. The Act also permits individuals to gain access to most personal information maintained by federal agencies and to seek amendment of any incorrect or incomplete information.

The Privacy Act applies to personal information maintained by agencies in the executive branch of the federal government. The executive branch includes cabinet departments, military departments, government corporations, government controlled corporations, independent regulatory agencies, and other establishments in

Act also requires that agencies keep a record of some disclosures of personal information.

Fifth, the Act provides legal remedies that permit individuals to seek enforcement of the rights granted under the Act. In addition, there are criminal penalties that apply to federal employees who fail to comply with the Act's provisions.

B. LOCATING RECORDS

There is no central index of federal government records. An individual who wants to inspect records about himself or herself must first identify which agency has the records. Often, this will not be difficult. For example, an individual who was employed by the federal government knows that the employing agency or the Office of Personnel Management maintains personnel files.

Similarly, an individual who receives veterans' benefits will normally find the related records at the Veterans Administration or at the Defense Department. Tax records are maintained by the Internal Revenue Service, social security records by the Social Security Administration, passport records by the State Department, etc.

For those who are uncertain about which agency has the records that are needed, there are several sources of information. First, an individual can ask an agency that might maintain the records. If that agency does not have the records, it may be able to identify the proper agency.

Second, a government directory such as the *United States Government Manual*¹⁵ contains a complete list of all federal agencies, a description of agency functions, and the address of the agency and its field offices. An agency responsible for operating a program normally maintains the records related to that program.

Third, a Federal Information Center can help to identify government agencies, their functions, and their records. These Centers, which are operated by the General Services Administration, serve as clearinghouses for information about the federal government. There are several dozen Federal Information Centers throughout the country.

Fourth, the Office of the Federal Register publishes an annual compilation of records notices for all agencies. These notices contain a complete description of each record system maintained by each agency. The compilation—which is published in five large volumes—is the most complete reference for information about federal agency personal information practices.¹⁷ The infor-

¹⁵ The *United States Government Manual* is sold by the Superintendent of Documents of the U.S. Government Printing Office. Virtually every public library should have a copy on its shelves.

¹⁷ Each system notice contains the name of the system; its location; the categories of individuals covered by the system; the categories of records in the system; the legal authority for maintenance of the system; the routine disclosures that may be made for records in the system; the policies and practices of storing, retrieving, accessing, retaining, and disposing of records; the name and address of the manager of the system; procedures for requesting access to the records; procedures for requesting correction or amendment of the records; the source of the information in the system; and a description of any disclosure exemptions that may be applied to the records in the system.

the executive branch. Agencies subject to the Freedom of Information Act (FOIA) are also subject to the Privacy Act. The Privacy Act does not generally apply to records maintained by state and local governments or private companies or organizations.¹⁵

The Privacy Act only grants rights to United States citizens and to aliens lawfully admitted for permanent residence. As a result, foreign nationals cannot use the Act's provisions. However, foreigners may use the FOIA to request records about themselves.

The only records subject to the Privacy Act are records about individuals that are maintained in a system of records. The idea of a "system of records" is unique to the Privacy Act and requires explanation.

The Act defines a "record" to include most personal information maintained by an agency about an individual. A record contains individually identifiable information, including but not limited to information about education, financial transactions, medical history, criminal history, or employment history. A system of records is a group of records from which information is actually retrieved by name, social security number, or other identifying symbol assigned to an individual.

Some personal information is not kept in a system of records. This information is not subject to the provisions of the Privacy Act, although access may be requested under the FOIA. Most personal information in government files is subject to the Privacy Act.

The Privacy Act also establishes general records management requirements for federal agencies. In summary, there are five basic requirements that are most relevant to individuals.

First, agencies must establish procedures allowing individuals to see and copy records about themselves. An individual may also seek to amend any information that is not accurate, relevant, timely, or complete. The rights to inspect and to correct records are the most important provisions of the Privacy Act. This *Guide* explains in more detail how an individual can exercise these rights.

Second, agencies must publish notices describing all systems of records. The notices include a complete description of personal-data records keeping policies, practices, and systems. This requirement prevents the maintenance of secret record systems.

Third, agencies must make reasonable efforts to maintain accurate, relevant, timely, and complete records about individuals. Agencies are prohibited from maintaining information about how individuals exercise rights guaranteed by the First Amendment to the U.S. Constitution unless maintenance of the information is specifically authorized by statute or relates to authorized law enforcement activity.

Fourth, the Act establishes rules governing the use and disclosure of personal information. The Act specifies that information collected for one purpose may not be used for another purpose without notice to or the consent of the subject of the record. The

¹⁵ The Privacy Act applies to some records that are not maintained by an agency. Subsection (m) of the Privacy Act states that, when an agency provides by contract for the operation of a system of records on its behalf, the requirements of the Privacy Act apply to those records. As a result, some records maintained outside of a federal agency are subject to the Privacy Act. Descriptions of these systems are published in the *Federal Register*. However, most records maintained outside of federal agencies are not subject to the Privacy Act.

mation that appears in the compilation is also published occasionally in the *Federal Register*.¹⁸

The compilation—formally called *Privacy Act Issuances*—may be difficult to find. Copies will be available in some federal depository libraries and possibly in other libraries as well. Although the compilation is the best single source of detailed information about personal records maintained by federal agencies, it is not necessary to consult the compilation before making a Privacy Act request.

A requester is not required to identify the specific system of records that contains the information being sought. It is sufficient to identify the agency that has the records. Using information provided by the requester, the agency will determine which system of records has the files that have been requested.

Those who request records under the Privacy Act can help the agency by identifying the type of records being sought. Large agencies maintain dozens or even hundreds of different record systems. A request is processed faster if the requester tells the agency that he or she was employed by the agency, was the recipient of benefits under an agency program, or had other specific contacts with the agency.

C. MAKING A PRIVACY ACT REQUEST FOR ACCESS

The fastest way to make a Privacy Act request is to identify the specific system of records. The request can be addressed to the system manager. Few people do this. Instead, most people address their requests to the head of the agency that has the records or the agency's Privacy Act Officer. The envelope containing the written request should be marked "Privacy Act Request" in the bottom left-hand corner.¹⁹

There are three basic elements to a request for records under the Privacy Act. First, the letter should state that the request is being made under the Privacy Act. Second, the letter should include the name, address, and signature of the requester. Third, the request should describe as specifically as possible the records that are wanted. Appendix 1 includes a sample Privacy Act request letter. It is a common practice for an individual seeking records about himself or herself to make the request under both the Privacy Act of 1974 and the Freedom of Information Act. See the discussion in the front of this *Guide* about which act to use.

A requester can describe the records by identifying a specific system of records, by describing his or her contacts with an agency, or by simply asking for all records about himself or herself. The

¹⁸ Agencies are required to publish in the *Federal Register* a description of each system of records when the system is established or amended. In the past, agencies were required to publish an annual compilation in the *Federal Register*, but that requirement was eliminated in 1982. As a result, for most agencies it will be difficult to find a complete list of all systems of records in the *Federal Register*. Some agencies do, however, reprint all system notices from time to time.

¹⁹ All agencies have Privacy Act regulations that describe the request process in greater detail. Large agencies may have several components, each of which has its own Privacy Act rules. Requesters who can find agency Privacy Act regulations in the *Code of Federal Regulations* (available in many libraries) might read these regulations before making a request. A requester who follows the agency's specific procedures may receive a faster response. However, the simple procedures suggested in this *Guide* are adequate to meet the minimum statutory requirements for a Privacy Act request.

broader and less specific a request is, the longer it may take for an agency to respond.

It is a good practice for a requester to describe the type of records that he or she expects to find. For example, an individual seeking a copy of his service record in the Army should state that he was in the Army and include the approximate dates of service. This will help the Defense Department narrow its search to record systems that are likely to contain the information being sought. An individual seeking records from the Federal Bureau of Investigation may ask that files in specific field offices be searched in addition to the FBI's central office files. The FBI does not routinely search field office records without a specific request.

Agencies generally require requesters to provide some proof of identity before records will be disclosed. Agencies may have different requirements. Some agencies will accept a signature; others may require a notarized signature. If an individual goes to the agency to inspect records, standard personal identification may be acceptable. More stringent requirements may apply if the records being sought are especially sensitive.

Agencies will inform requesters of any special identification requirements. Requesters who need records quickly should first consult agency regulations or talk to the agency's Privacy Act Officer to find out how to provide adequate identification.

An individual who visits an agency office to inspect a Privacy Act record may wish to bring along a friend or relative to review the record. When a requester brings another person, the agency may ask the requester to sign a written statement authorizing discussion of the record in the presence of that person.

It is a crime to knowingly and willfully request or obtain records under the Privacy Act under false pretenses. A request for access under the Privacy Act can only be made by the subject of the record. An individual cannot make a request under the Privacy Act for a record about another person. The only exception is for a parent or legal guardian who can request records for a minor or a person who has been declared incompetent.

D. FEES

Under the Privacy Act, fees can only be charged for the cost of copying records. No fees may be charged for the time it takes to search for the records or for the time it takes to review the records to determine if any exemptions apply. This is a major difference from the FOIA. Under the FOIA, fees can sometimes be charged to recover search costs and review costs.²⁰ The different fee structure in the two laws is one reason many requesters seeking records about themselves cite both laws. This minimizes allowable fees.

Many agencies will not charge fees for making copies of files under the Privacy Act, especially when the files are small. If paying the copying charges is a problem, the requester should explain in the request letter. An agency can waive fees under the Privacy Act.

²⁰ An individual seeking records about himself or herself under the FOIA should not be charged review charges. The only charges applicable under the FOIA are search and copy charges.

E. REQUIREMENTS FOR AGENCY RESPONSES

Unlike the FOIA, there is no fixed time when an agency must respond to a request for access to records under the Privacy Act. It is good practice for an agency to acknowledge receipt of a Privacy Act request within ten days and to provide the requested records within thirty days.

At many agencies, FOIA and Privacy Act requests are processed by the same personnel. When there is a backlog of requests, it takes longer to receive a response. As a practical matter, there is little that a requester can do when an agency response is delayed. Requesters should be patient.

Agencies generally process requests in the order in which they were received. Some agencies will expedite the processing of urgent requests. Anyone with a pressing need for records should consult with the agency Privacy Act Officer about how to ask for expedited treatment of requests.

F. REASONS ACCESS MAY BE DENIED UNDER THE PRIVACY ACT

Not all records about an individual must be disclosed under the Privacy Act. Some records may be withheld to protect important government interests such as national security or law enforcement.

The Privacy Act exemptions are different from the exemptions of the FOIA. Under the FOIA, any record may be withheld from disclosure if it contains exempt information when a request is received. The decision to apply an FOIA exemption is made only after a request has been made. In contrast, Privacy Act exemptions apply not to records but to systems of records. Before an agency can apply a Privacy Act exemption, the agency must first issue a regulation stating that there may be exempt records in that system of records. Thus, there is a procedural prerequisite for the application of Privacy Act exemptions.

Without reviewing agency regulations, it is hard to tell whether particular Privacy Act records are exempt from disclosure. However, it is a safe assumption that any system of records that qualifies for an exemption has been exempted by the agency.

Since most record systems are not exempt, the exemptions are not relevant to most requests. Also, agencies do not automatically rely upon Privacy Act exemptions unless there is a specific reason to do so. Thus, some records that are exempt may be disclosed upon request.

Because Privacy Act exemptions are complex and used infrequently, most requesters need not worry about them. The exemptions are discussed here for those interested in the law's details and for reference when an agency withholds records. Anyone interested in more information about the Privacy Act's exemptions can begin by reading the relevant sections of the Act. The complete text of the Act is reprinted in an appendix to this Guide.²¹

²¹ In 1975, the Office of Management and Budget issued guidance to federal agencies on the Privacy Act of 1974. Those guidelines are a good source of commentary and explanation for many of the provisions of the Act. The OMB guidelines can be found at 40 *Federal Register* 28948 (July 9, 1975).

The Privacy Act's exemptions differ from those of the FOIA in another important way. The FOIA is mostly a disclosure law. Information exempt under the FOIA is exempt from disclosure only. That is not true under the Privacy Act. It imposes many separate requirements on personal records. No system of records is exempt from all Privacy Act requirements.

For example, no system of records is ever exempt from the requirement that a description of the system be published. No system of records can be exempted from the limitations on disclosure of the records outside of the agency. No system is exempt from the requirement to maintain an accounting for disclosures. No system is exempt from the restriction against the maintenance of unauthorized information on the exercise of First Amendment rights. All systems are subject to the requirement that reasonable efforts be taken to assure that records disclosed outside the agency be accurate, complete, timely, and relevant. Agencies must maintain proper administrative controls and security for all systems. Finally, the Privacy Act's criminal penalties remain fully applicable to each system of records.

1. General Exemptions

There are two general exemptions under the Privacy Act. The first applies to all records maintained by the Central Intelligence Agency. The second general exemption applies to selected records maintained by an agency or component whose principal function is any activity pertaining to criminal law enforcement. Records of these criminal law enforcement agencies can be exempt under the Privacy Act if the records consist of (A) information compiled to identify individual criminal offenders and which consist only of identifying data and notations of arrests, the nature and disposition of criminal charges, sentencing, confinement, release, and parole and probation status; (B) criminal investigatory records associated with an identifiable individual; or (C) reports identifiable to a particular individual compiled at any stage from arrest through release from supervision.

Systems of records subject to these general exemptions may be exempted from many of the Privacy Act's requirements. Exemption from the Act's access and correction provisions is the most important. Individuals have no right under the Privacy Act to ask for a copy of records that are generally exempt or to seek correction of erroneous records.

In practice, these exemptions are not as expansive as they sound. Most agencies that have exempt records will accept and process Privacy Act requests. The records will be reviewed on a case-by-case basis. Agencies will often disclose any information that does not require protection. Agencies also tend to follow a similar policy for requests for correction.

Individuals interested in obtaining records from the Central Intelligence Agency or from law enforcement agencies should not be discouraged from making requests for access. Even if the Privacy Act access exemption is applied, portions of the records may still be disclosable under the FOIA. This is a primary reason individuals should cite both the Privacy Act and the FOIA when requesting records.

The general exemption from access does prevent requesters from filing a lawsuit under the *Privacy Act* when access is denied. The right to sue under the FOIA is not changed because of a *Privacy Act* exemption.

2. Specific Exemptions

There are seven specific *Privacy Act* exemptions that can be applied to many systems of records. Records subject to these exemptions are not exempt from as many of the Act's requirements as are the records subject to the general exemptions. However, records exempt under the specific exemptions are exempt from the *Privacy Act's* access and correction provisions. Nevertheless, since the access and correction exemptions are not always applied when available, those seeking records should not be discouraged from making a request. Also, the FOIA can be used to seek access to records exempt under the *Privacy Act*.

The first specific exemption covers record systems containing information that is properly classified. Classified information is also exempt from disclosure under the FOIA. Information that has been classified in the interest of national defense or foreign policy will normally be unavailable under either the FOIA or the *Privacy Act*.

The second specific exemption applies to systems of records containing investigatory material compiled for law enforcement purposes other than material covered by the general law enforcement exemption. The specific law enforcement exemption is limited when—as a result of the maintenance of the records—an individual is denied any right, privilege, or benefit to which he or she would be entitled by federal law or for which he or she would otherwise be entitled. In such a case, disclosure is required except where disclosure would reveal the identity of a confidential source who furnished information to the government under an express promise that the identity of the source would be held in confidence. If the information was collected from a confidential source before the effective date of the *Privacy Act* (September 27, 1975), an implied promise of confidentiality is sufficient to permit withholding of the identity of the source.²²

The third specific exemption applies to systems of records maintained in connection with providing protective services to the President of the United States or other individuals who receive protection from the Secret Service.

The fourth specific exemption applies to systems of records required by statute to be maintained and used solely as statistical records.

The fifth specific exemption covers investigatory material compiled solely to determine suitability, eligibility, or qualifications for federal civilian employment, military service, federal contracts, or access to classified information. However, this exemption applies only to the extent that disclosure of information would reveal the identity of a confidential source who provided the information under a promise of confidentiality.

²²This distinction between express and implied promises of confidentiality is repeated throughout the specific exemptions of the *Privacy Act*.

The sixth specific exemption applies to systems of records that contain testing or examination material used solely to determine individual qualifications for appointment or promotion in federal service, but only when disclosure would compromise the objectivity or fairness of the testing or examination process. Effectively, this exemption permits withholding of questions used in employment tests.

The seventh specific exemption covers evaluation material used to determine potential for promotion in the armed services. The material is only exempt to the extent that disclosure would reveal the identity of a confidential source who provided the information under a promise of confidentiality.

3. Medical Records

Medical records maintained by federal agencies—for example, records at Veterans Administration hospitals—are not formally exempt from the *Privacy Act's* access provisions. However, the *Privacy Act* authorizes a special procedure for medical records that operates, at least in part, like an exemption.

Agencies may deny individuals direct access to medical records, including psychological records, if the agency deems it necessary. An agency normally reviews medical records requested by an individual. If the agency determines that direct disclosure is unwise, it can arrange for disclosure to a physician selected by the individual or possibly to another person chosen by the individual.

4. Litigation Records

The *Privacy Act's* access provisions include a general limitation on access to litigation records. The Act does not require an agency to disclose to an individual any information compiled in reasonable anticipation of a civil action or proceeding. This limitation operates like an exemption, although there is no requirement that the exemption be applied to a system of records before it can be used.

G. ADMINISTRATIVE APPEAL PROCEDURES FOR DENIAL OF ACCESS

Unlike the FOIA, the *Privacy Act* does not provide for an administrative appeal of the denial of access. However, many agencies have established procedures that will allow *Privacy Act* requesters to appeal a denial of access without going to court. An administrative appeal is often allowed under the *Privacy Act*, even though it is not required, because many individuals cite both the FOIA and *Privacy Act* when making a request. The FOIA provides specifically for an administrative appeal, and agencies are required to consider an appeal under the FOIA.

When a *Privacy Act* request for access is denied, agencies usually inform the requestor of any appeal rights that are available. If no information on appeal rights is included in the denial letter, the requestor should ask the *Privacy Act* Officer. Unless an agency has established an alternative procedure, it is possible that an appeal filed directly with the head of the agency will be considered by the agency.

When a request for access is denied under the *Privacy Act*, the agency explains the reason for the denial. The explanation must

name the system of records and explain which exemption is applicable to the system. An appeal may be made on the basis that the record is not exempt, that the system of records has not been properly exempted, or that the record is exempt but no harm to an important interest will result if the record is disclosed.

There are three basic elements to a Privacy Act appeal letter. First, the letter should state that the appeal is being made under the Privacy Act of 1974. If the FOIA was cited when the request for access was made, the letter should state that the appeal is also being made under the FOIA. This is important because the FOIA grants requesters statutory appeal rights.

Second, a Privacy Act appeal letter should identify the denial that is being appealed and the records that were withheld. The appeal letter should also explain why the denial of access was improper or unnecessary.

Third, the appeal should include the requester's name and address. It is a good practice for a requester to also include a telephone number when making an appeal.

Appendix 1 includes a sample letter of appeal.

H. AMENDING RECORDS UNDER THE PRIVACY ACT

The Privacy Act grants an important right in addition to the ability to inspect records. The Act permits an individual to request a correction of a record that is not accurate, relevant, timely, or complete. This remedy allows an individual to correct errors and to prevent those errors from being disseminated by the agency or used unfairly against the individual.

The right to seek a correction extends only to records subject to the Privacy Act. Also, an individual can only correct errors contained in a record that pertains to himself or herself. Records disclosed under the FOIA cannot be amended through the Privacy Act unless the records are also subject to the Privacy Act. Records about unrelated events or about other people cannot be amended unless the records are in a Privacy Act file maintained under the name of the individual who is seeking to make the correction.

A request to amend a record should be in writing. Agency regulations explain the procedures in greater detail, but the process is not complicated. A letter requesting an amendment of a record will normally be addressed to the Privacy Act Officer of the agency or to the agency official responsible for the maintenance of the record system containing the erroneous information. The envelope containing the request should be marked "Privacy Act Amendment Request" on the lower left corner.

There are five basic elements to a request for amending a Privacy Act record.

First, the letter should state that it is a request to amend a record under the Privacy Act of 1974.

Second, the request should identify the specific record and the specific information in the record for which an amendment is being sought.

Third, the request should state why the information is not accurate, relevant, timely, or complete. Supporting evidence may be included with the request.

Fourth, the request should state what new or additional information, if any, should be included in place of the erroneous information. Evidence of the validity of the new or additional information should be included. If the information in the file is wrong and needs to be removed rather than supplemented or corrected, the request should make this clear.

Fifth, the request should include the name and address of the requester. It is a good idea for a requester to include a telephone number.

Appendix 1 includes a sample letter requesting amendment of a Privacy Act record.

I. APPEALS AND REQUIREMENTS FOR AGENCY RESPONSES

An agency that receives a request for amendment under the Privacy Act must acknowledge receipt of the request within ten days (not including Saturdays, Sundays, and legal holidays). The agency must promptly rule on the request.

The agency may make the amendment requested. If so, the agency must notify any person or agency to which the record had previously been disclosed of the correction.

If the agency refuses to make the change requested, the agency must inform the requester of: (1) the agency's refusal to amend the record; (2) the reason for refusing to amend the request; and (3) the procedures for requesting a review of the denial. The agency must provide the name and business address of the official responsible for conducting the review.

An agency must decide an appeal of a denial of a request for amendment within thirty days (excluding Saturdays, Sundays, and legal holidays), unless the time period is extended by the agency for good cause. If the appeal is granted, the record will be corrected.

If the appeal is denied, the agency must inform the requester of the right to judicial review. In addition, a requester whose appeal has been denied also has the right to place in the agency file a concise statement of disagreement with the information that was the subject of the request for amendment.

When a statement of disagreement has been filed and an agency is disclosing the disputed information, the agency must mark the information and provide copies of the statement of disagreement. The agency may also include a concise statement of its reasons for not making the requested amendments. The agency must also give a copy of the statement of disagreement to any person or agency to whom the record had previously been disclosed.

J. FILING A JUDICIAL APPEAL

The Privacy Act provides a civil remedy whenever an agency denies access to a record or refuses to amend a record. An individual may sue an agency if the agency fails to maintain records with accuracy, relevance, timeliness, and completeness as is necessary to assure fairness in any agency determination and the agency makes a determination that is adverse to the individual. An individual may also sue an agency if the agency fails to comply with any

other Privacy Act provision in a manner that has an adverse effect on the individual.

The Privacy Act protects a wide range of rights about personal records maintained by federal agencies. The most important are the right to inspect records and the right to seek correction of records. Other rights have also been mentioned here, and still others can be found in the text of the Act. Most of these rights can become the subject of litigation.

An individual may file a lawsuit against an agency in the federal district court in which the individual lives, in which the records are situated, or in the District of Columbia. A lawsuit must be filed within two years from the date on which the basis for the lawsuit arose.

Most individuals require the assistance of an attorney to file a judicial appeal. An individual who files a lawsuit and substantially prevails may be awarded reasonable attorney fees and litigation costs reasonably incurred. Some requesters may be able to handle their own appeal without an attorney. Since this is not a litigation guide, details about the judicial appeal process have not been included. Anyone considering filing an appeal can begin by reviewing the provisions of the Privacy Act on civil remedies.

APPENDIXES

APPENDIX I.—SAMPLE REQUEST AND APPEAL LETTERS

A. FREEDOM OF INFORMATION ACT REQUEST LETTER

Agency Head [or Freedom of Information Act Officer]

Name of Agency

Address of Agency

City, State, Zip Code

Re: Freedom of Information Act Request.

DEAR :

This is a request under the Freedom of Information Act.

I request that a copy of the following documents [or documents containing the following information] be provided to me: [Identify the documents or information as specifically as possible].

In order to help to determine my status to assess fees, you should know that I am [insert a suitable description of the requester and the purpose of the request].

[Sample requester descriptions:

a representative of the news media affiliated with the newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.

affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.

an individual seeking information for personal use and not for a commercial use.

affiliated with a private corporation and am seeking information for use in the company's business.]

[Optional] I am willing to pay fees for this request up to a maximum of \$. If you estimate that the fees will exceed this limit, please inform me first.

[Optional] I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest. [Include a specific explanation.]

Thank you for your consideration of this request.

Sincerely,

Name

Address

City, State, Zip Code

Telephone number [Optional]

B. FREEDOM OF INFORMATION ACT APPEAL LETTER

Agency Head or Appeal Officer

Name of Agency

Address of Agency

City, State, Zip Code

Re: Freedom of Information Act Appeal.

DEAR :

This is an appeal under the Freedom of Information Act.

On (date), I requested documents under the Freedom of Information Act. My request was assigned the following identification number: . On (date), I received a response to my request in a letter signed by (name of official). I appeal the denial of my request.

[Optional] The documents that were withheld must be disclosed under the FOIA because * * *

[Optional] I appeal the decision to deny my request for a waiver of fees. I believe that I am entitled to a waiver of fees. Disclosure of the documents I requested is in the public interest because the information is likely to contribute significantly to public understanding of the operations or activities of government and is not primarily in my commercial interests. (Provide details)

[Optional] I appeal the decision to require me to pay review costs for this request. I am not seeking the documents for a commercial use. (Provide details)

[Optional] I appeal the decision to require me to pay search charges for this request. I am a reporter seeking information as part of news gathering and not for commercial use.

Thank you for your consideration of this appeal.

Sincerely,

Name

Address

City, State, Zip Code

Telephone Number [Optional]

C. PRIVACY ACT REQUEST FOR ACCESS LETTER

Privacy Act Officer [or System of Records Manager]

Name of Agency

Address of Agency

City, State, Zip Code

Re: Privacy Act Request for Access.

DEAR :

This is a request under the Privacy Act of 1974.

I request a copy of any records [or specifically named records] about me maintained at your agency.

[Optional] To help you to locate my records, I have had the following contacts with your agency: [mention job applications, periods of employment, loans or agency programs applied for, etc.]

[Optional] Please consider that this request is also made under the Freedom of Information Act. Please provide any additional information that may be available under the FOIA.

[Optional] I am willing to pay fees for this request up to a maximum of \$. If you estimate that the fees will exceed this limit, please inform me first.

[Optional] Enclosed is [a notarized signature or other identifying document] that will verify my identity.

Thank you for your consideration of this request.

Sincerely,

Name

Address

City, State, Zip Code

Telephone Number [Optional]

D. PRIVACY ACT DENIAL OF ACCESS APPEAL

Agency Head or Appeal Officer

Name of Agency

Address of Agency

City, State, Zip Code

Re: Appeal of Denial of Privacy Act Access Request.

DEAR

This is an appeal under the Privacy Act of the denial of my request for access to records.

On (date), I requested access to records under the Privacy Act of 1974. My request was assigned the following identification number: . On (date), I received a response to my request in a letter signed by (name of official). I appeal the denial of my request.

[Optional] The records that were withheld should be disclosed to me because * * *

[Optional] Please consider that this appeal is also made under the Freedom of Information Act. Please provide any additional information that may be available under the FOIA.

Thank you for your consideration of this appeal.

Sincerely,

Name

Address

City, State, Zip Code

Telephone Number [Optional]

E. PRIVACY ACT REQUEST TO AMEND RECORDS

Privacy Act Officer [or System of Records Manager]

Name of Agency

Address of Agency

City, State, Zip Code

Re: Privacy Act Request To Amend Records.

DEAR :

This is a request under the Privacy Act to amend records about myself maintained by your agency.

I believe that the following information is not correct: [Describe the incorrect information as specifically as possible].

The information is not (accurate) (relevant) (timely) (complete) because * * *.

[Optional] Enclosed are copies of documents that show that the information is incorrect.

I request that the information be [deleted] [changed to read:]
Thank you for your consideration of this request.

Sincerely,

Name _____
Address _____
City, State, Zip Code _____
Telephone Number [Optional] _____

F. PRIVACY ACT APPEAL OF REFUSAL TO AMEND RECORDS

Agency Head or Appeal Officer

Name of Agency _____

Address of Agency _____

City, State, Zip Code _____

Re: Privacy Act Appeal of Refusal To Amend Records.

DEAR _____:

This is an appeal under the Privacy Act of the refusal of your agency to amend records as I requested.

On (date), I requested that records about me be amended. My request was assigned the following identification number.

On (date), I was informed by (name of official) that my request was rejected. I appeal the rejection of my request.

The rejection of my request for amendment was wrong because

[Optional] I enclose additional evidence that shows that the records are incorrect and that the amendment I requested is appropriate.

Thank you for your consideration of this appeal.

Sincerely,

Name _____
Address _____
City, State, Zip Code _____
Telephone Number [Optional] _____

APPENDIX 2.—TEXT OF THE FREEDOM OF INFORMATION ACT

407

TITLE 5, U.S.C.

Sec. 552

§ 552. Public information; agency rules, opinions, orders, records, and proceedings

(a) Each agency shall make available to the public information as follows:

(1) Each agency shall separately state and currently publish in the Federal Register for the guidance of the public—

(A) descriptions of its central and field organization and the established places at which, the employees (and in the case of a uniformed service, the members) from whom, and the methods whereby, the public may obtain information, make submittals or requests, or obtain decisions;

(B) statements of the general course and method by which its functions are channeled and determined, including the nature and requirements of all formal and informal procedures available;

(C) rules of procedure, descriptions of forms available or the places at which forms may be obtained, and instructions as to the scope and contents of all papers, reports, or examinations;

(D) substantive rules of general applicability adopted as authorized by law, and statements of general policy or interpretations of general applicability formulated and adopted by the agency; and

(E) each amendment, revision, or repeal of the foregoing.

Except to the extent that a person has actual and timely notice of the terms thereof, a person may not in any manner be required to resort to, or be adversely affected by, a matter required to be published in the Federal Register and not so published. For the purpose of this paragraph, matter reasonably available to the class of persons affected thereby is deemed published in the Federal Register when incorporated by reference therein with the approval of the Director of the Federal Register.

(2) Each agency, in accordance with published rules, shall make available for public inspection and copying—

(A) final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

(B) those statements of policy and interpretations which have been adopted by the agency and are not published in the Federal Register; and

(C) administrative staff manuals and instructions to staff that affect a member of the public;

unless the materials are promptly published and copies offered for sale. To the extent required to prevent a clearly unwarranted invasion of personal privacy, an agency may delete identifying details when it makes available or publishes an opinion, statement of policy, interpretation, or staff manual or instruction. However, in each case the justification for the deletion shall be explained fully in writing. Each agency shall also maintain and make available for public inspection and copying current indexes providing identifying

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only the direct costs incurred during the initial examination of a document for the purposes of determining whether the documents must be disclosed under this section and for the purposes of withholding any portions exempt from disclosure under this section. Review costs may not include any costs incurred in resolving issues of law or policy that may be raised in the course of processing a request under this section. No fee may be charged by any agency under this section—

(I) if the costs of routine collection and processing of the fee are likely to equal or exceed the amount of the fee; or
(II) for any request described in clause (ii)(II) or (III) of this subparagraph for the first two hours of search time or for the first one hundred pages of duplication.

(v) No agency may require advance payment of any fee unless the requester has previously failed to pay fees in a timely fashion, or the agency has determined that the fee will exceed \$250.

(vi) Nothing in this subparagraph shall supersede fees chargeable under a statute specifically providing for setting the level of fees for particular types of records.

(vii) In any action by a requester regarding the waiver of fees under this section, the court shall determine the matter *de novo*. *Provided*, That the court's review of the matter shall be limited to the record before the agency.

(B) On complaint, the district court of the United States in the district in which the complainant resides, or has his principal place of business, or in which the agency records are situated, or in the District of Columbia, has jurisdiction to enjoin the agency from withholding agency records and to order the production of any agency records improperly withheld from the complainant. In such a case the court shall determine the matter *de novo*, and may examine the contents of such agency records in camera to determine whether such records or any part thereof shall be withheld under any of the exemptions set forth in subsection (b) of this section, and the burden is on the agency to sustain its action.

(C) Notwithstanding any other provision of law, the defendant shall serve an answer or otherwise plead to any complaint made under this subsection within thirty days after service upon the defendant of the pleading in which such complaint is made, unless the court otherwise directs for good cause shown.

(D) [Repealed.]

(E) The court may assess against the United States reasonable attorney fees and other litigation costs reasonably incurred in any case under this section in which the complainant has substantially prevailed.

(F) Whenever the court orders the production of any agency records improperly withheld from the complainant and assesses against the United States reasonable attorney fees and other litigation costs, and the court additionally issues a written finding that the circumstances surrounding the withholding raise questions whether agency personnel acted arbitrarily or capriciously with respect to the withholding, the Special Counsel shall promptly initiate a proceeding to determine whether disciplinary action is warranted against the officer or employee who was primarily responsible

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information for the public as to any matter issued, adopted, or promulgated after July 4, 1967, and required by this paragraph to be made available or published. Each agency shall promptly publish, quarterly or more frequently, and distribute (by sale or otherwise) copies of each index or supplements thereto unless it determines by order published in the Federal Register that the publication would be unnecessary and impracticable, in which case the agency shall nonetheless provide copies of such index on request at a cost not to exceed the direct cost of duplication. A final order, opinion, statement of policy, interpretation, or staff manual or instruction that affects a member of the public may be relied on, used, or cited as precedent by an agency against a party other than an agency only if—

(i) it has been indexed and either made available or published as provided by this paragraph; or
(ii) the party has actual and timely notice of the terms thereof.

(3) Except with respect to the records made available under paragraphs (1) and (2) of this subsection, each agency, upon any request for records which (A) reasonably describes such records and (B) is made in accordance with published rules stating the time, place, fees (if any), and procedures to be followed, shall make the records promptly available to any person.

(4)(A)(i) In order to carry out the provisions of this section, each agency shall promulgate regulations, pursuant to notice and receipt of public comment, specifying the schedule of fees applicable to the processing of requests under this section and establishing procedures and guidelines for determining when such fees should be waived or reduced. Such schedule shall conform to the guidelines which shall be promulgated, pursuant to notice and receipt of public comment, by the Director of the Office of Management and Budget and which shall provide for a uniform schedule of fees for all agencies.

(ii) Such agency regulations shall provide that—

(I) fees shall be limited to reasonable standard charges for document search, duplication, and review, when records are requested for commercial use;

(II) fees shall be limited to reasonable standard charges for document duplication when records are not sought for commercial use and the request is made by an educational or noncommercial scientific institution, whose purpose is scholarly or scientific research; or a representative of the news media; and
(III) for any request not described in (I) or (II), fees shall be limited to reasonable standard charges for document search and duplication.

(iii) Documents shall be furnished without any charge or at a charge reduced below the fees established under clause (ii) if disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester.

(iv) Fee schedules shall provide for the recovery of only the direct costs of search, duplication, or review. Review costs shall include

ble for the withholding. The Special Counsel, after investigation and consideration of the evidence submitted, shall submit his findings and recommendations to the administrative authority of the agency concerned and shall send copies of the findings and recommendations to the officer or employee or his representative. The administrative authority shall take the corrective action that the Special Counsel recommends.

(G) In the event of noncompliance with the order of the court, the district court may punish for contempt the responsible employee, and in the case of a uniformed service, the responsible member.

(5) Each agency having more than one member shall maintain and make available for public inspection a record of the final votes of each member in every agency proceeding.

(6)(A) Each agency, upon any request for records made under paragraph (1), (2), or (3) of this subsection, shall—

(i) determine within ten days (excepting Saturdays, Sundays, and legal public holidays) after the receipt of any such request whether to comply with such request and shall immediately notify the person making such request of such determination and the reasons therefor, and of the right of such person to appeal to the head of the agency any adverse determination; and

(ii) make a determination with respect to any appeal within twenty days (excepting Saturdays, Sundays, and legal public holidays) after the receipt of such appeal. If on appeal the denial of the request for records is in whole or in part upheld, the agency shall notify the person making such request of the provisions for judicial review of that determination under paragraph (4) of this subsection.

(B) In unusual circumstances as specified in this subparagraph, the time limits prescribed in either clause (i) or clause (ii) of subparagraph (A) may be extended by written notice to the person making such request setting forth the reasons for such extension and the date on which a determination is expected to be dispatched. No such notice shall specify a date that would result in an extension for more than ten working days. As used in this subparagraph, "unusual circumstances" means, but only to the extent reasonably necessary to the proper processing of the particular request—

(i) the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request;

(ii) the need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; or

(iii) the need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request or among two or more components of the agency having substantial subject-matter interest therein.

(C) Any person making a request to any agency for records under paragraph (1), (2), or (3) of this subsection shall be deemed to have exhausted his administrative remedies with respect to such request

if the agency fails to comply with the applicable time limit provisions of this paragraph. If the Government can show exceptional circumstances exist and that the agency is exercising due diligence in responding to the request, the court may retain jurisdiction and allow the agency additional time to complete its review of the records. Upon any determination by an agency to comply with a request for records, the records shall be made promptly available to such person making such request. Any notification of denial of any request for records under this subsection shall set forth the names and titles or positions of each person responsible for the denial of such request.

(b) This section does not apply to matters that are—

(1)(A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified pursuant to such Executive order;

(2) related solely to the internal personnel rules and practices of an agency;

(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute (A) requires that the matters be withheld from the public in such a manner as to leave no discretion on the issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;

(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;

(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;

(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;

(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of a confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of a record or information compiled by criminal law enforcement authority in the course of a criminal investigation or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual;

(8) contained in or related to examination, operating, or construction reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or

(9) geological and geophysical information and data, including maps, concerning wells.

Any reasonably segregable portion of a record shall be provided to any person requesting such record after deletion of the portions which are exempt under this subsection.

(c)(1) Whenever a request is made which involves access to records described in subsection (b)(7)(A) and—

(A) the investigation or proceeding involves a possible violation of criminal law; and

(B) there is reason to believe that (i) the subject of the investigation or proceeding is not aware of its pendency, and (ii) disclosure of the existence of the records could reasonably be expected to interfere with enforcement proceedings,

the agency may, during only such time as that circumstance continues, treat the records as not subject to the requirements of this section.

(2) Whenever informant records maintained by a criminal law enforcement agency under an informant's name or personal identifier are requested by a third party according to the informant's name or personal identifier, the agency may treat the records as not subject to the requirements of this section unless the informant's status as an informant has been officially confirmed.

(3) Whenever a request is made which involves access to records maintained by the Federal Bureau of Investigation pertaining to foreign intelligence or counterintelligence, or international terrorism, and the existence of the records is classified information as provided in subsection (b)(1), the Bureau may, as long as the existence of the records remains classified information, treat the records as not subject to the requirements of this section.

(d) This section does not authorize withholding of information or limit the availability of records to the public, except as specifically stated in this section. This section is not authority to withhold information from Congress.

(e) On or before March 1 of each calendar year, each agency shall submit a report covering the preceding calendar year, to the Speaker of the House of Representatives and President of the Senate for referral to the appropriate committees of the Congress. The report shall include—

(1) the number of determinations made by such agency not to comply with requests for records made to such agency under subsection (a) and the reasons for each such determination;

(2) the number of appeals made by persons under subsection (a)(6), the result of such appeals, and the reason for the action upon each appeal that results in a denial of information;

(3) the names and titles or positions of each person responsible for the denial of records requested under this section, and the number of instances of participation for each;

(4) the results of each proceeding conducted pursuant to subsection (a)(4)(F), including a report of the disciplinary action taken against the officer or employee who was primarily responsible for improperly withholding records or an explanation of why disciplinary action was not taken;

(5) a copy of every rule made by such agency regarding this section;

(6) a copy of the fee schedule and the total amount of fees collected by the agency for making records available under this section; and

(7) such other information as indicates efforts to administer fully this section.

The Attorney General shall submit an annual report on or before March 1 of each calendar year which shall include for the prior calendar year a listing of the number of cases arising under this section, the exemption involved in each case, the disposition of such case, and the cost, fees, and penalties assessed under subsections (a)(4)(E), (F), and (G). Such report shall also include a description of the efforts undertaken by the Department of Justice to encourage agency compliance with this section.

(f) For purposes of this section, the term "agency" as defined in section 551(1) of this title includes any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including the Executive Office of the President), or any independent regulatory agency.

(Pub. L. 89-554, Sept. 6, 1966, 80 Stat. 383; Pub. L. 90-23, § 1, June 5, 1967, 81 Stat. 54; Pub. L. 93-502, §§ 1-3, Nov. 21, 1974, 88 Stat. 1561-1564; Pub. L. 94-409, § 5(b), Sept. 13, 1976, 90 Stat. 1247; Pub. L. 95-454, title IX, § 906(a)(10), Oct. 13, 1978, 92 Stat. 1225; Pub. L. 98-620, Nov. 8, 1984, 98 Stat. 335; Pub. L. 99-570, Oct. 27, 1986, 100 Stat. 3207-48 and 3207-49.)

APPENDIX 3.—TEXT OF THE PRIVACY ACT OF 1974

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TITLE 5, U.S.C.

Sec. 552a

§ 552a. Records maintained on individuals

(a) Definitions

For purposes of this section—

- (1) the term "agency" means agency as defined in section 552(e) of this title;
- (2) the term "individual" means a citizen of the United States or an alien lawfully admitted for permanent residence;
- (3) the term "maintain" includes maintain, collect, use, or disseminate;
- (4) the term "record" means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph;
- (5) the term "system of records" means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual;
- (6) the term "statistical record" means a record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual, except as provided by section 8 of title 13; and

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414

(7) 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.

(b) Conditions of disclosure

No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record would be—

- (1) to those officers and employees of the agency which maintains the record who have a need for the record in the performance of their duties;
- (2) required under section 552 of this title;
- (3) for a routine use as defined in subsection (a)(7) of this section and described under subsection (e)(4)(D) of this section;
- (4) to the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of title 13;
- (5) to a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;
- (6) to the National Archives and Records Administration as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Archivist of the United States or the designee of the Archivist to determine whether the record has such value;
- (7) to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the agency which maintains the record specifying the particular portion desired and the law enforcement activity for which the record is sought;
- (8) to a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of such individual;
- (9) to either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress or subcommittee of any such joint committee;
- (10) to the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office;
- (11) pursuant to the order of a court of competent jurisdiction; and
- (12) to a consumer reporting agency in accordance with section 3711(f) of title 31.

(c) Accounting of certain disclosures

Each agency, with respect to each system of records under its control shall—

- (1) except for disclosures made under subsections (b)(1) or (b)(2) of this section, keep an accurate accounting of—
 - (A) the date, nature, and purpose of each disclosure of a record to any person or to another agency made under subsection (b) of this section; and
 - (B) the name and address of the person or agency to whom the disclosure is made;
- (2) retain the accounting made under paragraph (1) of this subsection for at least five years or the life of the record, whichever is longer, after the disclosure for which the accounting is made;
- (3) except for disclosures made under subsection (b)(7) of this section, make the accounting made under paragraph (1) of this subsection available to the individual named in the record at his request; and
- (4) inform any person or other agency about any correction or notation of dispute made by the agency in accordance with subsection (d) of this section of any record that has been disclosed to the person or agency if an accounting of the disclosure was made.

(d) Access to records

Each agency that maintains a system of records shall—

- (1) upon request by any individual to gain access to his record or to any information pertaining to him which is contained in the system, permit him and upon his request, a person of his own choosing to accompany him, to review the record and have a copy made of all or any portion thereof in a form comprehensible to him, except that the agency may require the individual to furnish a written statement authorizing discussion of that individual's record in the accompanying person's presence;
- (2) permit the individual to request amendment of a record pertaining to him and—
 - (A) not later than 10 days (excluding Saturdays, Sundays, and legal public holidays) after the date of receipt of such request, acknowledge in writing such receipt; and
 - (B) promptly, either—
 - (i) make any correction of any portion thereof which the individual believes is not accurate, relevant, timely, or complete; or
 - (ii) inform the individual of its refusal to amend the record in accordance with his request, the reason for the refusal, the procedures established by the agency for the individual to request a review of that refusal by the head of the agency or an officer designated by the head of the agency, and the name and business address of that official.
- (3) permit the individual who disagrees with the refusal of the agency to amend his record to request a review of such re-

fusals, and not later than 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 head of the agency extends such 30-day period; and if, after his review, the reviewing official also refuses to amend the record in accordance with the request, permit the individual to file with the agency a concise statement setting forth the reasons for his disagreement with the refusal of the agency, and notify the individual of the provisions for judicial review of the reviewing official's determination under subsection (g)(1)(A) of this section;

(4) in any disclosure, containing information about which the individual has filed a statement of disagreement, occurring after the filing of the statement under paragraph (3) of this subsection, clearly note any portion of the record which is disputed and provide copies of the statement and, if the agency deems it appropriate, copies of a concise statement of the reasons of the agency for not making the amendments requested, to persons or other agencies to whom the disputed record has been disclosed; and

(5) nothing in this section shall allow an individual access to any information compiled in reasonable anticipation of a civil action or proceeding.

(e) Agency requirements

Each agency that maintains a system of records shall—

- (1) maintain in its records only such information about an individual as is relevant and necessary to accomplish a purpose of the agency required to be accomplished by statute or by executive order of the President;
- (2) collect information to the greatest extent practicable directly from the subject individual when the information may result in adverse determinations about an individual's rights, benefits, and privileges under Federal programs;
- (3) inform each individual whom it asks to supply information, on the form which it uses to collect the information or on a separate form that can be retained by the individual—
 - (A) the authority (whether granted by statute, or by executive order of the President) which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary;
 - (B) the principal purpose or purposes for which the information is intended to be used;
 - (C) the routine uses which may be made of the information, as published pursuant to paragraph (4)(D) of this subsection; and
 - (D) the effects on him, if any, of not providing all or any part of the requested information;
- (4) subject to the provisions of paragraph (1) of this subsection, publish in the Federal Register upon establishment or revision a notice of the existence and character of the system of records, which notice shall include—

(c) Accounting of certain disclosures

Each agency, with respect to each system of records under its control shall—

- (1) except for disclosures made under subsections (b)(1) or (b)(2) of this section, keep an accurate accounting of—
 - (A) the date, nature, and purpose of each disclosure of a record to any person or to another agency made under subsection (b) of this section; and
 - (B) the name and address of the person or agency to whom the disclosure is made;
- (2) retain the accounting made under paragraph (1) of this subsection for at least five years or the life of the record, whichever is longer, after the disclosure for which the accounting is made;
- (3) except for disclosures made under subsection (b)(7) of this section, make the accounting made under paragraph (1) of this subsection available to the individual named in the record at his request; and
- (4) inform any person or other agency about any correction or notation of dispute made by the agency in accordance with subsection (d) of this section of any record that has been disclosed to the person or agency if an accounting of the disclosure was made.

(d) Access to records

Each agency that maintains a system of records shall—

- (1) upon request by any individual to gain access to his record or to any information pertaining to him which is contained in the system, permit him and upon his request, a person of his own choosing to accompany him, to review the record and have a copy made of all or any portion thereof in a form comprehensible to him, except that the agency may require the individual to furnish a written statement authorizing discussion of that individual's record in the accompanying person's presence;
- (2) permit the individual to request amendment of a record pertaining to him and—
 - (A) not later than 10 days (excluding Saturdays, Sundays, and legal public holidays) after the date of receipt of such request, acknowledge in writing such receipt; and
 - (B) promptly, either—
 - (i) make any correction of any portion thereof which the individual believes is not accurate, relevant, timely, or complete; or
 - (ii) inform the individual of its refusal to amend the record in accordance with his request, the reason for the refusal, the procedures established by the agency for the individual to request a review of that refusal by the head of the agency or an officer designated by the head of the agency, and the name and business address of that official.
- (3) permit the individual who disagrees with the refusal of the agency to amend his record to request a review of such re-

usal, and not later than 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 head of the agency extends such 30-day period; and if, after his review, the reviewing official also refuses to amend the record in accordance with the request, permit the individual to file with the agency a concise statement setting forth the reasons for his disagreement with the refusal of the agency, and notify the individual of the provisions for judicial review of the reviewing official's determination under subsection (g)(1)(A) of this section:

(4) in any disclosure, containing information about which the individual has filed a statement of disagreement, occurring after the filing of the statement under paragraph (3) of this subsection, clearly note any portion of the record which is disputed and provide copies of the statement and, if the agency deems it appropriate, copies of a concise statement of the reasons of the agency for not making the amendments requested, to persons or other agencies to whom the disputed record has been disclosed; and

(5) nothing in this section shall allow an individual access to any information compiled in reasonable anticipation of a civil action or proceeding.

(e) Agency requirements

Each agency that maintains a system of records shall—

- (1) maintain in its records only such information about an individual as is relevant and necessary to accomplish a purpose of the agency required to be accomplished by statute or by executive order of the President;
- (2) collect information to the greatest extent practicable directly from the subject individual when the information may result in adverse determinations about an individual's rights, benefits, and privileges under Federal programs;
- (3) inform each individual whom it asks to supply information, on the form which it uses to collect the information or on a separate form that can be retained by the individual—
 - (A) the authority (whether granted by statute, or by executive order of the President) which authorizes the solicitation of the information and whether disclosure of such information is mandatory or voluntary;
 - (B) the principal purpose or purposes for which the information is intended to be used;
 - (C) the routine uses which may be made of the information, as published pursuant to paragraph (4)(D) of this subsection; and
 - (D) the effects on him, if any, of not providing all or any part of the requested information;
- (4) subject to the provisions of paragraph (1) of this subsection, publish in the Federal Register upon establishment or revision a notice of the existence and character of the system of records, which notice shall include—

- (A) the name and location of the system;
- (B) the categories of individuals on whom records are maintained in the system;
- (C) the categories of records maintained in the system;
- (D) each routine use of the records contained in the system, including the categories of users and the purpose of such use;
- (E) the policies and practices of the agency regarding storage, retrievability, access controls, retention, and disposal of the records;
- (F) the title and business address of the agency official who is responsible for the system of records;
- (G) the agency procedures whereby an individual can be notified at his request if the system of records contains a record pertaining to him;
- (H) the agency procedures whereby an individual can be notified at his request how he can gain access to any record pertaining to him contained in the system of records, and how he can contest its content; and
- (I) the categories of sources of records in the system;
- (5) maintain all records which are used by the agency in making any determination about any individual with such accuracy, relevancy, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination;
- (6) prior to disseminating any record about an individual to any person other than an agency, unless the dissemination is made pursuant to subsection (b)(2) of this section, make reasonable efforts to assure that such records are accurate, complete, timely, and relevant for agency purposes;
- (7) maintain no record describing how any individual exercises rights guaranteed by the First Amendment unless expressly authorized by statute or by the individual about whom the record is maintained or unless pertinent to and within the scope of an authorized law enforcement activity;
- (8) make reasonable efforts to serve notice on an individual when any record on such individual is made available to any person under compulsory legal process when such process becomes a matter of public record;
- (9) establish rules of conduct for persons involved in the design, development, operation, or maintenance of any system of records, or in maintaining any record, and instruct each such person with respect to such rules and the requirements of this section, including any other rules and procedures adopted pursuant to this section and the penalties for noncompliance;
- (10) establish appropriate administrative, technical, and physical safeguards to insure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained; and
- (11) at least 30 days prior to publication of information under paragraph (4)(D) of this subsection, publish in the Federal Reg-

ister notice of any new use or intended use of the information in the system, and provide an opportunity for interested persons to submit written data, views, or arguments to the agency.

(f) Agency rules

In order to carry out the provisions of this section, each agency that maintains a system of records shall promulgate rules, in accordance with the requirements (including general notice) of section 553 of this title, which shall—

- (1) establish procedures whereby an individual can be notified in response to his request if any system of records named by the individual contains a record pertaining to him;
 - (2) define reasonable times, places, and requirements for identifying an individual who requests his record or information pertaining to him before the agency shall make the record or information available to the individual;
 - (3) establish procedures for the disclosure to an individual upon his request of his record or information pertaining to him, including special procedure, if deemed necessary, for the disclosure to an individual of medical records, including psychological records pertaining to him;
 - (4) establish procedures for reviewing a request from an individual concerning the amendment of any record or information pertaining to the individual, for making a determination on the request, for an appeal within the agency of an initial adverse agency determination, and for whatever additional means may be necessary for each individual to be able to exercise fully his rights under this section; and
 - (5) establish fees to be charged, if any, to any individual for making copies of his record, excluding the cost of any search for and review of the record.
- The Office of the Federal Register shall annually compile and publish the rules promulgated under this subsection and agency notices published under subsection (e)(4) of this section in a form available to the public at low cost.

(g)(1) Civil remedies

Whenever any agency—

- (A) makes a determination under subsection (d)(3) of this section not to amend an individual's record in accordance with his request, or fails to make such review in conformity with that subsection;
- (B) refuses to comply with an individual request under subsection (d)(1) of this section;
- (C) fails to maintain any record concerning any individual with such accuracy, relevancy, timeliness, and completeness as is necessary to assure fairness in any determination relating to the qualifications, character, rights, or opportunities of, or benefits to the individual that may be made on the basis of such record, and consequently a determination is made which is adverse to the individual; or

(D) fails to comply with any other provision of this section, or any rule promulgated thereunder, in such a way as to have an adverse effect on an individual,

the individual may bring a civil action against the agency, and the district courts of the United States shall have jurisdiction in the matters under the provisions of this subsection.

(2)(A) In any suit brought under the provisions of subsection (g)(1)(A) of this section, the court may order the agency to amend the individual's record in accordance with his request or in such other way as the court may direct. In such a case the court shall determine the matter de novo.

(B) The court may assess against the United States reasonable attorney fees and other litigation costs reasonably incurred in any case under this paragraph in which the complainant has substantially prevailed.

(3)(A) In any suit brought under the provisions of subsection (g)(1)(B) of this section, the court may enjoin the agency from withholding the records and order the production to the complainant of any agency records improperly withheld from him. In such a case the court shall determine the matter de novo, and may examine the contents of any agency records in camera to determine whether the records or any portion thereof may be withheld under any of the exemptions set forth in subsection (k) of this section, and the burden is on the agency to sustain its action.

(B) The court may assess against the United States reasonable attorney fees and other litigation costs reasonably incurred in any case under this paragraph in which the complainant has substantially prevailed.

(4) In any suit brought under the provisions of subsection (g)(1)(C) or (D) of this section in which the court determines that the agency acted in a manner which was intentional or willful, the United States shall be liable to the individual in an amount equal to the sum of—

(A) actual damages sustained by the individual as a result of the refusal or failure, but in no case shall a person entitled to recovery receive less than the sum of \$1,000; and

(B) the costs of the action together with reasonable attorney fees as determined by the court.

(5) An action to enforce any liability created under this section may be brought in the district court of the United States in the district in which the complainant resides, or has his principal place of business, or in which the agency records are situated, or in the District of Columbia, without regard to the amount in controversy, within two years from the date on which the cause of action arises, except that where an agency has materially and willfully misrepresented any information required under this section to be disclosed to an individual and the information so misrepresented is material to establishment of the liability of the agency to the individual under this section, the action may be brought at any time within two years after discovery by the individual of the misrepresentation. Nothing in this section shall be construed to authorize any civil action by reason of any injury sustained as the result of a disclosure of a record prior to September 27, 1975.

(h) Rights of legal guardians

For the purposes of this section, the parent of any minor, or the legal guardian of any individual who has been declared to be incompetent due to physical or mental incapacity or age by a court of competent jurisdiction, may act on behalf of the individual.

(i)(1) Criminal penalties

Any officer or employee of an agency, who by virtue of his employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e)(4) of this section shall be guilty of a misdemeanor and fined not more than \$5,000.

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

(j) General exemptions

The head of any agency may promulgate rules, in accordance with the requirements (including general notice) of sections 553(b)(1), (2), and (3), (c), and (e) of this title, to exempt any system of records within the agency from any part of this section except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i) if the system of records is—

(1) maintained by the Central Intelligence Agency; or

(2) maintained by an agency or component thereof which performs as its principal function any activity pertaining to the enforcement of criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals, and the activities of prosecutors, courts, correctional, probation, pardon, or parole authorities, and which consists of (A) information compiled for the purpose of identifying individual criminal offenders and alleged offenders and consisting only of identifying data and notations of arrests, the nature and disposition of criminal charges, sentencing, confinement, release, and parole and probation status; (B) information compiled for the purpose of a criminal investigation, including reports of informants and investigators, and associated with an identifiable individual; or (C) reports identifiable to an individual compiled at any stage of the process of enforcement of the criminal laws from arrest or indictment through release from supervision.

At the time rules are adopted under this subsection, the agency shall include in the statement required under section 553(c) of this title, the reasons why the system of records is to be exempted from a provision of this section.

(k) Specific exemptions

The head of any agency may promulgate rules, in accordance with the requirements (including general notice) of sections 552(b)(1), (2), and (3), (c), and (e) of this title, to exempt any system of records within the agency from subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f) of this section if the system of records is

- (1) subject to the provisions of section 552(b)(1) of this title;
- (2) investigatory material compiled for law enforcement purposes, other than material within the scope of subsection (j)(2) of this section: *Provided, however,* That if any individual is denied any right, privilege, or benefit that he would otherwise be entitled by Federal law, or for which he would otherwise be eligible, as a result of the maintenance of such material, such material shall be provided to such individual, except to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence;

(3) maintained in connection with providing protective services to the President of the United States or other individuals pursuant to section 3056 of title 18;

(4) required by statute to be maintained and used solely as statistical records;

(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence;

(6) testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal service the disclosure of which would compromise the objectivity or fairness of the testing or examination process; or

(7) evaluation material used to determine potential for promotion in the armed services, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence.

At the time rules are adopted under this subsection, the agency shall include in the statement required under section 552(c) of this title, the reasons why the system of records is to be exempted from a provision of this section.

(l)(1) Archival records

Each agency record which is accepted by the Archivist if the United States for storage, processing, and servicing in accordance with section 3103 of title 44 shall, for the purposes of this section, be considered to be maintained by the agency which deposited the record and shall be subject to the provisions of this section. The Archivist if the United States shall not disclose the record except to the agency which maintains the record, or under rules established by that agency which are not inconsistent with the provisions of this section.

(2) Each agency record pertaining to an identifiable individual which was transferred to the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, prior to the effective date of this section, shall, for the purposes of this section, be considered to be maintained by the National Archives and shall not be subject to the provisions of this section, except that a statement generally describing such records (modeled after the requirements relating to records subject to subsections (e)(4)(A) through (G) of this section) shall be published in the Federal Register.

(3) Each agency record pertaining to an identifiable individual which is transferred to the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, on or after the effective date of this section, shall, for the purposes of this section, be considered to be maintained by the National Archives and shall be exempt from the requirements of this section except subsections (e)(4)(A) through (G) and (e)(9) of this section.

(m) Government contractors

(1) When an agency provides by a contract for the operation by or on behalf of the agency of a system of records to accomplish an agency function, the agency shall, consistent with its authority, cause the requirements of this section to be applied to such system. For purposes of subsection (i) of this section any such contractor and any employee of such contractor, if such contract is agreed to on or after the effective date of this section, shall be considered to be an employee of an agency.

(2) A consumer reporting agency to which a record is disclosed under section 3711(f) of title 31 shall not be considered a contractor for the purposes of this section.

(n) Mailing lists

An individual's name and address may not be sold or rented by an agency unless such action is specifically authorized by law. This provision shall not be construed to require the withholding of names and addresses otherwise permitted to be made public.

(o) Report on new systems

Each agency shall provide adequate advance notice to Congress and the Office of Management and Budget of any proposal to establish or alter any system of records in order to permit an evaluation

of the probable or potential effect of such proposal on the privacy and other personal or property rights of individuals or the disclosure of information relating to such individuals, and its effect on the preservation of the constitutional principles of federalism and separation of powers.

(p) Annual report

The President shall annually submit to the Speaker of the House of Representatives and the President pro tempore of the Senate a report—

(1) describing the actions of the Director of the Office of Management and Budget pursuant to section 6 of the Privacy Act of 1974 during the preceding year;

(2) describing the exercise of individual rights of access and amendment under this section during such year;

(3) identifying changes in or additions to systems of records;

(4) containing such other information concerning administration of this section as may be necessary or useful to the Congress in reviewing the effectiveness of this section in carrying out the purposes of the Privacy Act of 1974.

(q)(1) Effect of other laws

No agency shall rely on any exemption contained in section 552 of this title to withhold from an individual any record which is otherwise accessible to such individual under the provisions of this section.

(2) No agency shall rely on any exemption in this section to withhold from an individual any record which is otherwise accessible to such individual under the provisions of section 552 of this title.

(Added Pub. L. 93-579, § 3, Dec. 31, 1974, 88 Stat. 1897, and amended Pub. L. 94-183, § 2(2), Dec. 31, 1975, 89 Stat. 1057; Pub. L. 97-365, § 2, Oct. 25, 1982, 96 Stat. 1749; Pub. L. 97-375, title II, § 201(a), (b), Dec. 21, 1982, 96 Stat. 1821; Pub. L. 97-452, § 2(a)(1), Jan. 12, 1983, 96 Stat. 2478; Pub. L. 98-477, Oct. 15, 1984, 98 Stat. 2211; Pub. L. 98-497, Oct. 19, 1984, 98 Stat. 2292.)



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

Directives & Regulatory Management
Room 343 - South Interior
(202) 343-1676

FEB 21 1986

Memorandum

To: All Central Office Directors
All Area Office Directors

From: ^{Acting Deputy}
Director, Office of Administration

Subject: Additional Privacy Act Requirements Imposed by
OMB Circular A-130 (interim guidance)

Office of Management and Budget Circular A-130, dated December 12, 1985, imposes additional requirements for implementing the Privacy Act in regard to periodic reviews and revised criteria for reporting changes to Privacy Act systems of records notices.

The attached Departmental memorandum of February 14, 1986, provides for interim guidance on (1) the timing of required reviews and (2) the need to document actions taken and the results of the reviews. Please give special attention to the proper documentation of your reviews so that adequate information will be available for your reports to OMB.

For further information regarding these additional Privacy Act requirements, please direct your questions to Ms. Viola LeCroix of the Division of Management Research and Evaluation at (202) 343-1681.

Donald L. Aron

Attachments



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

RECEIVED
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FEB 14 1986

Memorandum

To: Bureau and Office Privacy Act Officers and Coordinators

From: Chief, Division of Directives and Regulatory Management
Office of Information Resources Management

Subject: Additional Privacy Act Requirements Imposed by OMB Circular A-130

OMB Circular A-130, which was issued on December 12, 1985, imposed additional requirements upon agencies in implementing the provisions of the Privacy Act of 1974. Most notable of the new requirements are the required periodic reviews described in paragraph 3a of Appendix I to the Circular, and the revised criteria applicable to reporting changes to Privacy Act system of records notices described in paragraph 4b of Appendix I.

This memorandum provides interim guidance on the timing of required reviews (Attachment 1), and a draft of revisions to 383 DM 5 which provides criteria for the preparation and submission of new or altered systems of records proposals (Attachment 2). This interim guidance should be implemented immediately, and bureaus and offices should properly document the actions taken and results of reviews so that adequate information will be available for reporting to OMB. The internal scheduling, format, and conduct of the reviews required in CY 1986 are left to the discretion of each bureau and office.

The requirements described in the attachments will be documented in the Departmental Manual (383 DM) as soon as possible. Any questions regarding this guidance can be directed to David DeAngelis in this Division, telephone 343-6191.

FOR *David R. DeAngelis*
Leon W. Transeau

Attachments

FOIA

PRIVACY ACT PROGRAM REVIEWS
(Required by Paragraph 3a, Appendix I, OMB Circular A-130)

Description of Review	Frequency	Calendar Year Scheduled
1. <u>Contracts</u> Review a random sample of agency contracts that provide for the maintenance of a system of records on behalf of the agency to accomplish an agency function, in order to ensure that the wording of each contract makes the provisions of the Act apply (5 U.S.C. 552a(m)(1))	Biennially	CY 1987 CY 1989 Every 2 years thereafter
2. <u>Recordkeeping Practices</u> Review agency recordkeeping and disposal policies and practices in order to ensure compliance with the Act.	Annually	CY 1986 Every year thereafter
3. <u>Routine Use Disclosures</u> Review the routine use disclosures associated with each system of records in order to ensure that the recipient's use of such records continues to be compatible with the purpose for which the disclosing agency originally collected the information. The first such review should commence immediately. Copies of systems of records notices to be reviewed are attached.	Triennially	CY 1986 CY 1989 Every 3 years thereafter
4. <u>Exemption of Systems of Records</u> Review each system of records for which the agency has promulgated exemption rules pursuant to Section (j) or (k) of the Privacy Act in order to determine whether such exemption is still needed.	Triennially	CY 1988 CY 1991 Every 3 years thereafter
5. <u>Matching Programs</u> Review each ongoing matching program in which the agency has participated during the year, either as a source or as a matching agency, in order to ensure that the requirements of the Act, the OMB Matching Guidelines, and the OMB Model Control System and Checklist have been met.	Annually	CY 1986 Every year thereafter
6. <u>Privacy Act Training</u> Review agency training practices in order to ensure that all agency personnel are familiar with the requirements of the Act, with the agency's implementing regulations, and with any special requirements that their specific jobs entail.	Annually	CY 1986 Every year thereafter

7. Violations Review the actions of agency personnel that have resulted either in the agency being found civilly liable under Section (g) of the Act, or an employee being found criminally liable under the provisions of Section (i) of the Act, in order to determine the extent of the problem and to find the most effective way to prevent recurrences of the problem.

Annually

CY 1986
Every year
thereafter

8. Systems of Records Notices Review each system of records notice to ensure that it accurately describes the system. Where minor changes are needed, ensure that an amended notice is published in the Federal Register. This requirement is distinguished from and in addition to the requirement to report to OMB and the Congress major changes to systems of records and to publish those changes in the Federal Register (see paragraph 4b of Appendix I to OMB Circular A-130).

Annually

CY 1986
Every year
thereafter

INTERIOR DEPARTMENT

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians or non-Indians having a need for Government-owned real or personal property for use in a Bureau program.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Records of accountability for Government-owned real or personal property loaned to individuals, and (2) records concerning individuals which have arisen as a result of that individual's misuse of or damage to Government-owned or Government-leased real or personal property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 463(6).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify individuals responsible for government-owned real or personal property by agreement. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b) (12). Pursuant to 5 U.S.C. 552a (b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files.

RETRIEVABILITY:

(a) Indexed by individual name and cross-referenced by tribal name, contract or use permit number; (b) retrieved by manual search

SAFEGUARDES:

In accordance with 43 CFR 2.51

RETENTION AND DISPOSAL:

Destroy one year after property is returned.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration
Bureau of Indian Affairs, Department of the Interior, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained, Bureau of Indian Affairs employees, supervisors.

INTERIOR/BIA-2

SYSTEM NAME:

Safety Management Information—Interior, BIA—2.

SYSTEM LOCATION:

(1) All Area, Agency and Field Offices of the BIA. (2) Director, Office of Administration, Bureau of Indian Affairs, Department of the Interior, 1951 Constitution Avenue, N.W., Washington, D.C. 20245. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Employee operators and incidental operators of government-owned vehicles and equipment. (2) Federal employees who have had an accident or incident. (3) Injured employees who submit claims for medical attention or loss of earning capability due to on-the-job injury. (4) Individuals filing tort claims against the U.S. Government.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Documents supporting the issuance of SF-46 Motor Vehicle Identification Cards to employees. (2) reports of accident/incident by agency, area, name

INTERIOR/BIA-1

SYSTEM NAME:

Property Loan Agreement Files—Interior, BIA—1.

SYSTEM LOCATION:

All Area and Agency Offices (For a listing of specific locations, contact the Systems Manager.)

PRIVACY ACT SYSTEMS

of person involved and social security number, (3) employee claims case files pertaining to claims submitted to the Office of Workmen's Compensation, and (4) case files with supporting documents pertaining to tort claims filed by an individual against the U.S. Government, and (5) records concerning individuals which have arisen as a result of that individual's misuse of or damage to Government-owned or Government-leased motor vehicles, other equipment/facilities, and salary overpayments as a result of misuse of leave relating to Office of Workmen's Compensation claims deemed to be invalid.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7902, 28 U.S.C. 2671-2680, 31 U.S.C. 242-243.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide complete record-keeping on qualified motor vehicle operators in BIA, employee accidents or incidents, Federal employees compensation claims and adjudication of tort claims. Disclosures outside the U.S. Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (5) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files.

RETRIEVABILITY:

(a) Indexed alphabetically by name of employee. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, Department of the Interior, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or with respect to records maintained in the office for which he is responsible, the Agency or School Superintendent, the Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Claimants, Individuals on whom the record is maintained.

INTERIOR/BIA-3

SYSTEM NAME:

Individual Indian Monies—Interior, BIA—3.

SYSTEM LOCATION:

(1) All Area and Agency Offices of the BIA or contractors processing IIM accounts for them. (2) Division of Accounting Management, Bureau of Indian Affairs, P.O. Box 2088, Albuquerque, NM 87103. For a listing of specific locations, contact the systems Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who have money accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) General ledgers showing deposits and withdrawals from Indians' accr and money folders with supporting documentation, and (2) records concerning overdrafts paid to individuals from the IIM account.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 151.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are to control individual Indian's money accounts and to disclose to them the status of those accounts. (b) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) granting of access or transfer to another Federal agency, a State or local government, Indian tribal group or to any individual or establishment that, under contract to the BIA or as the result of some form of legal transfer of the program to them, will have jurisdiction for the IIM program now under the jurisdiction of the BIA, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

48 FR 41099 (9-13-83)

INTERIOR DEPARTMENT

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: maintained in letter files, cardex, and binders for non-automated areas; Computer: maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed by name of identifying number. (b) Retrieved by manual search and through computer batch processes.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Closed files are transferred to the appropriate GSA Federal Records Center five years after probate and other actions are completed. Prior information on magnetic tape erased as updated information is added to the system.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, depositors in the accounts and claimants against the accounts.

INTERIOR/BIA-4

SYSTEM NAME:

Indian Land Records—Interior, BIA-4.

SYSTEM LOCATION:

(1) Land Records Improvement Program liaison Office Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (2) Title plants at the following five Area Offices of the

BIA: Portland, Billings, Anadarko, Aberdeen and Albuquerque. (3) Central Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians and Indian tribal groups that owners of land held in trust by the government.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Land description, current ownership, probate and title history of Indian trust lands, and (2) records concerning individuals which have arisen as a result of that individual's receipt of overpayment(s) relative to land disposal, leases, sales and rentals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 392.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify individual Indians' and Indian Tribal Groups' interest in lands held in trust, (b) land acquisition and disposal and tenure and management purposes, (c) adjudication of rights to the land or resources, (d) administration leases, sales, rentals, transfers, (e) land statistics for BIA personnel information uses, and (f) to answer questions regarding land rights. Disclosures outside the Department of the Interior may be made (1) to transfer or disclose to another Federal agency, a State or local government, or to any individual or establishment that has been appointed to act as trustee for Indian lands, (2) to the Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual or tribe in response to an inquiry from a Congressional office made at the request of that individual or authorized tribal official, (5) to title insurance and abstracting companies and attorneys for the purposes of determining ownership of an encumbrance against title.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1601a(f)) or the Federal Claims Collection Act of 1908 (31 U.S.C. 3701(a)(3)).

STORAGE:

Manual: basic legal documents in letter files at the five title plants and input documents and printed copies in letter files at the Albuquerque Office, the five title plants, and the Area, Agency and Field Offices. Computer: mag-tape and disk.

RETRIEVABILITY:

(a) Indexed by name of identification number of individual. Historical Index Computer files are in order by land location. Current owners are in order by land location and then by owner identification number. (b) Retrieved by manual search, use of computer printouts and batch inquiries of the computer.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained. Records permanently retained for historical index. Prior information on mag-tape and disk is erased as new data is added for the current owner files.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area or Field Office Director, or an Agency Superintendent See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Legal records such as titles, deeds, probates and birth notices.

INTERIOR/BIA-5

SYSTEM NAME:

Indian Land Leases—Interior, BIA-5.

SYSTEM LOCATION:

(1) Area, Agency and Field Offices of the BIA. (2) Division of Automatic Data Processing Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (3) Contractors, including Indian tribal groups and other federal agencies. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indian and Indian tribal groups that are owners of real property held in trust by the government, and individuals or groups that are potential or actual lessees of that property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Land description, heirship and current ownership of Indian trust lands and real property; identification of owners and lessees; water, surface and subsurface rights on that land; conservation, irrigation and land use projects; and information on all types of leases, including grazing, farming, minerals and mining, timber, business, etc; and records concerning individuals which have arisen as a result of that individual's receipt of overpayment(s) relative to the distribution of leased income.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 415.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to control leases on Indian trust lands and real property, (b) for the collection and distribution of lease income (c) protection of water, surface and subsurface rights on Indian trust lands, and (d) planning, and implementing conservation, irrigation and land use projects on Indian lands. Disclosures outside the Department of the Interior may be made, (1) to another Federal agency, a State or local government, Indian tribal group or contractor having jurisdiction of programs ordinarily the responsibility of

the BIA, (2) to the Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) to title insurance and abstracting companies and attorneys for the purposes of determining ownership of and encumbrances against title.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and maps.
Computer: mag-tape.

RETRIEVABILITY:

(a) Indexed by name of identification number of the individual. Computer file is in order by reservation and then by land lease numbers. (b) Retrieved by manual search, use of computer printouts, and batch inquiries of the computer.

SAFEGUARDS:

Most records are maintained in accordance with 43 CFR 2.51 for both manual and computer records. A program will be initiated to bring the safeguards for the remaining systems of records up to the same standards.

RETENTION AND DISPOSAL:

Records held two years after lease expiration and then transferred to the Federal Records Center. Records permanently retained on mag-tape. Prior information on mag-tape is erased as new data or changes are added.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for

which he is responsible, an Area or Field Office Director, or an Agency Superintendent See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the office listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained. Titles, deeds, birth and death notices, all types of land and water rights and usages documents.

INTERIOR/BIA-6

SYSTEM NAME:

Navajo-Hopi Joint Use Project—Interior, BIA-6.

SYSTEM LOCATION:

(1) Joint Use Administrative Office, 125 E. Birch St. Arizona Bank Bldg., Flagstaff, Arizona 86001. (2) Division of Automatic Data Processing Services, Bureau of Indian Affairs, 500 Gold Ave., SW., Albuquerque, NM 87103.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navajo and Hopi Indians who are residents of the Joint Use Area in Arizona.

CATEGORIES OF RECORDS IN THE SYSTEM:

Census enumerations, and inventories and ownerships of property improvements (includes livestock inventories).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 631, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify improvements locations, ownership and residents of the Joint Use Administration. Disclosures outside the Department of the Interior may be made (1) for Tribal Government use in adjudicating land disputes, (2) to Relocation Commission to identify resident and location and ownership of improvements, (3) U.S. Federal Courts concerned with the project, (4) to the U.S. Department of Justice when related to litigation or anticipated litigation, (5) of information indicating a violation or

potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (6) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and computer printouts at the JUA Office. Computer: disk files with mag-tape backup.

RETRIEVABILITY:

(a) Indexed by name of individual. (b) Retrieved by manual search. Computer listings are by name in alphabetical order, also location and individual assigned number. Records are accessed from disk by location and individual's assigned number or a real estate improvement number in a batch process mode.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Disk files are perpetual. Prior information on disk is erased as new data is added.

SYSTEM MANAGER(S) AND ADDRESS:

Project Officer, Joint Use Administrative Office, 125 E. Birch St., Arizona Bank Building, Flagstaff, Arizona 86001.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager or the Offices cited under "Systems Location". Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Navajo and Hopi residents of the Joint Use Area and enumeration surveyors who are interviewing claimants and physically examining property improvements.

INTERIOR/BIA-7

SYSTEM NAME:

Tribal Rolls—Interior, BIA

SYSTEM LOCATION:

(1) All Area, Agency and Field Offices of the BIA. (2) Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245. (3) Division of Automatic Data Processing Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who are applying for or have been assigned interests of any kind in Indian tribes, bands, pueblos or corporations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents supporting Individual Indians claims to interests in Indian tribal groups, including birth, marriage and death notices; records of actions taken (approvals, rejections, appeals); rolls of approved individuals; records of actions taken (judgement distributions, per capita payments, shares of stocks); ownership and census data taken using the rolls as a base; and records concerning individuals which have arisen as a result of that individual's receipt of funds or income to which that individual was not entitled or the entitlement was exceeded in the distribution of such funds.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 163.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to determine eligibility of individuals who participate in or enjoy benefits from an interest in a tribal group, and (b) provide lists of approved enrollees used to distribute funds or income, or as a base to gather census or ownership data for planning purposes. Disclosures outside the Department of the Interior may be made (1) to the Tribe, Band, Pueblo or corporation of which the individual to whom a record pertains is a member or a stockholder, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriated Federal, State, local or foreign agencies responsible for investigating or prosecuting the

violation or for enforcing or implementing the statute, rule, regulation, order or license. (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (6) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a (b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and computer printouts. Computer: Disk files with mag-tape backup protection.

RETRIEVABILITY:

(a) Indexed by name, identification numbers, family numbers, etc. (b) Retrieved by manual search or computer inquiry.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained. Disk files are perpetual. Prior information on disk is erased as new data is added or changed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the

records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained. Birth, marriage and death certificates, and family and tribal histories.

INTERIOR/BIA-8

SYSTEM NAME:

Indian Social Services Case Files—Interior. BIA-8.

SYSTEM LOCATION:

All Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who apply and receive social services and direct assistance from the Bureau of Indian Affairs on Indian reservations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files and related card files giving history of social services and direct assistance to individual Indians; and records concerning individuals which have arisen as a result of that individual's receipt of payment or overpayment of direct assistance funds which the individual was not entitled and/or for the misuse of funds disbursed under the direct entitlement program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) provides permanent individual records on social services and direct assistance to individual Indians. (b) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) granting or access of transfer to another Federal agency, a State or local government Indian tribal group or to any individual or establishment that will have jurisdiction whether by contract to the BIA, by assumption of trust responsibilities or by other means, for social services programs now controlled by the BIA, (2) to the U.S. Department of

Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign Agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (6) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files; computer-maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed alphabetically by name of applicant and/or recipient. (b) Retrieved by manual search.

SAFEGUARDING:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer inactive files to GSA Federal Records Center five years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager, or, with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-9.

SYSTEM NAME:

Traders License Files—Interior, BIA-9.

SYSTEM LOCATION:

All Area and Agency Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants requesting licenses to trade on Indian reservations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files containing applications, bond forms, copies of licenses and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 261.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individuals authorized to trade Indian reservations. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, and (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files at Area and Agency Offices.

INTERIOR DEPARTMENT

RETRIEVABILITY:

(a) Indexed alphabetically by name of applicant. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer to the GSA Federal Records Center five years after case becomes inactive.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, for records maintained in the office for which he is responsible, an Agency Superintendent or an Area Director See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-10

SYSTEM NAME:

Indian Housing Improvement program—Interior, BIA-10.

SYSTEM LOCATION:

(1) Division of Housing Services, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245. (2) All Area and Agency Offices. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who qualify as housing improvement participants.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Housing applications, financial records, and engineering drawing material, and (2) records concerning individuals which have arisen as a result of that individual's receipt of Housing Improvement Program funds for which the individual did not meet prescribed eligibility criteria, or as a

result of the individual's misuse of funds for the purpose(s) disbursed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to maintain a management control of funds distributed to each individual and (b) to provide a progress report on housing improvements. Provides management with an automated information system for program planning, reporting and management utilization. disclosures outside the Department of the Interior may be made (1) disclosure or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now controlled by the BIA (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual letter files. Computer: Maintained in computer translatable from on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed by name of applicant. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Sts. N.W., Washington, D.C. 20245

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, the Agency Superintendent or the Area or Field Office Director. See 43 CFR 2.60

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request correction or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-11

SYSTEM NAME:

Indian Business Development Program (Grants)—Interior, BIA-11.

SYSTEM LOCATION:

(1) Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245. (2) Division of ADP Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (3) Area and Agency Offices. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Indian Business Grant applicants.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Grant application and supporting documents including financial transactions recording obligations and disbursements of grant funds, and (2) records concerning individuals which have arisen as a result of that individual's receipt of grant funds for which the individual did not meet prescribed eligibility criteria or as a result of the individual's misuse of funds for the purpose(s) disbursed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

88 Stat. 77 (1974).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individual receiving grant. Disclosures outside the Department of the Interior may be made (1) transfer or disclosure to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now managed by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration in regard to participating funding packages between these agencies and BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and computer printouts. Computer: mag-tape/disk.

RETRIEVABILITY:

(a) Indexed by individual's name or control number. (b) Retrieved by manual search and through batch inquiries of computer.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained. Prior information on mag-tape is erased as new data is added.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or an Agency Superintendent. (See 43 CFR 2.60.)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager or the offices cited under "Systems Location". Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained. Legal records such as titles, deeds, probates and birth notices.

INTERIOR/BIA-12

SYSTEM NAME:

Indian Trust Land Mortgages—Interior, BIA-12

SYSTEM LOCATION:

Area and Agency Offices. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who mortgaged trust land to customary lenders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Mortgage records and supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 483(a).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to furnish lender with information on applicant and on status of land and (b) to maintain current information on payments and balances of loan. Disclosures outside the Department of the Interior may be made (1) to disclose or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now

managed by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration in regard to participating funding between those agencies and BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (6) to title insurance and abstracting companies and attorneys for the purposes of determining ownership of and encumbrances against title.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files.

RETRIEVABILITY:

(a) Indexed by individual's name. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area or Field Office Director, or any Agency Superintendent. (See 43 CFR 2.60.)

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63.)

CONTESTING RECORD PROCEDURES:

To request correction or the removal of material from your files, write the System Manager. (See 43 CFR 2.71.)

INTERIOR DEPARTMENT

RECORD SOURCE CATEGORIES:

Mortgage applicants.

INTERIOR/BIA-13

SYSTEM NAME:

Indian Loan Files—Interior, BIA—13.

SYSTEM LOCATION:

(1) Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, NW., Washington, D.C. 20245. (2) Division of ADP Services, Bureau of Indian Affairs, 500 Gold Ave., SW., Albuquerque, NM 87103. (3) Area and Agency offices. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants who applied for or received loans. Applicants who applied for or received guaranteed loans.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Loan applications and supporting documents, record of payment cards, guaranty agreements, eligibility certificates, default documents, and/or promissory notes, and (2) records concerning an individual's refusal to make required loan payments when it is determined by the United States that the individual has sufficient assets to pay and/or as a result of the individual's misuse of loan proceeds.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 482, 461, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to maintain a record of payments and unpaid balances and (b) to provide information on payments made for paying interest subsidy, credits obtained, service loans, and premiums paid by lenders. Disclosures outside the Department of the Interior may be made (1) disclosure or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now maintained by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration, in regard to participating funding between those agencies and BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the

violation or for enforcing or implementing the statute, rule, regulation, order or license. (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files, applications and computer printouts. Computer: mag-tape/disk.

RETRIEVABILITY:

Indexed by individual's name, control number or tribal name. (b) Retrieved by manual search and through batch inquiries.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroy seven years after loan is paid, cancelled, or otherwise disposed of. Prior information on mag-tape is erased as new data is added.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Street NW., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or an Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager or the offices cited under 'Systems Location'. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-14

SYSTEM NAME:

Travel Accounting System—Interior, BIA-14.

SYSTEM LOCATION:

(1) Division of Accounting Management, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (2) All Area, Agency, and Field Offices (including the Washington Office) of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are traveling at government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Travel authorization, advances and vouchers, and (2) records concerning an individual's inability to file a proper travel voucher within prescribed time lines to liquidate a travel advance, to repay the difference between an advance and an audited travel voucher, or as a result of an individual's misuse of funds advanced for official travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individuals who are authorized to travel and be reimbursed by the government. Disclosures outside the Department of the Interior may be made (1) disclosure or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now controlled by the BIA and that require personal travel at program expense, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

INTERIOR DEPARTMENT

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: Input documents and printed copies are maintained at the Albuquerque Office and at Area, Agency and Field Offices for individuals under their jurisdiction: Computer: maintained in computer translatable form on mag-tape.

RETRIEVABILITY:

(a) Indexed by name or identification number of traveler. (b) Retrieved by manual search or batch computer processing.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are retained in current status pending final action which is accomplished through batched computer processing. Historical records retained one year then transferred to Federal Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, the Agency or School Superintendent, or the Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-15

SYSTEM NAME:

Trip Reports—Interior, BIA—15

SYSTEM LOCATION:

Central Office, Area, Agency and Field Office of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal employees who are assigned to travel as part of their job.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Copies of reports to supervisors and management officials documenting employee travel, findings and recommendations, and (2) records concerning an individual's failure to submit a prescribed trip report to substantiate official travel when the individual was granted an advance for such travel and as a result of an official trip report that does not substantiate the travel authorized and the individual was advanced funds and/or reimbursed funds for authorized travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, 25 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide local files which identify staff officer trip reports by name of individual for each BIA program office. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual-letter files.

RETRIEVABILITY:

(a) Indexed alphabetically by name of traveler. (b) Retrieved by manual search.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

As administrative copies, records are destroyed after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Secretary—Indian Affairs (Operations), U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Agency Superintendent, the Area or Field Office director with respect to records maintained in the office for which he is responsible or to the System Manager in the Washington Office. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are will to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual travelers who prepare the reports.

INTERIOR/BIA-16

SYSTEM NAME:

Travel Files—Interior, BIA—16

SYSTEM LOCATION:

Central Office, Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal employees who are authorized to travel at government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of correspondence, requests, travel authorizations and orders, itineraries and similar papers pertaining to an employees travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq.

INTERIOR DEPARTMENT

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records are (a) to provide administrative copy files on each traveler for local office use. (b) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, and (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files; Computer: Maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

Indexed alphabetically by name of traveler. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

As administrative copies, records are destroyed after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration,
Bureau of Indian Affairs, 1951
Constitution Avenue, N.W., Washington,
D.C. 20242.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or with respect to records maintained in the office for which he is responsible, the Agency or School Superintendent, or the Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

PRIVACY ACT SYSTEMS

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 1, 1a, 13; 18 U.S.C. 3055; Act of May 10, 1939, 58 Stat. 693; 53 Stat. 520.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify individuals who have been arrested on Indian Reservations and who have appeared in court for violations of 25 CFR regulations: Disclosures outside the Department of the Interior may be made to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, and (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee or the issuance of a security clearance, contract, license, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders throughout Area and Agency offices.

RETRIEVABILITY:

Cross referenced by individual's name, case number and docket number.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Transfer to GSA Federal Records Center five years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the general exemption authority provided by 5 U.S.C. 552a the Department of the Interior has adopted a regulation, 43 CFR 2.79(a), which exempts this system from all of the provisions of 5 U.S.C. 552a and the regulations in 43 CFR Part 2, Subpart D, except subsections (b), (c) (1) and (2), (e)(4) (A) through (F), (e) (8), (7), (9), (10), and (11) and (i) of 5 U.S.C. 552a and the portions of the regulations in 43 CFR Part 2, Subpart D implementing these subsections. The reasons for adoption of this regulation are set out at 40 FR 37317 (August 28, 1975).

INTERIOR/BIA-19

SYSTEM NAME:

Indian Association Stock Purchase Records—Interior, BIA-19.

SYSTEM LOCATION:

Agency Offices (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Indian stockholders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of purchase of stock in Indian associations by individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 1, 1a, 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individual Indians who have stocks in Indian Associations. Disclosures outside the Department of the Interior may be made (1) to another Federal agency, State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now managed by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration in regard to participating funding between these agencies and the BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (5) from the record of an individual in response

INTERIOR/BIA-18

SYSTEM NAME:

Law Enforcement Services—Interior, BIA-18.

SYSTEM LOCATION:

(1) All Area, Agency and Field Offices of the BIA, (2) Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Individuals violating laws on Indian Reservations and those who appear in court for violations of 25 CFR regulations, (2) Individuals primarily interested in Indian Affairs who advocate violence as a means of obtaining their goals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation includes statements of witnesses, statutes involved, evidence seized, photographs, final disposition reports and related correspondence.

INTERIOR DEPARTMENT

to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Letter files.

RETRIEVABILITY:

(a) Indexed by individual's name. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroy three years after disposal of stocks.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area or Field Office Director, or an Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-20

SYSTEM NAME:

Correspondence Files system—Interior, BIA-20.

SYSTEM LOCATION:

Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who correspond with or apply to the BIA Central Office on significant business or program matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Subject and case files pertaining to individual Indians and tribes on various BIA programs and subject matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C. 3101, Reorganization Plan 3 of 1950, 25 U.S.C. 1a, 2.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USE:

The primary use of the record is to provide information for use by Department of the Interior; BIA; Indian Tribes; Indian Claims Commission; and the Indian Claims Division, Office of Finance, GSA. Disclosures outside the Department of the Interior may be made (1) to another Federal agency, a State or local government, an Indian Tribal Group or a contractor that will have jurisdiction over programs now controlled by the BIA, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual; letter files.

RETRIEVABILITY:

(a) Cross-indexed by name of person or firm name and subject. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are permanent and are transferred to the GSA Federal Records Center after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained.

INTERIOR/BIA-21

SYSTEM NAME:

Correspondence Control System—Interior, BIA-21.

SYSTEM LOCATION:

Office of the Commissioner, Bureau of Indian Affairs, Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20245.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U.S. Senators and Congressmen, Governors of States, Indian leaders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C. 3101, Reorganization Plan 3 of 1950, 25 U.S.C. 1a, 2.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide control for prompt handling or priority correspondence by the Bureau of Indian Affairs. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, and (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

Indexed alphabetically by name of congressman or letter writer.

SAFEGUARDES:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Copies are destroyed after one year.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Secretary—Indian Affairs (Operations), Bureau of Indian Affairs, Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager. See 43 CFR 2.80.

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual from whom incoming letter was received.

INTERIOR/BIA-22

SYSTEM NAME:

Indian Student Records—Interior, BIA-22.

SYSTEM LOCATION:

All Area and Agency Offices and BIA schools. (2) Indian Education Resources Center, Bureau of Indian Affairs, 123 Fourth Street, S.W., Albuquerque, NM 87103. (3) Division of ADP Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (4) Washington, Computer Center, Department of the Interior, 18th and C Street, N.W., Washington, D.C. 20242. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students or potential students at BIA schools (including contact schools) and applicants for or recipients of BIA scholarships or educational grants.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student case files, attendance and performance records, banking records and expenditures of tribal benefit funds.

and applications for grants and grant agreements; and records concerning and individual's misuse of BIA scholarship or educational grant funds or as a result of that individual's receipt of payment or overpayment of funds for which the individual was not eligible or entitled.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 271, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide permanent individual student records on all phases of the education of Indians in BIA schools or under Government Education Grants. Disclosures outside the Department of the Interior may be made to (1) another federal agency, a State or local government, Indian Tribal Group or to any individual or establishment that will have jurisdiction whether by contract to the BIA, by assumptions of Trust Responsibilities or by other means for school programs now controlled by the BIA; (2) to any domestic recognized school, whether public, private, parochial or other, of those portions of students' records specified by the requesting school as being necessary for the acceptance, placement or satisfactory performance of the student at the requesting school. (3) to an individual or establishment of those portions of students records specified by the requester as necessary for a decision concerning the hiring or retention of the student as an employee of the requester. (4) to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement 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 by the requesting agency. (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit (6) to persons having official involvement in conjunction with a student's application for/or grant of financial aid, (7) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, as amended, (8) to accreditation agencies in order to carry out their accrediting functions (9) to the Department of Health, Education and Welfare and other governmental

education officials when necessary to carry out their functions, (10) to an educational testing center or similar institution as part of validation re-authorized by the school involved to the U.S. Department of Justice related to litigation or anticipated litigation, (12) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order or license, and (13) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b) (12); Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: Student case letter files a schools; Computer: student identification data on mag-tape/disk.

RETRIEVABILITY:

(a) Indexed by name of student and filed by student identification number. (b) Retrieved by manual search and through batch inquiries of computer.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Education Programs, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area Director, and Agency or School Superintendent or a School Principal. (See 43 CFR 2.90.)

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager or the offices cited under "Records Location". Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63.)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material for your files, write the System Manager. (See 43 CFR 2.63.)

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, his parents, teachers, counselors, school principals doctors, etc.

INTERIOR/BIA-23

SYSTEM NAME:

Employment Assistance Case Files—Interior, BIA-23.

SYSTEM LOCATION:

Central Office, Area, Agency and Employment Assistance Program Contractors of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who are given assistance in connection with direct employment service or adult vocational training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for assistance, departure and arrival schedules, records documenting financial assistance, training plans, contact sheets recording counseling and guidance service, employment referral and placement records, and reports on progress. Case history of employment assistance for individual Indians: records on a individual's receipt of payment or overpayment of direct employment services or vocational training grant funds for which the individual was not entitled, payment exceeded entitlement or as a result of the individual's misuse of employment assistance funds granted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify individual Indians who are given direct employment or vocational training, and (b) to provide permanent records on Employment

Assistance to Individual Indians. (c)

Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) to another Federal agency, a State or local government, Indian Tribal Group or to any individual or establishment that will have jurisdiction whether by contact to the BIA, by assumption of Trust Responsibilities or by other means, for Employment Assistance Programs now controlled by the BIA, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule order or license, to appropriate Federal, State local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures payment to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files. Computer: Maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed alphabetically by name of applicant and/or recipient. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer inactive files to GSA Federal Records Center five years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, Schools, law enforcement agencies, employers, doctors, other Bureau of Indian Affairs activities having dealings with the applicant, other whom applicant has dealt.

INTERIOR/BIA-24

SYSTEM NAME:

Timber Cutting and Fire Trespass Claims Case Files—Interior, BIA-24.

SYSTEM LOCATION:

Central Office, Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Indian landowners who have filed trespass claims for fire or cutting damage to Indian forest lands under Bureau of Indian Affairs supervision.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigation and Claims Case Files on trespass actions involving fire or cutting damage to Indian forestlands under Bureau of Indian Affairs supervision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

13 U.S.C. 1, 1A, 13; Act of May 10, 1939: 58 Stat. 520.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify unauthorized timber cutting claims filed against trespassers and/or converters, (b) for property damage claims filed against careless or negligent originators of wildfire which trespasses Indian property, and (c) establishing amounts and types of timber trespassed and their value. Disclosures outside the Department of the Interior may be made (1) authorized legal representative of Tribal Groups or members if necessary for litigation, (2) to the Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

Indexed by name of landowner.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Records are disposed of after claims have been settled or closed out in full.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

System Manager or with respect to records maintained in the office for which he is responsible, the Agency or the Area Office Director. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed the same as the notification. The request must be in writing and be signed by the requester. The request

must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Indian landowners.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the general exemption authority provided by 5 U.S.C. 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) and the portions of 43 CFR Part 2, Subpart D which implement these subsections. The reasons for adoptions of this regulation are set out at 40 FR 50432 (October 29, 1975).

INTERIOR/BIA-25

SYSTEM NAME:

Integrated Records Management System—Interior, BIA-25

SYSTEM LOCATION:

(1) Division of Systems Operation, Bureau of Indian Affairs, 500 Gold Ave., SW., Albuquerque, New Mexico 87103;

(2) Central, Area, Agency and Field Offices, Schools of the BIA or contractors providing time-share services to the BIA: (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indian and Indian Tribal Groups that are owners of real property held in trust by the Government, individuals or groups that are potential or actual lessees of that property, individuals who have been assigned interests of any in Indian Tribes, Pueblos or corporations, and individual Indians who have money accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Land description, current ownership, dower and life estate interest, information on all types of leases or other land uses including grazing, farming, minerals mining, timber and business, etc. Information on individuals including name, address, aliases, sex date of birth, tribal membership and blood quantum, etc. General ledgers showing deposits and withdrawals from Indian accounts.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 151, 25 U.S.C. 392, 25 U.S.C. 415, and 25 U.S.C. 163.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) To control individual Indians money accounts and disclose to them the status of those accounts.

(b) Identification of individual Indians and Indian Tribal groups with interest in lands held in trust.

(c) Control of leases on Indian trust lands and real property, and collection and distribution of lease income.

(d) Bill individual owners or lessees for irrigation.

(e) Determination of eligibility of individuals to participate in or enjoy benefits from an interest in or enjoy benefits from an interest in a tribal group.

(f) Lists of approved enrollees used to distribute funds or income, or as a base to gather consensus or ownership data for planning purposes. Disclosures outside the Department of the Interior may be made.

(1) To the Tribe, band, Pueblo or corporation of which the individual to whom a record pertains is a member or a stockholder.

(2) To a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring 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) 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's decision on the matter.

(4) To the U.S. Department of Justice in the event of litigation or potential litigation involving the records or the subject matter of the records.

(5) Transfer, in the event there is indicated a violation or a potential violation of a statute, regulation, rule, order or license whether civil, criminal or regulatory in nature, to the appropriate agency or agencies, whether federal, state, local or foreign, charged with the responsibility of enforcing or implementing the statute, rule, regulation, order or license violated or potentially violated.

**POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING, RETAINING, AND
DISPOSING OF RECORDS IN THE SYSTEM:**

STORAGE:

Manual: letter files, computer readable media, input forms and computer printouts. Computer: mag tape and disk files.

RETRIEVABILITY:

(a) Indexed by name, identification numbers, family numbers, lease numbers, tract numbers, etc.

(b) Retrieved by manual search or computer inquiry.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Permanent records are retrieved. Closed or inactive records are transferred to GSA storage. Prior information on mag tape erased as updated information is added to the system.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director, Administrative Services Center, 500 Gold Ave., SW, Albuquerque, NM 87103.

NOTIFICATION PROCEDURE:

System Manager or with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.80.

RECORD ACCESS PROCEDURES:

A request for access may be addressed the same as for Notification. The request must be in writing and be signed by the requester, and must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Enrollees or claimants, Birth, marriage and death certificates, and family and tribal histories. Owners and lessees. Titles, deeds, probates, all types of land and water rights and usages documents. Individual Indians, depositors in the accounts and claimants against the accounts.

holdings, employee statements, bureau or office comments, and supervisor comments on present or past employees, as requested by the bureau or office counselors or as needed by the Designated Agency Ethics Official.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM

(1) 5 U.S.C. 7301; (2) 18 U.S.C. 1912; (3) 30 U.S.C. 1211; (4) 42 U.S.C. 6392; (5) 43 U.S.C. 1743; (6) 43 U.S.C. 1804; (7) Executive Order No. 11222, 18 U.S.C. 201 note; (8) 5 CFR Parts 734 and 736; and (9) 43 CFR Part 20.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are: (a) To review employee financial interests and determine employee compliance or non-compliance with applicable conflict of interest statutes and regulations, and to effect remedial and disciplinary action where non-compliance is ascertained; (b) to record in fact that the employee has been made aware of specifically directed legislation or regulations covering his organization and that he or she is in compliance with such specific legislation or regulations; (c) to provide the public with access to, and to adequately control access to, financial disclosure reports which must by statute be made available to the public; and (d) to provide an adequate system of records for Departmental auditors performing compliance audits within the Department.

Disclosure outside of the Department may be made: (1) to the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the disclosure is deemed by the Department of the Interior to be relevant or necessary to the litigation, and (c) the Department of the Interior determines that disclosure is compatible with the purpose for which the records were compiled; (2) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual; (3) to federal, state, tribal, territorial or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit; (4) to a federal agency which has requested information relevant or necessary to its hiring or retention of an

employee, or issuance of a security clearance, license, contract, grant, or other benefit; (5) to the Office of Personnel Management to perform oversight reviews; (6) to the public for only those records covered by specific statutes requiring their public disclosure; (7) to appropriate federal, state, tribal, territorial, local or foreign agencies responsible for investigating or prosecuting the violation of, or for enforcing, implementing, or administering a statute, rule, regulation, program, facility, order, lease, license, contract, grant, or other agreement; (8) to a federal, state, tribal, territorial, local or foreign agency, or an organization, or an individual when reasonably necessary to obtain information or assistance relating to an audit, investigation, trial, hearing, preparation for trial or hearing, or any other authorized activity of the Department; (9) to an appropriate federal, state, tribal, territorial, local, or foreign court or grand jury in accordance with established constitutional, substantive, or procedural law or practice; (10) to an actual or potential party or his or her attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; and (11) to a foreign government pursuant to an international treaty, convention, or executive agreement entered into by the United States.

POLICIES AND PRACTICES FOR STORAGE, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

(1) For confidential statements of employment and financial interests, DI-212, DI-212A, and DI-213:

STORAGE:

Maintained in file folders, word processing equipment storage media, and computer disks and output.

RETRIEVABILITY:

For each bureau and office, information is filed alphabetically by position or employee name.

SAFEGUARDS:

Maintained in locked file cabinets in locked rooms; manual files, standard passworded files on word processor, and software are accessible to authorized persons only. Access to computer files is restricted by the use of file passwords and file encryption.

RETENTION AND DISPOSAL:

Retention and disposal is in accordance with General Records Schedule No. 1, Item No. 25.

INTERIOR/08-3

SYSTEM NAME:

Financial Interest Statements and Ethics Counselor Decisions—Interior, Office of the Secretary—

SYSTEM LOCATION:

(1) Office of the Assistant Secretary—Policy, Budget and Administration, Interior, 18th and C Street, N.W., Washington, D.C. 20240; (2) Bureau and Office of Ethics Counselors, Deputy Ethics Counselors, Associate Ethics Counselors, and Assistant Ethics Counselors. (A list may be obtained from the Deputy Agency Ethics Official, Office of the Assistant Secretary—Policy, Budget and Administration.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present or past Department employees required to file financial interests or disclosure statements as required by in 5 CFR Part 734, 43 CFR Part 20, or 30 CFR Part 708; and, present or past Department employees subjected to remedial or disciplinary action for conflicts of interest or other ethics violations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains confidential statements of employment and financial interests (forms DI-212, DI-212A, DI-213, or DI-278) for present or past Interior Department employees required to file such statements. Contains Public Financial Disclosure Reports required by the Ethics in Government Act of 1978, as amended, (form SF-278) for present or past incumbents in position required to file such statements. Also contains records of conflict of interest decisions and appeals, analysis of financial

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(2) For Public Disclosure Statements of Known Financial Interest, SF-278; and Confidential Supplement Form DI-278:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by bureau, alphabetically by employee name in the Office of the Assistant Secretary—Policy, Budget and Administration.

SAFEGUARDS:

Maintained in locked file cabinets or in locked rooms; manual files, standard passworded files and software are accessible to authorized persons only.

RETENTION AND DISPOSAL:

Retention and disposal is in accordance with General Records Schedule No. 1, Item No. 23.

SYSTEM MANAGER(S) AND ADDRESS:

Designated Agency Ethics Official, Office of the Assistant Secretary—Policy, Budget and Administration, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C. 20240.

NOTIFICATION PROCEDURES:

Inquiries may be addressed to the System Manager identified above, or to the appropriate Bureau or Office Ethics Counselor. (A list of Ethics Counselors can be obtained from the System Manager.) (See 43 CFR 2.60 for procedures on making inquiries.)

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager, identified above, or to the appropriate Bureau or Office Ethics Counselor. (A list of Ethics Counselors can be obtained from the System Manager.) The request must be in writing and signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager or to the appropriate Bureau or Office Ethics Counselor. (A list may be obtained from the System Manager) and must meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Present Department employees who are, or past Department employees who were, required to file financial interest statements, and Department bureaus and offices.

INTERIOR/OS-13

SYSTEM NAME:

Private Relief Claimants, Bureau—Office of the Secretary—13.

SYSTEM LOCATION:

(1) Bureau of Indian Affairs, 1951 Constitution Avenue, NW., Washington, D.C. 20245. (2) Bureau of Land Management, Office of Legislation and Regulatory Management, 18th and C Streets, NW., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual claimants against the United States seeking remedy through private relief bills for claims involving the programs and activities of the Department of the Interior.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of relief bills and Congressional committee reports. Departmental reports on bills, correspondence, information compiled in connection with the claims, communications of requests from the sponsor of the bill on the claimant's attorney.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to support legislation for the relief of private claimants. Disclosures outside the Department of the Interior may be made (1) to Congress on the basis and validity of claims; (2) to another Federal agency having a subject matter interest in a claim; (3) to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular; (4) to the Congressional sponsor of a private relief bill and to representatives of the individual who is subject of the legislation; (5) to the U.S. Department of Justice when related to litigation or anticipated litigation; (6) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or

prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (7) to a Member of Congress from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORAGE, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained manually in file folders.

RETRIEVABILITY:

Cross-indexed by name of claimant.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

In accordance with approved retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

(1) Director, Congressional and Legislative Staff, Room 4638, Bureau of Indian Affairs, 1951 Constitution Avenue, NW., Washington, D.C. 20245. (2) Chief, Office of Legislation and Regulatory Management, Bureau of Land Management, 18th and C Streets, NW., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the appropriate System Manager listed above. The inquiry must be in writing and state that the individual seeks information concerning records pertaining to him. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Same as Notification. See 43 CFR 2.63 for additional content requirements for requests.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Congress, individual claimants, bureaus and offices of the Department.

INTERIOR DEPARTMENT

Interior/OS-18

SYSTEM NAME:

Discrimination Complaints—Interior,
Office of the Secretary—18.

SYSTEM LOCATION:

(1) Office of Equal Opportunity, U.S. Department of the Interior, 18th & C Streets, Northwest, Washington, D.C. 20240. (2) Bureau of Land Management, Alaska State Office, 701 "C" Street, Box 13, Anchorage Alaska 99513. (3) Bureau/Office Equal Employment Opportunity Offices. A current listing of such offices

may be obtained from System Manager "(a)" below.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who claim to have been discriminated against on the basis of race, color, sex, religion, national origin, handicap and age in violation of various statutes including: Title VI and VII of the Civil Rights Act of 1964 as amended (42 U.S.C. 2000d and 42 U.S.C. 2000e, et seq); in violation of Section 501 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 791, et seq); in violation of Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794 et seq) and its implementing regulations; in violation of the Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. 621, et seq); in violation of Title IX of the Education Amendments of 1972 (Pub. L. 92-318); and in violation of Section 403 of the Trans-Alaska Pipeline Authorization Act (Pub. L. 93-153, 87 Stat. 576).

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains complaints of discrimination; reports of complaints investigation and supplementary documentary evidence; correspondence, including requests for information from other Federal agencies, and from minority, civil rights, women's and community organizations; documents obtained from recipients of permits, rights-of-way, public land orders, or other Federal authorizations, and their agents, contractors, and subcontractors, under the Trans-Alaska Pipeline Authorization Act (87 Stat. 576); and miscellaneous relevant statistical data obtained from various sources.

Within the Departmental Office for Equal Opportunity, an automated system of records (complaints management information system) will be used to manage and track the

processing of complaints received by the Office for Equal Opportunity concerning discrimination based on race, color, national origin, religion, sex, age and/or handicap.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) and its implementing regulations (43 CFR Part 17, Subpart A); Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e, et seq) and its implementing regulations (29 CFR Part 1613), Section 501 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 791, et seq), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794 et seq) and its implementing regulations (43 CFR Part 17, Subpart B); the Age Discrimination in Employment Act of 1967 as amended (29 U.S.C. 621 et seq); Title IX of the Education Amendments of 1972 (Pub. L. 92-318); Section 403 of the Trans-Alaska Pipeline Authorization Act (Pub. L. 93-153, 87 Stat. 576).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the system of records is for the investigation and resolution of complaints of discrimination and for the compilation of statistical information on complaints of discrimination in violation of the aforementioned legislation cited under "Authority for Maintenance of the System". Disclosures outside the Department of the Interior may be made: (1) To other Federal agencies charged with the enforcement of equal employment opportunity laws, orders and regulations, on a need-to-know basis to assist these agencies in their enforcement activities; (2) to the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the disclosure is deemed by the Department of the Interior to be relevant or necessary to the litigation, and (c) the Department of the Interior determines that disclosure is compatible with the purpose for which the records were compiled; (3) of information indicating a violation or potential violation of a statute.

regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual;

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders and in automated records systems.

RETRIEVABILITY:

Files maintained in manual systems may be retrieved by: (1) Name, (2) docket control number; (3) bureau; (4) political jurisdiction; or (5) any combination of those identifiers.

Additionally, within the automated system of records, information is retrieved by: (1) Bureau, (2) docket control number, (3) name, or (4) any combination of those identifiers.

SAFEGUARDS:

Records are maintained with safeguards meeting the requirements of the Privacy Act of 1974, as amended (5 U.S.C. 552a) and the Departmental Regulations (43 CFR Part 2, Subpart D). Standards for the maintenance of records subject to the Privacy Act are described in the Departmental regulations (43 CFR 2.46) and involve the content of the records, data collection practices, and the use, safeguarding, and disposal of personal information in the records.

Records system areas are posted with warnings to include access limitation, standards of conduct for employees in handling Privacy Act records (383 DM 9), and possible criminal penalties for violation. Access to hard-copy records is restricted by containing records in a locked metal file cabinet or locked room. Keys to rooms containing system of records are off-master.

Records subject to the Act that are maintained in automated data processing form are subject to safeguards based on recommendations of the National Bureau of Standards contained in "Computer Security Guidelines for Implementing the Privacy Act of 1974" (FIPS Pub. 41, May 30, 1975).

Each bureau is responsible for ensuring that specific procedures are developed for maintaining each of its systems of records with appropriate administrative, technical, and physical safeguards to insure the security and confidentiality of records, and to protect against the possibility of substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained. These procedures are developed for both manual and computerized records, as detailed in the Department's regulations (43 CFR 2.51) and in 363 DM a.

RETENTION AND DISPOSAL:

Records are retained and disposed in compliance with the National Archives and Records Administration's General Records Schedule No. 1, Item No. 24.

In addition, the Departmental Office of Information Resources Management and the Department Office for Equal Opportunity will coordinate responsibility for archival record transfers and record storage and disposal methods for the automated system within the Departmental Office for Equal Opportunity.

SYSTEM MANAGER(S) AND ADDRESS:

(a) For complaints of discrimination arising under Title VI and VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d and 42 U.S.C. 2000e, respectively), Section 501 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 791, et seq); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794 et seq) and its implementing regulations; the Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. 621 et seq); Title IX of the Education Amendments of 1972 (Pub. L. 92-318)—Director, Office for Equal Opportunity, Office of the Secretary, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C.

(b) For complaints arising under Section 403 of the Trans-Alaska Pipeline Authorization Act (Pub. L. 93-153, 87 Stat. 576)—Alaska State Office Director, Bureau of Land Management, Alaska State Office, 701 C Street, Box 13, Anchorage, Alaska 99513.

(c) For complaints of discrimination arising under Title VII of the Civil Rights of 1964, as amended (42 U.S.C. 2000e)

which are filed against the Departmental Office for Equal Opportunity, the alternative responsibility for recordkeeping rests with the Human Relations Officer, Human Relations Office, Office of the Secretary, U.S. Department of the Interior, 18th and C Streets, Northwest, Washington, D.C. 20240.

NOTIFICATION PROCEDURES:

A written and signed request stating that the requester seeks information concerning records pertaining to him/her is required, and shall be addressed to the appropriate System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A written and signed request for access shall be addressed to the appropriate System Manager and shall meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the appropriate system manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Complainants; recipients of permits, rights-of-way, public land orders, or other Federal authorizations, and their agents, contractors, and subcontractors, under Section 403 of the Trans-Alaska Pipeline Authorization Act (87 Stat. 576) and their employees; the administrators and recipient of Government funds from programs administered by the Department of the Interior; Federal, State, and local government agencies; community, minority, civil rights, and women's organizations; unions, Members of Congress and their staffs; bureaus and offices of the Department of the Interior, and confidential informants, to the extent they possess relevant data otherwise unavailable.

50 FR 41222 (10-9-85)

INTERIOR DEPARTMENT

INTERIOR/OS-68

SYSTEM NAME:

Administrative Operations Records on Employees, Department System—Interior, Office of the Secretary—SA.

SYSTEM LOCATION:

All Departmental bureaus and offices including regional and field facilities thereof.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and former employees of the Department of the Interior, and independent agencies and commissions for which the Department provides administrative support.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records involving administrative and operational relationships between the employee and the office in which the employee works, which include: Workload and productivity records for scheduling purposes; travel activity and budgets; accident and safety records, property accountability; studies and special projects; committee and detail assignments; locator indexes, parking space assignments, and similar records. Records that identify employees and their organization, location, position title, occupational series and grade, office telephone number, functional or organizational titles assigned for program management purposes, home address and telephone number, and other related data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 3101, 5105-5115, 5501-5516, 5701-5708, 31 U.S.C. 66a, 240-243, 40 U.S.C. 483(b), 43 U.S.C. 1467, 44 U.S.C. 3101, Executive Order No. 11807.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are administrative in nature and reflect the employee's relationship to the activities and functions of the office. They are also used to prepare and maintain data bases, directories, and listings showing organizational and functional position assignments; staffing tables; listings for budget, organizational, space, administrative services, and training planning purposes; and the preparation of employee telephone directories. Disclosures outside the Department of the Interior may be made: (1) To the

Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) to members of Congress in response to an inquiry made at the request of the individual of record; (4) to other Federal agencies for related program management purposes; (5) to the public in the form of agency telephone directories.

POLICY AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on paper in file folders or card files in file cabinets, word processing media, microfiche, or computer files.

RETRIEVABILITY:

By name or control number assigned to employee.

SAFEGUARDS:

In accordance with the requirements of 43 CFR 2.51

RETENTION AND DISPOSAL:

Retained until completion of work project or activity to which the record pertains, or until separation of the employee, at which time the record is disposed of in accordance with appropriate records schedules.

SYSTEM MANAGER(S) AND ADDRESS:

For the records located in the office in which the individual is (or was) employed, the appropriate personnel or administrative officer. For records related to special listings or directories of employees related to organizational, functional, or program assignments, the office maintaining the listing or directory.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the pertinent personnel office of the organization or office in which the individual is (or was) employed, or the office maintaining the listing or directory containing information about the individual. See 43 CFR 2.80.

RECORD ACCESS PROCEDURES:

A request for access to records should be addressed to the pertinent personnel office of the facility at which he/she is

(or was) employed, or the office maintaining the listing or directory containing information about the individual. See 43 CFR 2.81 for submission requirements.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information in this system of records either comes from the individual to whom it applies, or is obtained through internal office procedures with which the individual is involved. Other sources are official agency records or documents designating employees to serve in special functional or organizational assignments.

INTERIOR/OS-65

SYSTEM NAME:

Biography File—Interior, Office of the Secretary—65.

SYSTEM LOCATION:

(1) Office of Public Affairs, Research Office, U.S. Department of the Interior.

18th and C Streets, N.W., Washington, D.C. 20240. (2) Bureau public information offices in the Bureau of Indian Affairs, the Water & Power Resources Service, the U.S. Geological Survey, the National Park Service, the U.S. Fish and Wildlife Service, Bureau of Land Management (BLM), Bureau of Mines, Office of Surface Mining (OSM), and the Heritage Conservation & Recreation Service (HCRS). (See System Manager paragraph for addresses.).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officials of the Department of the Interior, including the Secretary, Assistant Secretaries, heads of Bureaus and Offices.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records are biographical sketches, notes, resume, and news releases generally containing the individual's name, place and date of birth, education, military service, work experience, publications, membership in professional or scientific societies, marital status plus occasional newspaper clippings about the individual and in some cases a photograph of the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Statutes 5 USC 301, 3101, 43 USC 1467, 44 USC 3101, 30 USC 1, 3, 5-7.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to maintain biographic information on key officials of the Department. Disclosures outside the Department of the Interior may be made (1) to the news media and public for public information purposes.

POLICIES AND PRACTICE FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:
STORAGE—Biographies are in press release form, maintained in file folders.

RETRIEVABILITY—alphabetized by name.

SAFEGUARDS—maintained with safeguards meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL—destroyed when obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

(Unless otherwise noted, the address for all managers is U.S. Department of the Interior, 18th and C Street, N.W., Washington, D.C. 20240. (1) For the Office of Public Affairs: Director, Office of Public Affairs. (2) For the Bureau of Indian Affairs: Director, Public Information Staff, Bureau of Indian Affairs. (3) For the Water & Power Resources Service: Chief, Office of Public Affairs, Water & Power Resources Service. (4) For the Geological Survey: Information Officer, U.S. Geological Survey, the National Center, Reston, Virginia 22062. (5) For BLM: Chief, Office of Public Affairs (130), Bureau of Land Management. (6) For the National Park Service: Assistant to the Director, Office of Public Affairs, National Park Service. (7) For the Fish and Wildlife Service: Assistant Director—Public Affairs, U.S. Fish and Wildlife Service. (8) For the Bureau of Mines: Assistant Chief, Office of Public Information, Bureau of Mines, 2401 E Street, N.W., Washington, D.C. 20241. (9) For OSM: Director, Office of Public Affairs, Office of Surface Mining. (10) For HCRS: Chief, Office of Public Affairs, Heritage Conservation & Recreation Service.

NOTIFICATION PROCEDURE:

Address inquiries to the System Manager. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Same as the above. The request must be in writing, signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Data furnished by the individual, newspaper clippings, and published materials.

PRIVACY ACT SYSTEMS

INTERIOR/APB-68

System name: Committee Management Files—Interior, Office of the Secretary—68.

System location: (1) Department Committee Management Officer and Bureau Committee Management Officers. (2) Headquarters office of all bureaus. (See appendix for addresses.)

Categories of individuals covered by the system: Members of advisory committees and candidates for advisory committee membership.

Categories of records in the system: Biographies and records of committee participation.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is administration of committee activities within the Department. Disclosures outside the Department of the Interior may be made (1) to OMB in connection with its committee management responsibilities; (2) to other Federal agencies which have joint responsibility for advisory committees or which receive or utilize advice of the committees; (3) to a Federal, State or local agency, private organization or individual as necessary to obtain information in connection with a decision concerning appointment or reappointment of an individual to committee membership; (4) to the U.S. Department of Justice when related to litigation or anticipated litigation; (5) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

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

Storage: Maintained in file folders.

Retrievability: Filed by committee or bureau.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.31 for manual records.

Retention and disposal: Department Committee Management Office records are maintained no longer than two years. Bureau records are subject to bureau disposal schedules.

System manager(s) and address: Department Committee Management Officer, U.S. Department of the Interior, Washington, D.C. 20240.

Notification procedure: System Manager. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedure: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedure: A petition for amendment shall be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

Record source categories: individual members or candidates for membership. Persons recommending or proposing or having knowledge of the qualifications of an individual.

Systems exempted from certain provisions of the act: Under the specific exemption authority of 5 U.S.C. 552a(k)(3), the Department of the Interior has adopted a regulation (43 CFR 2.79(c)) which exempts this system from the provisions of 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4) (G), (H) and (I) and (f) to the extent that the system consists of investigatory material compiled solely for the purpose of determining suitability, eligibility or qualifications for federal civilian employment. The reasons for adoption of this regulation are set out at 40 FR 50432 (October 29, 1975).

INTERIOR DEPARTMENT

INTERIOR/OS-71

SYSTEM NAME:

Freedom of Information Request Files System—Interior, Office of the Secretary—71.

SYSTEM LOCATION:

All facilities of the Department of the Interior which have received requests under the Freedom of Information Act seeking access to or copies of records.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted Freedom of Information requests.

CATEGORIES OF RECORDS IN THE SYSTEM:

Requests, responses, related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to administer Freedom of Information requests. Disclosures outside the Department of the Interior may be made (1) to other Federal agencies having a subject matter interest in a request or an appeal or a decision thereon; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) to litigation or anticipated litigation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICY AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrieved by name of person making request.

SAFEGUARDS:

Maintained with the minimum safeguards prescribed in 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroyed two years after response date if no denial was involved. Destroyed five years after response date if denial of records was involved.

SYSTEM MANAGER(S) AND ADDRESS:

For the office or bureau for which each is responsible, the head of each office making up the Office of the Secretary, each other Departmental office and each bureau. (See Appendix for addresses of office and bureau headquarters offices.)

NOTIFICATION PROCEDURE:

Inquiries regarding the existence records in the system shall be addressed to each facility to which an individual has submitted a Freedom of Information request. See 43 CFR 2.60 for submission requirements.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to each facility to which the requester has submitted a Freedom of Information request. See 43 CFR 2.61 for submission requirements.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Requesters, internally generated documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The Privacy Act does not entitle an individual to access to information compiled in reasonable anticipation of a civil action or proceeding.

INTERIOR/08-85

SYSTEM NAME

Payroll, Attendance, and Leave Records—Interior, Office of the Secretary-85.

SYSTEM LOCATION

- (1) Office of the Secretary, Office of Administrative Services, Division of Fiscal Services, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C. 20240.
- (2) Bureau of Land Management, Division of Financial Operations, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.
- (3) Bureau of Reclamation, Division of Management Support, Engineering and Research Center, Denver Federal Center, Building 87, P.O. Box 25007, Denver, Colorado 80225.
- (4) U.S. Fish and Wildlife Service, Division of Finance, 18th and C Streets, NW., Washington, D.C. 20240.
- (5) National Park Service, Office of the Chief, Branch of Payroll Operations, Post Office Box 25287, Lakewood, Colorado 80225.
- (6) Geological Survey, Branch of Financial Management, National Center, Reston, Virginia 22092.
- (7) Bureau of Mines, Division of Finance, Building 20, Denver Federal Center, Denver, Colorado 80225.
- (8) Office of Surface Mining Reclamation and Enforcement, Division of Financial Management, Building 20, Denver Federal Center, Denver, Colorado 80225.
- (9) Bureau of Indian Affairs, Branch of Employee Data and Compensation, P.O. Box 2028, Albuquerque, New Mexico 87103.
- (10) Minerals Management Service, Financial Management Division, Mail Stop 632, 12203 Sunrise Valley Drive, Reston, Virginia 22091.
- (11) Office of Inspector General, Office of Assistant Inspector General for Administration, 18th and C Streets, NW., Washington, D.C. 20540.
- (12) Office of Aircraft Services, Division of Management Services, P.O. Box 15428, Boise, Idaho 83715-0428.
- (13) All Departmental offices and locations which prepare and provide input documents for data processing and administrative actions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM

All employees of the Department of the Interior, and employees of Independent Agencies, Councils, and Commissions who are provided payroll administrative support by the Department.

CATEGORIES OF RECORDS IN THE SYSTEM

Employee identification, pay rate and grade, retirement, and location data; length of service; pay, leave, time and attendance, allowances, and cost distribution records; deductions for FICA, savings bonds, insurance, union dues, taxes, allotments, quarters, charities; overtime authorizations, awards, shift schedules, pay differentials, IRS tax lien data; and related personnel data. Also included is information on debts owed to the government as a result of overpayment, refunds owed, or a debt referred for collection on a transferred employee. The payroll, attendance, and leave records described in this notice form a part of the information contained in the Department's integrated payroll and personnel (PAY/PERS) automated information system. Personnel records contained in the PAY/PERS system are covered under the governmentwide system of records notice published by the Office of Personnel Management (OPM/GOVT-1).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM

5 U.S.C. 5101, et seq., 31 U.S.C. 3512.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are for fiscal operations for payroll, attendance, leave, insurance, tax, retirement and cost accounting programs; and to prepare related reports to other Federal agencies including the Treasury Department and the Office of Personnel Management. Disclosures outside the Department of the Interior may be made: (1) To the Department of the Treasury for preparation of payroll checks and other checks to Federal, State, and local government agencies, non-governmental organizations, and individuals; (2) to the Internal Revenue Service and to State, local, tribal and territorial governments for tax purposes; (3) to the Office of Personnel Management in connection with programs administered by that office; (4) to another Federal agency to which an employee has transferred (5) to the U.S. Department of Justice when related to litigation or anticipated litigation; (6) to disclose pertinent information to an appropriate Federal, State, local, or

foreign agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; (7) to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of the individual; (8) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (9) to Federal, State or local agencies where necessary to enable the Department of the Interior to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit; (10) to appropriate Federal and State agencies to provide required reports including data on unemployment insurance; (11) to the Social Security Administration to report FICA deductions; (12) to labor unions to report union dues deductions; (13) to insurance carriers to report withholdings for health insurance; (14) to charitable institutions to report contributions; (15) to a Federal agency for the purpose of collecting a debt owed the Federal government through administrative or salary offset; (16) to other Federal agencies conducting computer matching programs to help eliminate fraud and abuse and to detect unauthorized overpayments made to individuals; (17) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor; (18) with respect to Bureau of Indian Affairs employee records, to a Federal, State, local agency, or Indian tribal group or any establishment or individual that assumes jurisdiction, either by contract or legal transfer, of any program under the control of the Bureau of Indian Affairs; (19) with respect to Bureau of Reclamation employee records, to non-Federal auditors under contract with the Department of the Interior or Energy or water user and other organizations with which the Bureau of Reclamation has written agreements permitting access to financial records to perform financial audits.

DISCLOSURES TO CONSUMER REPORTING AGENCIES

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the

Federal Claims Collection Act of 1966
(31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING, RETAINING, AND
DISPOSING OF RECORDS IN THE SYSTEM**

STORAGE:

Maintained in manual, microfilm, and printout form in the Payroll Office. Currently applicable records are stored on magnetic media at the computer processing center; historic records are stored on magnetic media at the computer center. Original input documents are kept in standard office filing equipment.

RETRIEVABILITY:

Indexed by name, social security number, and organizational code.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

The records contained in this system of records have varying retention periods as described in General Records Schedule 2 issued by the Administrator, General Services Administration, and are disposed of in accordance with the Federal Property Management Regulations, 41 CFR 101-11.408-9.

SYSTEM MANAGER(S) AND ADDRESS:

The following system managers are responsible for the payroll records contained in the integrated Payroll/Personnel (PAY/PERS) system which are pertinent to their bureaus. Personnel records contained in the PAY/PERS system fall under the jurisdiction of the Office of Personnel Management as prescribed in 5 CFR Part 293 and 5 CFR Part 297.

(1) Chief, Division of Fiscal Services, Office of Administrative Services, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C. 20240;

(2) Chief, Division of Financial Operations, Bureau of Land Management, Denver Federal Center, Bldg. 30, Denver, Colorado 80225;

(3) Finance Officer, Division of Management Support, Bureau of Reclamation, Denver Federal Center, Building 67, P.O. Box 25007, Denver, Colorado 80225;

(4) Chief, Division of Finance, U.S. Fish and Wildlife Service, 18th and C Streets, NW., Washington, D.C. 20240;

(5) Chief, Branch of Payroll Operations, National Park Service, Post Office Box 25287, Denver, Colorado 80225;

(6) Chief, Branch of Financial Management, Geological Survey, National Center, Reston, Virginia 22092;

(7) Chief, Division of Finance, Bureau of Mines, Building 20, Denver Federal Center, Denver, Colorado 80225;

(8) Chief, Division of Financial Management, Office of Surface Mining, Building 20, Denver Federal Center, Denver, Colorado 80225;

(9) Director, Office of Administration, Bureau of Indian Affairs, 1961 Constitution Avenue, NW., Washington, D.C. 20245;

(10) Chief, Financial Management Division, Minerals Management Service, 12203 Sunrise Valley Drive, Mail Stop 632, Reston, Virginia 22091.

(11) Assistant Inspector General for Administration, Office of Inspector General, 18th and C Streets, NW., Washington, D.C. 20240.

(12) Chief, Division of Management Services, Office of Aircraft Services, P.O. Box 15428, Boise, Idaho 83715-0008.

NOTIFICATION PROCEDURES:

Inquiries regarding the existence of records should be addressed to the pertinent System Manager. A written, signed request stating that the individual seeks information concerning his/her records is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the pertinent System Manager. The request must be in writing, signed by the requester, and meet the content requirement of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the pertinent System Manager and meet the content requirements of 43 CFR 2.71.

RECORDS SOURCE CATEGORIES:

Individuals on whom the records are maintained, supervisors, timekeepers, official personnel records, previous employers, and the Internal Revenue Service.

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Attachment 2

Information Resources
Management

Part 383 Public Access to Records

Privacy Act Systems

Chapter 5 of Records Notices

383 DM 5.1

5.1 Purpose. The Privacy Act of 1974 (5 U.S.C. 552a(e)(4)) requires publication of a notice in the Federal Register describing each system of records subject to the Act. Publication of a new or revised system notice before any new system or major change to an existing system is to be effective is also required. This chapter describes the required contents of system notices and related system documentation and procedures.

A. The publication requirements are intended to (1) help individuals locate systems of records that are likely to contain personal information pertaining to them, and (2) prevent the use of a system of records without first giving individuals an opportunity to review the purpose and routine uses of the information.

B. Maintenance of a system of records (as defined in 383 DM 1.4C) for which no system notice has been published is a violation of the law. Department and bureau responsibilities with respect to preparing system notices are described in 383 DM 2.3 and 383 DM 3.3, respectively.

5.2 Notice Contents. Required contents of, and format for, system notices are described in Appendix 3 to this chapter.

5.3 Reports on New or Altered Systems. OMB Circular No. A-130 describes detailed procedures for reporting an agency's intention to establish a new system or alter an existing system of records. A new system is any system for which no Federal Register notice has previously been published.

A. A report to OMB and Congress must be prepared when a new system of records is proposed, or when a change to an existing system is proposed which significantly alters the character of the system by:

- (1) Increasing or changing the number or types of individuals on whom records are maintained;
- (2) Expanding the types or categories of information maintained;
- (3) Altering the purposes for which the information is used;

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(4) Changing the equipment configuration (i.e., hardware and/or software) on which the system is operated so as to create the potential for substantially greater access to the records in the system; or

(5) Exempting the system of records from any provisions of the Privacy Act pursuant to 5 U.S.C. 552a(j) or (k).

B. The report on a proposed new or altered system must be submitted to OMB and Congress at least 60 days prior to establishment of a new system or the implementation of an altered existing system. In order for the Department to meet this requirement, bureaus and offices shall submit this report to the Departmental Privacy Act Officer at least 90 days before the proposed implementation date. Appendix 1 to this chapter provides guidance on the information required to be transmitted to the Departmental Privacy Act Officer. Departmental Report Control Symbol CON-74-014 has been assigned to this reporting requirement.

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PRIVACY ACT DOCUMENTATION

A. NEW SYSTEM. The following documentation is required to establish a new system of records that is subject to the Privacy Act of 1974:

1. Prepare a transmittal memorandum to the Departmental Privacy Act Officer addressing the following items to the extent that they are not discussed in the narrative statement described in paragraph 2a below:

a. Describe how the information is relevant, necessary, and relates to the purpose (in law) for which the system is being established or maintained.

b. Cite the adverse consequences, if any, of not collecting or maintaining the information.

c. Discuss other options considered to meet the program need without establishing records in individually identifiable form.

d. Provide the rationale for determining: (1) what individuals will be included in the system of records, (2) how the number of individuals to be included in the system can be minimized, and (3) the minimum length of time that individual records will be maintained.

e. Describe any deliberations to determine the financial cost of maintaining the system of records as compared to the risks/adverse consequences of not maintaining it.

f. Provide a statement assuring that the proposed system does not duplicate any existing records system in the bureau.

g. Identify the bureau/office official to contact for additional information.

2. Attach to the memorandum the documents noted in items 2a through 2c below.

a. A narrative statement as described in Appendix 2. The statement is to be typed single-spaced and submitted in original and three copies. The narrative statement is forwarded to OMB and Congress; therefore, it should be carefully prepared and contain a complete description of the proposal.

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b. A system notice prepared for publication in the Federal Register. A description of each item to be addressed in the system notice is contained in Appendix 3. The notice is to be typed double-spaced and submitted in original and three copies.

c. If applicable, supporting documentation consisting of advance copies of new or revised rules pertaining to the system of records which will be published.

B. REVISION TO EXISTING SYSTEM. The following documentation is required to make a change to an existing system of records.

1. If the changes require a report to OMB and Congress as prescribed in 383 DM 5.3, prepare a memorandum addressed to the Departmental Privacy Act Officer describing the changes being made to the system, and the reasons therefore. Attach to the memo the documents listed in paragraph A2 above.

2. If the changes are minor and do not require a report to OMB and Congress, prepare a memorandum addressed to the Departmental Privacy Act Officer describing the changes being made to the system, and the reasons therefor. Attach to the memo the document listed in paragraph A2b above.

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PRIVACY ACT OF 1974

NARRATIVE STATEMENT

(Typed Single-spaced)

A. The NARRATIVE STATEMENT is a brief description of the proposal which includes the following information.

1. Describe the purposes of the system of records. The description should focus on the system of records and should briefly discuss the purpose and background of the program for which the system of records will be used. The description should include:

a. An estimate of the number of individual records expected to be in the system.

b. The steps taken to minimize the amount of personal data to be maintained.

2. Identify the specific statute or Executive order which authorizes the maintenance of the system of records.

3. Provide an evaluation of the probable or potential effect of the proposal on the privacy and other personal or property rights of individuals.

4. Describe the relationship of the proposal, if any, to the other branches of the Federal government and to State and local governments.

5. Provide a brief description of steps taken by the agency to minimize the risk of unauthorized access to the system of records. A more detailed assessment of the risks and specific administrative, technical, procedural and physical safeguards established should be documented so that it can be made available to OMB, if requested.

6. Explain how each proposed routine use is compatible with the purpose for which the records are collected and maintained. For an altered existing system of records, this requirement pertains only to newly proposed routine uses.

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7. Provide the OMB clearance numbers, expiration dates, and titles of any OMB-approved information collection requirements contained in the system of records. If the request for OMB clearance of an information collection is pending, state its title and the date it was submitted to OMB for clearance pursuant to 5 CFR 1320 (see 381 DM 12).

8. If the proposal requires new or revised agency rules to be published in the Federal Register, briefly describe the rulemaking action and attach an advance copy of the documents. If no changes to existing rules are required, provide a statement to that effect.

B. The narrative statement should make reference, as appropriate, to information in the supporting documentation rather than restate such information.

C. Where changes to computer installations, communications networks, or any other general changes in information collection, handling, storage or dissemination are made which affect multiple systems of records; a single consolidated new system report may be submitted. In such cases, the narrative statement also should address the overall privacy implications of the proposed change, identify all systems of records affected by the change and briefly describe any unique impacts on any specific system of records.

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United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

WASHINGTON, D.C. 20245

IN REPLY REFER TO:

Directives and Regulatory Management
Room 343, Interior South
(202) 343-3574

MAY 12 1986

Memorandum

To: Central Office and Area Office Directors
AC:MG
From: Bureau of Indian Affairs Privacy Act Officer

Subject: Schedule of Privacy Act Program Reviews for Calendar Year 1986

Our memorandum of February 21, 1986, provided additional guidance material for implementing the provisions of the Privacy Act. Specifically, this memorandum deals with scheduling of the required periodic reviews (See attachment 2.).

In order that we may properly document bureau actions and the results of our reviews so that adequate information will be available for reporting to the Department, please

(1) indicate your proposed scheduled dates for the six reviews required for calendar year 1986 on the attached Copy 1 (schedule of reviews), retain a copy for your records, and return the original immediately to the Division of Management Research and Evaluation (MR&E), attention Branch of Directives and Regulatory Management, Room 343 Interior South; and

(2) upon the completion of each review, enter completion date for appropriate review on Copy 2 (page 1-a). When you have completed your last review for calendar year 1986, enter the date, retain a copy for your records, and return the original Copy 2 to MR&E, attention: Branch of Directives and Regulatory Management, Room 343, Interior South.

Whenever your reviews indicate that bureau action is necessary, please report immediately your findings to the Branch of Directives and Regulatory Management.

Donald J. Casper

Attachments 3

REVIEWS COMPLETED FOR CALENDAR YEAR 1986

Attachment 1

SCHEDULE OF BUREAU OF INDIAN AFFAIRS
PRIVACY ACT PROGRAM REVIEWS

(Required by Paragraph 3a, Appendix I, OMB Circular A-130)

Description of Review	Frequency	Calendar Year Scheduled	Proposed Date of Review	Review Completed
1. <u>Contracts</u> Review a random sample of agency contracts that provide for the maintenance of a system of records on behalf of the agency to accomplish an agency function, in order to ensure that the wording of each contract makes the provisions of the Act apply (5 U.S.C. 552a(m)(1))	Biennially	CY 1987 CY 1989 Every 2 years thereafter		
2. <u>Recordkeeping Practices</u> Review agency recordkeeping and disposal policies and practices in order to ensure compliance with the Act.	Annually	CY 1986 Every year thereafter		
3. <u>Routine Use Disclosures</u> Review the routine use disclosures associated with each system of records in order to ensure that the recipient's use of such records continues to be compatible with the purpose for which the disclosing agency originally collected the information. The first review should commence immediately. Copies of systems of records notices to be reviewed are attached.	Triennially	CY 1986 CY 1989 Every 3 years thereafter		
4. <u>Exemption of Systems of Records</u> Review each system of records for which the agency has promulgated exemption rules pursuant to Section (j) or (k) of the Privacy Act in order to determine whether such exemption is still needed.	Triennially	CY 1988 CY 1991 Every 3 years thereafter		
5. <u>Matching Programs</u> Review each ongoing matching program in which the agency has participated during the year, either as a source or as a matching agency, in order to ensure that the requirements of the Act, the OMB Matching Guidelines, and the OMB Model Control System and Checklist have been met.	Annually	CY 1986 Every year thereafter		
6. <u>Privacy Act Training</u> Review agency training practices in order to ensure that all agency personnel are familiar with the requirements of the Act, with the agency's implementing regulations, and with any special requirements that their specific jobs entail.	Annually	CY 1986 Every year thereafter		

(COPY 1: Enter scheduled dates, retain copy for your records, and return this copy to MR&E, Attention: Branch of Directives and Regulatory Management, 343 Interior South.)

Description of Review	Frequency	Calendar Year Scheduled	Proposed Date of Review	Review Completed
<p>7. <u>Violations</u> Review the actions of agency personnel that have resulted either in the agency being found civilly liable under Section (g) of the Act, or an employee being found criminally liable under the provisions of Section (i) of the Act, in order to determine the extent of the problem and to find the most effective way to prevent recurrences of the problem.</p>	Annually	CY 1986 Every year thereafter	_____	_____
<p>8. <u>Systems of Records Notices</u> Review each system of records notice to ensure that it accurately describes the system. Where minor changes are needed, ensure that an amended notice is published in the <u>Federal Register</u>. This requirement is distinguished from and in addition to the requirement to report to OMB and the Congress major changes to systems of records and to publish those changes in the <u>Federal Register</u> (see paragraph 4b of Appendix I to OMB Circular A-130).</p>	Annually	CY 1986 Every year thereafter	_____	_____

REVIEWS COMPLETED FOR CALENDAR YEAR 1986

Attachment 1

SCHEDULE OF BUREAU OF INDIAN AFFAIRS
PRIVACY ACT PROGRAM REVIEWS

(Required by Paragraph 3a, Appendix I, OMB Circular A-130)

Description of Review	Frequency	Calendar Year Scheduled	Proposed Date of Review	Review Completed
1. <u>Contracts</u> Review a random sample of agency contracts that provide for the maintenance of a system of records on behalf of the agency to accomplish an agency function, in order to ensure that the wording of each contract makes the provisions of the Act apply (5 U.S.C. 552a(m)(1))	Biennially	CY 1987 CY 1989 Every 2 years thereafter		
2. <u>Recordkeeping Practices</u> Review agency recordkeeping and disposal policies and practices in order to ensure compliance with the Act.	Annually	CY 1986 Every year thereafter		
3. <u>Routine Use Disclosures</u> Review the routine use disclosures associated with each system of records in order to ensure that the recipient's use of such records continues to be compatible with the purpose for which the disclosing agency originally collected the information. The first review should commence immediately. Copies of systems of records notices to be reviewed are attached.	Triennially	CY 1986 CY 1989 Every 3 years thereafter		
4. <u>Exemption of Systems of Records</u> Review each system of records for which the agency has promulgated exemption rules pursuant to Section (j) or (k) of the Privacy Act in order to determine whether such exemption is still needed.	Triennially	CY 1988 CY 1991 Every 3 years thereafter		
5. <u>Matching Programs</u> Review each ongoing matching program in which the agency has participated during the year, either as a source or as a matching agency, in order to ensure that the requirements of the Act, the OMB Matching Guidelines, and the OMB Model Control System and Checklist have been met.	Annually	CY 1986 Every year thereafter		
6. <u>Privacy Act Training</u> Review agency training practices in order to ensure that all agency personnel are familiar with the requirements of the Act, with the agency's implementing regulations, and with any special requirements that their specific jobs entail.	Annually	CY 1986 Every year thereafter		

(COPY 2: Upon completion of last review, retain copy for your records, and return this copy to MR&E, Attention: Branch of Directives and Regulatory Management, 343 Interior South.)

Description of Review	Frequency	Calendar Year Scheduled	Proposed Date of Review	Review Completed
<p>7. <u>Violations</u> Review the actions of agency personnel that have resulted either in the agency being found civilly liable under Section (g) of the Act, or an employee being found criminally liable under the provisions of Section (i) of the Act, in order to determine the extent of the problem and to find the most effective way to prevent recurrences of the problem.</p>	Annually	CY 1986 Every year thereafter	_____	_____
<p>8. <u>Systems of Records Notices</u> Review each system of records notice to ensure that it accurately describes the system. Where minor changes are needed, ensure that an amended notice is published in the <u>Federal Register</u>. This requirement is distinguished from and in addition to the requirement to report to OMB and the Congress major changes to systems of records and to publish those changes in the <u>Federal Register</u> (see paragraph 4b of Appendix I to OMB Circular A-130).</p>	Annually	CY 1986 Every year thereafter	_____	_____

APPENDIX I
TO OMB CIRCULAR NO. A-130

FEDERAL AGENCY RESPONSIBILITIES FOR MAINTAINING
RECORDS ABOUT INDIVIDUALS

1. Purpose and Scope

This Appendix describes agency responsibilities for implementing the Privacy Act of 1974, 5 U.S.C. 552a as amended (hereinafter "the Act"). It applies to all agencies subject to the Act. The Appendix constitutes a revision to procedures formerly contained in OMB Circular No. A-108, now rescinded. Note that this Appendix does not rescind other guidance OMB has issued to help agencies interpret the Privacy Act's provisions, e.g., Privacy Act Guidelines (40 Federal Register 28949-28978, July 9, 1975), or Guidance for Conducting Matching Programs (47 Federal Register 21656-21658, May 19, 1982).

2. Definitions

a. The terms "agency," "individual," "maintain," "record," "system of records," and "routine use," as used in this Appendix, are defined in the Act (5 U.S.C. 552a (a)). The definition of "agency" in the Act differs somewhat from the definition in the Circular.

b. The term "minor change to a system of records" means a change that does not significantly change the system; that is, does not affect the character or purpose of the system and does not affect the ability of an individual to gain access to his or her record or to any information pertaining to him or her which is contained in the system; e.g., changing the title of the system manager.

3. Assignment of Responsibilities

a. All Federal Agencies. In addition to meeting the agency requirements contained in the Act, and the specific reporting requirements detailed in this Appendix, the head of each agency shall ensure that the following reviews are conducted as often as specified below, and be prepared to report to the Director, OMB, the results of such reviews and the corrective action taken to resolve problems uncovered. The head of each agency shall:

(1) Section (m) Contracts. Review every two years a random sample of agency contracts that provide for the maintenance of a system of records on behalf of the agency to

accomplish an agency function, in order to ensure that the wording of each contract makes the provisions of the Act apply. (5 U.S.C. 552a (m)(1))

(2) Recordkeeping Practices. Review annually agency recordkeeping and disposal policies and practices in order to assure compliance with the Act.

(3) Routine Use Disclosures. Review every three years the routine use disclosures associated with each system of records in order to ensure that the recipient's use of such records continues to be compatible with the purpose for which the disclosing agency originally collected the information. The first such review should commence immediately upon the issuance of this Appendix.

(4) Exemption of Systems of Records. Review every three years each system of records for which the agency has promulgated exemption rules pursuant to Section (j) or (k) of the Privacy Act in order to determine whether such exemption is still needed.

(5) Matching Programs. Review annually each ongoing matching program in which the agency has participated during the year, either as a source or as a matching agency, in order to ensure that the requirements of the Act, the OMB Matching Guidelines, and the OMB Model Control System and Checklist have been met.

(6) Privacy Act Training. Review annually agency training practices in order to ensure that all agency personnel are familiar with the requirements of the Act, with the agency's implementing regulation, and with any special requirements that their specific jobs entail.

(7) Violations. Review annually the actions of agency personnel that have resulted either in the agency being found civilly liable under Section (g) of the Act, or an employee being found criminally liable under the provisions of Section (i) of the Act, in order to determine the extent of the problem and to find the most effective way to prevent recurrences of the problem.

(8) Systems of Records Notices. Review annually each system of records notice to ensure that it accurately describes the system. Where minor changes are needed, ensure that an amended notice is published in the Federal Register. Agencies may choose to make one annual comprehensive publication consolidating such minor changes. This requirement is distinguished from and in addition to the requirement to report to OMB and the Congress major changes to systems of records and to publish those changes in the Federal Register (see paragraph 4b of this Appendix).

ROUTING SLIP

File!

BIA FREEDOM OF INFORMATION AND PRIVACY ACT COORDINATORS

Area	Name/Organization/Mail Code
AB	Bille Black, Area Director's Office, Mail Code 101
AL	Melvin J. Rousseau, Administration, P. O. Box 8327
AN	Betty M. Bell, Tribal Enrollment Specialist
BI	Carson Walks Over Ice, Area GEO Officer, FTS 585-6159
EA	Curtis McLaughlin, room 7100, BIA Code 1000
JU	Elizabeth Rummell, Area Director's Office
MI	John C. Martinsen, Minneapolis Area Office
MU	Jerry K. Dotson, Personnel Mgmt. Specialist,
NV	Howard Leonard, Mgmt. Analysis Officer, Gallup, NM, Mail Code 580
PH	Clarence J. Packard, Phoenix Area Office
PT	James C. Rogers, Employment Assistance Officer
SA	Kenneth W. Davis, FTS 468-6683

RECEIVED
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 BUREAU OF INDIAN AFFAIRS
 TRUST FUNDS MGMT.

CO MAIL DROP Name/Organization

4641 Congressional & Legislative Affairs Staff, (120)
 4627 Public Information, (130)
 School Facilities, P. O. 2147, Albuquerque, NM, 87103 (104*)
 Facilities Engineering, P. O. Box 1248, Albuquerque, NM 87103 (105*)
 4513 Shirley M. Crosby, Prog. Coordination Officer, Main Int., (201)
 Div. of Trust Funds Mgmt., P. O. Box 886, Albuquerque, NM 87103 (209*)
 Samuel Gardipe, Transp. Assistance, P. O. Box 2185, Albuquerque, NM 87103 (265*)
 343-S Director, Office of Data Systems, James S. Bregman (Acting) (300)
 2610 Daisy West, Tribal Government Services, Main Interior (400)
 Law Enforcement Data Unit, P. O. Box 968, Albuquerque, NM 87103
 3515 Leo Nolan, Indian Education Programs, Main Interior (500)
 340-S V. E. LeCroix, Directives & Regulatory Mgmt. (for 600/800)
 2-S Wilson C. Brady, Information Systems Specialist (602)
 24-S Contracting & Grants Admin. Staff (660)
 320-S Mozelle Henry, Div. of Personnel Management (670)
 4614 Theresa Badgett, Program Development & Implementation (700)
 Employee Data & Compensation, P. O. Box 2026, Albuquerque, NM 87103 (711*)
 Financial Mgmt. Services, P. O. Box 127, Albuquerque, NM 87103 (713*)
 Tribal & Admin. Acctg. Svcs., 7655 W. Miss. Ave.,
 Pinkard I Bldg., Lakewood, CO 80226 (810*)
 Robert Cummings, Safety Specialist, Div. of Safety Mgmt., PO Bx 2186,
 P. O. Box 2186, Albuquerque, NM 87103 (830*)
 334-S Div. of Property Mgmt., Interior South Bldg. (880)

Note: Asterisk indicates CO offices and field stations receiving separate copy of FOIA/PA guidance material.

Comment:

*Copy for your information.

From: V. LeCroix, Directives & Regulatory Mgmt.
 343 Interior South, Code 852 (202) 343-

Date: 2/10/86

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 383 DM 1,4,5,6,7,8	SUBJECT INFORMATION RESOURCES MANAGEMENT	RELEASE NUMBER 2659
FOR FURTHER INFORMATION, CONTACT Office of Information Resources Management	Policies and Procedures for Implementing the Privacy Act of 1974	DATE DEC 9 1985

EXPLANATION OF MATERIAL TRANSMITTED:

This release revises and updates five chapters and one appendix of the Departmental guidelines for implementation of the Privacy Act of 1974, as amended. In addition to numerous minor editorial amendments made to the previously published material, substantive changes have been made as follows:

1. In 383 DM 1.2, an additional statement has been added to clarify that records containing information on the entrepreneurial and business activities of individuals maintained in systems of records are subject to the provisions of the Act.

2. The statement in 383 DM 4.6 regarding the use of contractors to maintain Departmental Privacy Act systems of records is revised. Additional guidance is added concerning contractual arrangements which are not subject to the provisions of the Federal Acquisition Regulation.

3. In Appendix 3 to 383 DM 5, the description of Privacy Act systems of records notices which must be published in the Federal Register is revised to: (1) reflect the standardized disclosure statement for litigation purposes adopted by the Department; and (2) prescribe the information required by the National Archives and Records Administration in the retention and disposal portion of the system of records notice.

4. Guidance on the handling of combined FOIA and Privacy Act requests for access to records is added in 383 DM 6.11.

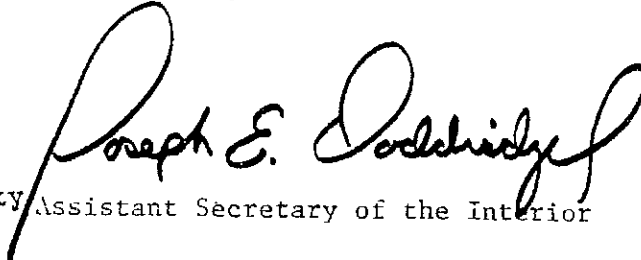
5. One of the twelve exceptions to the Privacy Act's disclosure restrictions described in 383 DM 7.2 is revised. The permissible disclosure for the preservation of historical records described in 383 DM 7.2F is revised to reflect the transfer of functions from the General Services Administration to the National Archives and Records Administration pursuant to Public Law 98-497.

6. The material describing the relationship of the Freedom of Information Act to the Privacy Act in 383 DM 7.3 is revised to clarify that the Privacy Act cannot be used as authority for making a denial in response to an FOIA request (383 DM 7.3C). Also, before making any disclosure from a Privacy Act system of records in responding to an FOIA request, a written FOIA request must be in hand (383 DM 7.3B).

7. The detailed procedural material formerly published in 383 DM 7.5A(1) through 7.5A(6), pertaining to debt collection, has been deleted. Such procedures are now published in 344 DM 2.3D.

8. In 383 DM 8.3A, the reference to the Office of Administrative Services has been deleted as the supply source for the standardized Departmental "Privacy Act Notice." A copy of the notice is added as Illustration 1 to the chapter, and local reproduction is now permitted.

9. Instructions on the disposal of Privacy Act records in 383 DM 8.8 have been revised to change the regulatory reference from the Federal Property Management Regulations to the regulations issued by the National Archives and Records Administration.


Deputy Assistant Secretary of the Interior

FILING INSTRUCTIONS:

Remove:

383 DM 1 (1 sheet)
383 DM 4 (2 sheets)
383 DM 5, Appendix 3 (2 sheets)
383 DM 6 (2 sheets)
383 DM 7 (4 sheets)
383 DM 8 (2 sheets)

Insert:

383 DM 1 (2 sheets)
383 DM 4 (2 sheets)
383 DM 5, Appendix 3 (2 sheets)
383 DM 6 (2 sheets)
383 DM 7 (3 sheets)
383 DM 8 and Illustration 1 (3 sheets)

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Chapter 1 Privacy Act Policy
and General Provisions

383 DM 1.1

1.1 Purpose. The purpose of this chapter is to prescribe policies and general provisions applicable to the Department's administration of the Privacy Act of 1974, as amended, (5 U.S.C. 552a). The material published in Chapters 1 through 12 of Part 383 DM supplements the Departmental regulations published in 43 CFR Part 2, Subpart D.

1.2 Intent and Purposes of the Act. The purpose of the Privacy Act is to ensure that systems of records containing information about individuals are publicly identified, that only information which is legally authorized and necessary is collected, and that such information is maintained in a manner which precludes unwarranted intrusions upon individual privacy. The Act is applicable to all systems of records containing information about individuals from which information is retrieved by individual name or by an identifying number, symbol or other personal identifier. Records that contain information relating to the entrepreneurial or business activities of individuals and which are retrieved as noted in 1.4C below, also are subject to the provisions of the Privacy Act, as are records pertaining to trust estates. The Act requires Federal agencies to:

A. Permit individuals to determine what records pertaining to them are maintained;

B. Generally permit individuals to gain access to their records, have copies made, and correct or amend such records;

C. Ensure that Federal agencies collect only such information about individuals as is relevant and necessary to accomplish their authorized function and that information about individuals is used only for purposes authorized by law; and

D. Ensure that information maintained on individuals is current and accurate, and that adequate safeguards are provided to prevent misuse of information.

1.3 Policy.

A. Individual bureaus and offices have principal responsibility for implementation of the Act, subject to the procedures and guidelines established in the Department's regulations contained in 43 CFR Part 2, Subpart D, and in this part of the Departmental Manual. The Department is responsible for the issuance of regulations and general guidance, the review and publication of notices describing systems of records, the administration of appeals and related procedures, and coordination of required activities.

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Privacy Act Policy
Chapter 1 and General Provisions

383 DM 1.3B

B. In addition, individuals must be able to exercise their rights under the Privacy Act as quickly and with as few procedural difficulties as possible.

1.4 Definitions. The following definitions apply to all chapters published in this Part 383 DM.

A. Maintain. As defined in the Privacy Act, the term "maintain" includes maintain, collect, use, or disseminate. With reference to a record subject to the Act, "maintain" means the collection, use, or dissemination or any combination of these record-keeping functions. It also connotes control over, responsibility, and accountability for systems of records.

B. Record. A record is any item, collection, or grouping of information about an individual that contains his/her name, or an identifying number, symbol, or other identifier assigned to the individual.

C. System of Records. A system of records is a group of any records under the control of an agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

D. Disclosure. Disclosure means release of information contained in a system of records to any person (other than the person to whom the information pertains), including any employee of the Department of the Interior and employees of other Federal departments and agencies.

E. Bureau. A bureau is any constituent bureau or office of the Department, including each Secretarial and other Departmental office.

F. System Manager. A system manager is an official who has been designated in a system notice as having administrative responsibility for a system of records.

G. System Guidelines. System guidelines are a set of formal, written instructions from a bureau to employees working with a system of records. They contain operating procedures to be followed in maintaining a specific records system and supplement the Department's regulations and directives pertaining to the Privacy Act, and any bureau directives which apply generally to all of its systems of records subject to the Act.

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383 DM 1.4H

H. Departmental Privacy Act Officer. The "Departmental Privacy Act Officer" is the official who assists the Assistant Secretary - Policy, Budget and Administration in carrying out assigned functions and for coordinating the activities of the bureaus of the Department in carrying out the functions which they are assigned.

I. Bureau Privacy Act Officer. The "Bureau Privacy Act Officer" means the official within each bureau assigned responsibility for bureau implementation of the Act. (see 383 DM 4.4A).

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Privacy Act - Management

Chapter 4 of Systems of Records

383 DM 4.1

4.1 Purpose. This chapter defines required and optional system management activities for implementing the Privacy Act of 1974 (5 U.S.C. 552a) and the Departmental regulations (43 CFR Part 2, Subpart D).

4.2 Basic Requirement. The Privacy Act sets forth basic responsibilities and requirements pertaining to records maintained in systems of records accessible by an individual's name, code, symbol, or other identifier. Each bureau must ensure that its systems of records are identified and administered in accordance with the Privacy Act.

4.3 New Systems of Records and New Uses for Established Systems of Records. Each bureau shall ensure that all supervisors and employees with the authority to establish or modify record systems are aware of the system notice requirements of the Privacy Act. Plans to establish or to modify such systems must be reported to the Departmental Privacy Act Officer in the format set forth by OMB Circular No. A-108 at least 90 days before implementation (see 383 DM 5).

4.4 General Management. Each bureau shall establish its own program and practices for the implementation of the Privacy Act, except that such programs shall conform to and incorporate the following Departmental requirements.

A. Bureau Privacy Act Officer. The Department's Privacy Act regulations require the designation of a Privacy Act Officer in each bureau and require such designee or the bureau head to concur in denials of requests for notification, access, or amendment. The Bureau Privacy Act Officer shall be the primary contact between the Departmental Privacy Act Officer and the bureau, for Privacy Act activities.

B. Privacy Act Coordinators. Each Secretarial and Departmental office shall designate a Privacy Act Coordinator to coordinate Privacy Act matters in that office. Because of the size of some Secretarial and Departmental offices, it may not be practical for the Privacy Act Coordinator to be fully informed on all the requirements of the Act. In such cases, the Departmental Privacy Act Officer may be consulted for guidance except on denials which may be appealed (see 383 DM 6.8B).

C. System Manager. The Privacy Act requires that the official who is responsible for the system of records be named in the system notice (see definition of "system of records" in 383 DM 1.4C). This official is designated as the "system manager." Departmental regulations specify that denials of notification, access or amendment can only be made by the system manager, after

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Chapter 4 of Systems of Records

383 DM 4.4C

concurrence by the Bureau Privacy Act Officer or bureau head. These assignments exist within the more general Departmental and bureau programs for implementing the Privacy Act and do not vest the sole responsibility for Privacy Act matters and implementation in the systems manager.

D. System Guidelines. Other chapters in this Part provide for the development of specific guidelines for some systems of records. While many aspects of the Privacy Act can be implemented through bureauwide instructions, there may be a need for specific guidelines for certain records systems (i.e., those that involve a number of locations). Such guidelines should be established as part of the bureau's formal instruction system and should cover the characteristics unique to the system of records.

E. Departmentwide Systems of Records. Systems of records established on a Departmentwide basis are the responsibility of the Departmental office that establishes the system. Assignments to the bureaus, and guidelines and instructions covering the Departmentwide systems of records (including accounting and reporting) may be prepared by the responsible Departmental office and issued in appropriate directives or as chapters in this Part of the Departmental Manual. Bureaus whose records are covered by such notices are responsible to notify the pertinent Departmental office when any item described in the system notice requires revision.

4.5 Efficiency and Responsiveness. While the Privacy Act establishes some rules for the administration of systems of records, it does not inherently impose massive requirements for extra procedures and practices. Many of the Act's requirements are merely those which any responsible office keeping records of a personal nature should observe. Further, the more open the access policies of the agency, with regard to the individuals who are the subjects of the records, the less the individuals need to invoke the access provisions of the Act, thereby generating reporting and other activities under the Act. Finally, the procedures for recording disclosures, informing individuals when gathering information, and reporting activity and new uses can be facilitated if the Act's requirements are properly considered in the planning and design phase when revising or establishing new systems of records.

4.6 Use of Contractors. When a contract provides for the operation of a system of records to accomplish a Department function, the contractor shall be required to observe all the rules and abide by the provisions of the Privacy Act and the Department's regulations published in 43 CFR 2, Subpart D.

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A. In entering into such contracts issued pursuant to the Federal Acquisition Regulation (FAR), 48 CFR, the provisions of FAR Subpart 24.1 as supplemented by Department of the Interior Acquisition Regulation (DIAR), 48 CFR, Subpart 1424.1, will be followed.

B. In any other contractual arrangements with non-Federal entities which provide for the operation of a Privacy Act system of records to accomplish a Department function, requirements comparable to the FAR and DIAR clauses referenced above will be included in the document effecting the arrangement.

C. In both contracts issued pursuant to the FAR and DIAR, and in contractual arrangements referenced in 4.6B above, a regular employee of the bureau will be designated to be the system manager for the records operated by the contractor.

4.7 Information Collection Requirements.

A. Specific notification must be provided to individuals who are asked to provide information about themselves which will be used in a system of records. The form or other instrument used to collect the information must contain the information listed below. Also, forms which collect such information from the public must be approved by the Office of Management and Budget (see 381 DM 12). Specialized inserts in forms, statements for attachment, and/or interview handouts should be developed for each system to advise the individual on:

- (1) The authority (statute or Executive Order) authorizing the solicitation of the information and whether disclosure of such information is mandatory, voluntary, or required to obtain a benefit;
- (2) The principal purpose or purposes for which the information is intended to be used;
- (3) The routine uses that may be made of the information; and
- (4) The effects on the individual, if any, of not providing all or any part of the requested information.

B. The information noted above that must be provided to individuals can be derived from the description contained in the notice describing the system of records. See 383 DM 4.3 above and 383 DM 5 for requirements regarding systems of records notices which must be published in the Federal Register.

PRIVACY ACT OF 1974

DESCRIPTION OF SYSTEM OF RECORDS NOTICE

Example

Description

INTERIOR/BIA-13
System name: Indian Loan Files—Interior, BIA—13.

The system name should reflect the categories of individuals on whom records are maintained in the system. This is to facilitate an annual compilation by the Federal Register. The number of the system should follow the system name; i.e. Safety Management Information System -- Interior, Office of the Secretary -- 60; (Note: If a new system, contact the Departmental Privacy Act Officer for a system number).

System location: Division of Land Acquisition, National Park Service, U.S. Department of the Interior, Washington, D.C. 20240.

Specify each address at which records are maintained in the system. For a system with many locations the notice may provide a generic description of the locations, and advise the reader where a specific listing may be obtained. If records are stored at a Federal Records Center, this fact should be stated.

Categories of individuals covered by the system: Visitors to NPS administered areas who have participated in surveys conducted during their visits to the areas or via mail or telephone as a result of their visit.

The categories of individuals on whom records are maintained in the system must be clearly stated so an individual may easily recognize whether he or she is a member of the group being described. Any change in the system which adds new categories of individuals requires publication of a revised system notice.

Categories of records in the system: Information identifying the employee such as: name, sex, birth date, color of hair, color of eyes, height, weight, birthplace, social security number, accident summary, accident reports, driver's license number, date issued, date expires, types of vehicles operated, corrective lenses, and hearing aids.

This portion of the system notice should briefly describe, in non-technical terms, the types of information the system contains. The addition of new types of information to the system requires publication of a revised system notice.

Authority for maintenance of the system: (1) Occupational Safety and Health Act of 1970, as amended, 29 U.S.C. Sec. 668 and 5 U.S.C. Sec. 7902. (2) Executive Order 11807 (September 28, 1974). (3) Federal Employees Compensation Act, as amended, 5 U.S.C. Sec. 8101, et seq.

The specific statutory provisions or Executive orders which authorize the maintenance of the information must be cited. Note: a statute or Executive order must be used as authority for maintaining a system, but citations to pertinent regulatory provisions also may be included.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are to account for monies paid and collected by the Minerals Management Service, Financial Management Division, and for billing and followup. Disclosure outside the Department of the Interior may be made (1) to the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest

A "routine use" is, with respect to the disclosure of a record, a use which is compatible with the purpose for which the record is maintained. Each system notice should include both present and anticipated uses, the categories of users, and the purpose for each use. Any new use or significant change in an existing use that expands the availability of information in the system will require a revised system notice. Any such change in a routine use must also be described in a Federal Register notice describing new/revised routine uses prior to implementation as required by the Act (5 U.S.C. 552a(e)(11)). See 383 DM 5.3.

Example

Description

in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled; (2) to disclose pertinent information to an appropriate Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or implementing a statute, regulation, rule, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; (3) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual; (4) to the Department of the Treasury to effect payment to Federal, State, and local government agencies, nongovernmental organizations, and individuals; (5) to a Federal agency for the purpose of collecting a debt owed the Federal government through administrative or salary offset; and (8) to other Federal agencies conducting computer matching programs to help eliminate fraud and abuse and to detect unauthorized overpayments made to individuals.

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

A separate statement as shown is used if compatible disclosures will be made from the system of records to consumer reporting agencies for debt collection purposes.

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

Storage: Accountable capitalized property maintained on computer with subsequent inventory listings furnished to individuals. Inventory listings and hand receipts for other property and supplies maintained manually in file folders arranged by individual names.

Retrievability: Indexed by name of individual.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.51 for computerized and manual records.

Retention and disposal:

Records are disposed of in accordance with items 16 through 18 and 25 through 28 of General Records Schedule 14.

This portion of the system notice should indicate the medium in which the records are maintained (storage), how the system is indexed (retrievability), what measures have been taken to prevent unauthorized disclosure of records (safeguards), and how long the records are maintained and how they are destroyed (retention and disposal). The retention and disposal statement also must identify the General Records Schedule (GRS) or bureau schedule, and item number that governs disposal of the records. If the records are not covered by a GRS or a bureau schedule approved by the Archivist of the U.S., the statement must indicate that determination of the disposition is pending approval of the Archivist.

System manager(s) and address: Chief, Division of Personnel Management and Organization, U.S. Fish and Wildlife Service, Room 3455, Main Interior Building, 18th and C Streets, N.W., Washington, D.C. 20240.

The title and business address of the official responsible for the system's policies, operations, and practices must be included in the system notice.

Example

Description

Notification procedure: A written request addressed to the System Manager stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

The notice must include office addresses to which inquiries can be sent and at which the individuals may appear to request notification of the existence of records pertaining to themselves, and any identifying information that the individuals are required to provide. Any change in an address at which an individual must appear in person will require publication of a revised system notice; a change in an address to which an individual may mail a request for notification does not in itself require a revised notice if internal bureau procedures have been established for forwarding such mail.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

This portion of the system notice advises individuals concerning procedures for obtaining access to their records.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

This portion of the system notice advises individuals concerning procedures for contesting the accuracy of their records.

Record source categories: (1) Individual employees. (2) Supervisors. (3) Cooperating individuals. (4) Participating organizations.

The system notice should list all categories of sources used in obtaining information for the system of records.

Systems exempted from certain provisions of the act:

Under the specific authority provided by 5 U.S.C. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H) and (I), and (f) and the portions of 43 CFR, Part 2, Subpart D which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 26, 1975).

Under the specific authority provided by 5 U.S.C. 552a(j)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(a) which exempts this system from all of the provisions of 5 U.S.C. 552a and Department of Interior regulations in 43 CFR Part 2, Subpart D—Privacy Act, except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11) and (i) of 5 U.S.C. 552a and the portions of the regulations in Subpart D implementing these subsections.

If the system is exempted from any provisions of the Act state the coverage of the exemption. See 383 DM 6.4. (Note: If a system of records has been exempted from certain provisions of the Act, the applicable sections of the notice may be omitted, i.e., Notification Procedure, Record Access Procedure, Contesting Record Procedures, Record Source Categories.)

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Privacy Act Notification,
Chapter 6 Access and Amendment Procedures

383 DM 6.1

6.1 Purpose. This chapter prescribes general procedures regarding an individual's rights to know about, inspect and request amendment of records relating to him/her which are maintained in a system of records subject to the Privacy Act. Unless records are exempted as explained below, the Act gives individuals the right to know of the existence of records containing information about themselves (notification); to inspect the records to ensure their relevance, necessity, and accuracy (access); and to request changes in the information in the records when the information is irrelevant, unnecessary, or inaccurate (amendment).

6.2 Form of Request. To claim the rights afforded by the Privacy Act an individual should be advised of, and must follow the formal procedures established by the Department's regulations. 43 CFR 2.60 (notification), 2.63 (access), and 2.71 (amendment) and the "Records Access Procedure" section of the notices describing systems of records instruct individuals how to submit their inquiries if they wish to invoke the Privacy Act. The system notices also instruct individuals as to where their written requests are to be addressed. See 383 DM 6.11 for guidance on handling combined FOIA and Privacy Act requests received from individuals for access to their records.

6.3 Informal Requests. Requests for notification, access, or amendment that do not conform to the requirements of the Departmental regulations, such as an oral request, may be honored by the bureau or office responsible for the system of records as a matter of administrative discretion. It is not necessary to require individuals to invoke the Privacy Act.

6.4 Exempted Records. The Privacy Act recognizes that some records on individuals should not be made available to the individuals. These exemptions from the notification and access provisions of the Act primarily involve records gathered in the course of criminal investigations, during the recruitment of new employees, or involving tests which could be compromised if shown to individuals. These exemptions apply only if adopted through rulemaking by the Secretary. The systems of records which have been exempted in whole or part from notification, access and amendment are listed in 43 CFR 2.79. In addition, records on individuals compiled in reasonable anticipation of a civil action or proceeding are not required to be made available to the individual.

A. Responding to Requests Involving Exempted Systems. The fact that a system of records has been exempted under some provisions of the Act does not mean that systems managers may not inform individuals that records on the individual exist or make

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383 DM 6.4A

the records available to the individual for inspection. Such decisions, however, cannot be capricious or arbitrary. Systems managers should develop, through experience, criteria that will permit, to the greatest extent practical, access by individuals to their records which are included in an exempted system of records.

B. Criteria for Denying Notification or Access Under an Exemption. Systems managers responsible for exempted systems of records shall be prepared to report on any criteria which has been developed as guidelines in denying a notification or access request, though these criteria need not be expressed in the denial to individuals. The exemption status is not to be viewed as an automatic command to deny but should be applied according to statable criteria.

C. Statutory Exemption. In addition to the provisions authorizing the Secretary to exempt records through rulemaking, the Act does contain one statutory exemption. This exemption provides that the Act does not allow an individual access to any information compiled in reasonable anticipation of a civil action or proceeding.

6.5 Notification, Access and Amendment Guidelines. Guidelines suitable to the system of records shall be developed which instruct employees and contractors administering and maintaining the system on handling notification, access and amendment requests. These guidelines shall clearly state the rights of the named individuals to know about, see and request amendment except when the system of records has been exempted under the rulemaking provisions of the Act. The guidelines shall also clearly inform employees about handling situations that could lead to denying any request made by individuals with respect to their records.

6.6 Amendment of Records.

A. Changing the Records. When a record is changed in response to a request for amendment, the prior information shall be completely expunged from the file unless there is good reason to retain the prior information and retention is not inconsistent with the request for amendment. Such retention may be appropriate when the amendment updates a file rather than removes objectionable material and the prior information meets the requirements of the Act that information be correct, relevant and necessary.

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383 DM 6.6B

B. Disclosure Notifications. The Privacy Act requires that all persons or agencies to whom incorrect or disputed data was disclosed, and for whom a disclosure accounting was made, be notified of the correct data or that it is in dispute. This notification requirement applies whether the change is made under the Privacy Act amendment provisions or in response to an informal request for amendment.

C. Filing Amendment Requests. Records accumulated in the course of an individual's exercise of rights under the Privacy Act and information on this exercise of rights shall be retained, unless disposed of, in a way that will not taint the amended records or work against the interests of the individual.

6.7 Time Limits. The Privacy Act requires that requests for amendment be responded to or acknowledged within ten (10) working days of the request. The Department's regulations specify that the request shall be acted on within 30 working days, unless extended 30 days by the system manager in accordance with the regulations (43 CFR 2.73). To the extent possible, the 10-day acknowledgment and 30-day action time limits should also be observed for inquiries about the existence of records or requests to inspect the records.

6.8 Authority to Deny. The Departmental regulations, 43 CFR 2.61(b), 2.64(b) and 2.72(b), require that denials shall be made by the system manager responsible for the system of records.

A. In the bureaus, the denial shall be concurred in by the Bureau Privacy Act Officer. However, the head of the bureau may, in writing, require that the decision be made by the Bureau Privacy Act Officer and/or that concurrence of the bureau head in the decision be obtained. Each bureau and system manager shall ensure that employees handling records covered by the Privacy Act are aware of this limitation.

B. In the Office of the Secretary and other Departmental offices not a part of a bureau, denials of access or amendment requests shall be made by the pertinent system manager, with the concurrence of the head of the office, or the office's Privacy Act Officer/Coordinator if formally designated and authorized as prescribed in 43 CFR 2.61(b), 2.64(b), and 2.72(b).

6.9 General Guideline Procedures. Appendix 1 to this chapter contains a set of general guidelines dealing with access situations for employees working with a system of records. These optional guidelines are to be supplemented with guidelines specific to each system of records, as discussed in 383 DM 4.4D.

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383 DM 6.10

6.10 Recordkeeping Requirements. System managers are responsible for maintaining records on formal access and amendment requests received during each calendar year. Formal requests are defined as written requests in which the individual cites or invokes the provisions of the Privacy Act. Data on the number of formal access or amendment requests received, number wholly or partially granted, number totally denied, and the number for which no records were found must be maintained for each system of records. The data is required to be included in the bureau's annual report on the implementation of the Privacy Act as described in 383 DM 10.

6.11 Combined FOIA/Privacy Act Requests. From time to time, individuals may seek access to their records by citing both the FOIA and Privacy Act. In such cases, the request must be handled so that the individuals are granted the greatest access to their records that either Act provides. The Department should, in applying any access restrictions, rely on the weakest exemption available, generally an FOIA exemption. If a written request from an individual for access to his/her records cites neither the FOIA nor the Privacy Act, and it is administratively decided to treat the request under either Act, then the request should be handled as a formal combined FOIA/Privacy Act request.

A. In processing such combined requests, the Department's fee provisions applicable to Privacy Act requests (43 CFR 2.64(d)) should be followed (i.e., the individual may only be charged for reproduction of the records and not for search time) to the extent that the requested records are part of a system of records.

B. The time limits applicable to FOIA requests (43 CFR 2.16) should be followed in processing such dual requests.

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383 DM 7.1

7.1 Purpose. This chapter prescribes general procedures relating to the disclosure of information contained in a system of records subject to provisions of the Privacy Act. Disclosure provisions of the Act are not applicable to information in records systems not subject to the Act.

7.2 Privacy Act Disclosure Restrictions. The Privacy Act provides that records to which it applies may not be disclosed to any third party (including other Federal agencies) without the advance written consent of the person to whom the records pertain. There are, however, twelve exceptions which permit disclosures without the consent of the individual of record. These exceptions are described below. Note that a record as prescribed in 383 DM 7.7 must be maintained for all disclosures made except for those described in 7.2A and 7.2B below.

A. Internal Disclosures. The first exception to the basic disclosure restriction permits disclosures to officers and employees of the agency which maintains the records who have a need for the record in the performance of their duties. For purposes of the Privacy Act, the Department of the Interior is considered a single agency and this exception thus permits disclosure not only within, but also between Interior bureaus and offices.

B. Disclosures Under the Freedom of Information Act. The second exception to the Privacy Act's basic disclosure restrictions excepts those disclosures which are required by the Freedom of Information Act. When the Freedom of Information Act does not require disclosure, however, the Privacy Act disclosure restriction is applicable and provides a further safeguard for the privacy of individual citizens. A discussion of the relationship of the Freedom of Information Act to the Privacy Act is provided in 383 DM 7.3 below.

C. Routine Use. Disclosures may be made for a routine use as described and published in the notice describing the system of records. See 383 DM 5 and Appendix 3 to that chapter for a description of routine uses.

D. Bureau of the Census. Disclosures may be made to the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity.

E. Statistical Research/Reporting. Disclosures may be made to a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable.

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383 DM 7.2F

F. Preservation of Records. Disclosures may be made to the National Archives and Records Administration as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Archivist of the United States or the Archivist's designee to determine whether the record has such value.

G. Civil or Criminal Law Enforcement. Disclosures may be made to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the agency which maintains the record specifying the particular portion desired and the law enforcement activity for which the record is sought.

H. Health or Safety. Disclosures may be made to a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of such individual.

I. Congressional Disclosures. Disclosures may be made to either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress or subcommittee of any such joint committee. However, see 383 DM 7.4 below regarding requests from individual members of Congress.

J. General Accounting Office. Disclosures may be made to the General Accounting Office for the purpose of carrying out the duties of that office

K. Court Order. Disclosures may be made pursuant to the order of a court of competent jurisdiction. However, a subpoena issued as part of routine discovery in a court proceeding, rather than by a judge as a specific order to produce, is not a court order permitting disclosure under this exception.

L. Debt Collection. Disclosures may be made to a consumer reporting agency in accordance with section 3(d) of the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)). See 383 DM 7.5.

7.3 Relationship of the Freedom of Information Act to the Privacy Act. The Freedom of Information Act (FOIA) and the Privacy Act both deal with the disclosure of information held by the Federal Government. The FOIA generally gives the public the right to inspect their government's records, but has exemptions which

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383 DM 7.3

permit the withholding of certain limited classes of records, including records which would cause a clearly unwarranted invasion of personal privacy if disclosed. As a general rule, the Privacy Act does not affect the public's right of access to records available under the FOIA. The following guidance is applicable to FOIA requests that pertain to records that are subject to the provisions of the Privacy Act.

A. Handling of FOIA Requests. When a request is submitted under the FOIA, employees of the Department should process that request under the procedures spelled out in the Department's Freedom of Information regulations (43 CFR 2.11-2.20). For a discussion of combined FOIA and Privacy Act requests from individuals for access to their records, see 383 DM 6.11.

B. Primacy of the FOIA. If the records requested under the FOIA do not fall within any of the exemptions to the FOIA's disclosure requirements, the FOIA requires the disclosure of requested records, and the Privacy Act disclosure restriction is not applicable. In such cases, a written FOIA request must be in hand before making a disclosure from a Privacy Act system of records.

C. Applicability of the Privacy Act. If records requested in an FOIA request are determined to fall within an exemption from the FOIA's disclosure requirements, then the Privacy Act comes into play. Unless another of the exceptions to the Privacy Act's disclosure restriction applies (See 383 DM 7.2) or the subject of the records gives his or her consent, the records may not be disclosed. Note that only one or more of the nine exemptions under the FOIA may be used to withhold records in responding to an FOIA request. Since the Privacy Act is not an FOIA exemption (b)(3) statute, it cannot be used as authority for making a denial in response to an FOIA request.

D. Applicable FOIA Exemptions. Although several FOIA exemptions may apply to records in Privacy Act files, the exemptions most likely to be applicable are:

(1) 5 U.S.C. 552(b)(6) - personal and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

(2) 5 U.S.C. 552(b)(7) - investigatory records compiled for law enforcement purposes, but only to the extent that the production of such records would (A) interfere with enforcement proceedings, (B) deprive a person of a right to a fair trial or an impartial adjudication, (C) constitute an unwarranted invasion of personal privacy, (D) disclose the

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383 DM 7.3D(2)

identity of a confidential source and, in the case of a record compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, confidential information furnished only by the confidential source, (E) disclose investigative techniques and procedures, or (F) endanger the life or physical safety of law enforcement personnel.

E. Freedom of Information Act Guideline Determinations.

To the extent practicable, system managers should determine which categories of records in the systems for which they are responsible are likely to be required to be disclosed under the FOIA and provide appropriate guidance to employees working with the records.

7.4 Disclosures to Members of Congress or Their Offices.

The exception described in 383 DM 7.2I above does not extend to requests made by individual members of Congress. It was not the intent of Congress, however, to deny individuals the benefit of congressional assistance which they request. If a system of records may encounter such requests, the systems manager should arrange for the following statement to be added to the routine use part of the systems notice: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of the individual." Such requests can also be responded to if the information would be required to be disclosed under the Freedom of Information Act; if the member of Congress requests that the response go directly to the individual to whom the record pertains; or in compelling circumstances affecting the health or safety of an individual. Furthermore, consent can be inferred for any congressional inquiry indicating that the request is being made on the basis of a written request from the individual to whom the records pertain even if the constituent's letter is not provided.

7.5 Disclosure of Debt/Claim Information.

A. The Debt Collection Act of 1982 (P.L. 97-365) provides for disclosures of information regarding overdue debts from Privacy Act systems of records to consumer reporting agencies (i.e., credit bureaus, etc.) under certain conditions. As indicated in 383 DM 7.2L above, a disclosure of debt/claim information to a consumer reporting agency is permitted without the advance written consent of the affected individual provided the criteria prescribed in 344 DM 2.3D have been met.

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383 DM 7.5B

B. A consumer reporting agency to whom debt/claim information is disclosed is not considered a contractor under the Privacy Act. However, a bureau or office that contracts with a person or organization for debt collection services must include as a provision of the contract that the contractor shall be subject to the requirements of the Privacy Act (See 383 DM 4.6). It is not necessary to publish in the system of records notice a routine use disclosure of debt/claim information from a system of records to a contractor performing debt collection services for the bureau/office.

7.6 Procedures for Disclosures. Specific guidelines for each system of records shall be developed by each bureau to cover the application of the exceptions and for situations that require the written permission of individuals.

7.7 Disclosure Accounting Requirements. The Privacy Act requires that records be kept on all disclosures made under the exceptions described in 383 DM 7.2C through 7.2L. The records must show the date, nature, purpose and exception under which the disclosure was made, and the name and address of the person or agency to whom the disclosure was made. The records must be retained for at least five years after the disclosure for which the accounting is made or the life of the records, whichever is longer. All disclosures except those made under the law enforcement exception (383 DM 7.2G) are to be available for inspection by the individual. Corrections to records which significantly alter the nature of prior recorded disclosures are to be conveyed to any agency or individual to whom such disclosures were made.

7.8 Disclosure Accounting Procedures. Records on disclosures shall be maintained convenient to the individual's records, but not necessarily as part of the record unless so desired by the system manager. Since record systems are structured in a variety of ways (including manual, microfilm, and ADP), each system manager will have to address the disclosure requirements in a way appropriate to the system. A separate general disclosure statement can be used in lieu of individual notations when personal data involving large numbers of people are disclosed. For instance, one standard statement on file can cover the routine transfer of payroll data to the U.S. Treasury Department. Similarly, one statement giving the date, nature, purpose, exception, categories of individuals, numbers of individuals, and to whom disclosed will serve for statistical or other one time transfers. If the records disclosed involve 10 or fewer people, or if the group was selected by individual rather than category, then a record of the disclosure must be prepared which is identifiable to each individual.

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383 DM 7.9

7.9 General Guideline Procedures. Appendix 1 to this chapter provides a set of guidelines dealing with disclosure situations for employees working with a system of records. The guidelines are to be supplemented with guidelines specific to each system of records.

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Safeguarding of
Chapter 8 Privacy Act Records

383 DM 8.1

8.1 Purpose. This chapter describes procedural requirements for the maintenance of appropriate administrative, technical, and physical safeguards for records subject to the Privacy Act. These requirements are established to insure the security and confidentiality of records and to protect against hazards to their integrity. Proper safeguarding practices are intended to protect individuals on whom records are maintained in records systems subject to the Act from substantial harm, embarrassment, inconvenience, or unfairness.

8.2 Sensitivity of Information. The sensitivity of personal information in records contained in systems of records subject to the Act may vary from one system to another. The safeguarding standards for automated and non-automated records listed in the paragraphs below are the minimum standards specified in the Department's regulations (43 CFR Part 2, Subpart D, Section 2.51). Bureaus should implement more stringent safeguards for systems of records containing especially sensitive information.

8.3 Non-Automated Records. When maintained in hard copy (non-automated) form, records subject to the Privacy Act shall be maintained in a manner commensurate with the sensitivity of the information contained in the system of records. The following minimum or comparable safeguards are applicable to Privacy Act systems of records containing sensitive information.

A. Records system areas shall be posted with warnings to include access limitation, standards of conduct for employees in handling Privacy Act records (383 DM 9), and possible criminal penalties for violations. A standardized Departmental "Privacy Act Notice" has been developed for this purpose as shown in Illustration 1 to this chapter. The notice may be reproduced locally, and a camera copy for local duplication is available from the Departmental Privacy Act Officer, Office of Information Resources Management.

B. At all times, access to records should be restricted by storing the records in a locked metal file cabinet or a locked room, except when the room is occupied by authorized personnel.

C. Where a locked room is the method of security, steps should be taken to assure that master keys are not available to unauthorized personnel.

8.4 Automated Records. Records subject to the Act that are maintained in automated data processing form shall be subject to safeguards based on recommendations of the National Bureau of Standards contained in "Computer Security Guidelines for

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383 DM 8.4

Implementing the Privacy Act of 1974" (FIPS Pub. 41, May 30, 1975). Data protection safeguarding procedures must be developed in the categories of:

A. Physical security measures for protecting the physical assets of a system and related facilities against environmental hazards or deliberate actions;

B. Information management practices and procedures for collecting, validating, processing, controlling, and distributing data; and

C. Computer system/network security techniques available in the hardware and software of a computer system or network for controlling the processing of and access to data and other assets.

8.5 Office of Personnel Management Personnel Records. Records maintained for the Office of Personnel Management by the Department and used for personnel management programs or processes shall be maintained under security requirements prescribed in OPM regulations (5 CFR 293).

8.6 Employee Earnings and Leave Statements. To ensure the protection of employee earnings and leave information, such statements will be: (a) printed on a privacy-type, multiple-part, pull-apart form (so that only the employee's identification appears on the first sheet), (b) distributed in sealed envelopes, or (c) mailed to the employee.

8.7 Transfer of Privacy Act Records. Appropriate safeguards must be taken when records subject to the Privacy Act are transferred within or outside the agency. Steps must be taken to assure the integrity and confidentiality of the records while in transit. When records are transferred to a Federal Records Center (FRC), the appropriate use restrictions applicable to the records must be specified on the transfer form. See 384 DM 4 for instructions and guidelines concerning the transfer of records. Records subject to the Privacy Act which are transferred to an FRC remain under the jurisdiction of the transferring agency and are subject to the applicable requirements of this Part 383 DM and the Department's regulations (43 CFR 2, Subpart D) until their destruction. The records of disclosures as described in 383 DM 7.7 which pertain to the Privacy Act records being transferred should be included in the transfer.

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383 DM 8.8

8.8 Disposal of Privacy Act Records. Records subject to the Privacy Act must be disposed of in accordance with the provisions of National Archives and Records Administration regulations, 36 CFR 1228.74. Those regulations require the disposal of such records as prescribed below. No other form of destruction is authorized. Additional general guidance on the disposal of records is provided in 384 DM 1.

A. Records may be burned, shredded or pulped within the organization.

B. Records may be pulped, macerated, or shredded by a wastepaper contractor, however, a Federal employee must witness the destruction.

C. FRC personnel will handle and witness the destruction of records in their possession.

NOTICE!

12/9/85 #2659
New



**1. ACCESS TO THESE RECORDS IS LIMITED TO
AUTHORIZED PERSONS ONLY.**

**2. INFORMATION MAY NOT BE DISCLOSED FROM THIS FILE UNLESS
PERMITTED PURSUANT TO 43 CFR 2.56.**

**3. THESE RECORDS MAY NOT BE ALTERED OR DESTROYED EXCEPT
AS AUTHORIZED BY 43 CFR 2.52.**

**4. THE PRIVACY ACT CONTAINS PROVISIONS FOR CRIMINAL PENALTIES
FOR KNOWINGLY AND WILLFULLY DISCLOSING INFORMATION FROM
THIS FILE UNLESS PROPERLY AUTHORIZED.**

R O U T I N G S L I P

BIA FREEDOM OF INFORMATION AND PRIVACY ACT COORDINATORS

Area	Name/Organization/Mail Code
AB	Bille Black, Area Director's Office, Mail Code 101
AL	Melvin J. Rousseau, Administration, P. O. Box 8327
AN	Betty M. Bell, Tribal Enrollment Specialist
BI	Carson Walks Over Ice, Area EEO Officer, FTS 585-6159
EA	Curtis McLaughlin, room 712 B, BIA Code 1000
JU	Elizabeth Rummell, Area Director's Office
MI	John C. Martinsen, Minneapolis Area Office
MU	Jerry K. Dotson, Personnel Mgmt. Specialist,
NV	Howard Leonard, Mgmt. Analysis Officer, Gallup, NM, Mail Code 580
PH	Clarence J. Packard, Phoenix Area Office
PT	James C. Rogers, Employment Assistance Officer
SA	Kenneth W. Davis, FTS 468-4683

CO MAIL DROP	Name/Organization
4641	Congressional & Legislative Affairs Staff, (120)
4627	Public Information, (130) School Facilities, P. O. 2147, Albuquerque, NM, 87103 (104*) Facilities Engineering, P. O. Box 1248, Albuquerque, NM 87103 (105*)
4513	Shirley M. Crosby, Prog. Coordination Officer, Main Int., (201) Div. of Trust Funds Mgmt., P. O. Box 886, Albuquerque, NM 87103 (209*) Samuel Gardipe, Transp. Assistance, P. O. Box 2185, Albuquerque, NM 87103 (265*)
343-S	Director, Office of Data Systems, James S. Bregman (Acting) (300)
2610	<i>Daisy West</i> , Tribal Government Services, Main Interior (400) Law Enforcement Data Unit, P. O. Box 968, Albuquerque, NM 87103
3515	Leo Nolan, Indian Education Programs, Main Interior (500)
340-S	V. E. LeCroix, Directives & Regulatory Mgmt. (for 600/800)
2-S	<i>Wilson C. Brady</i> , Information Systems Specialist (602)
24-S	Contracting & Grants Admin. Staff (660)
320-S	Mozelle Henry, Div. of Personnel Management (670)
4614	Theresa Badgett, Program Development & Implementation (700) Employee Data & Compensation, P. O. Box 2026, Albuquerque, NM 87103 (711*) Financial Mgmt. Services, P. O. Box 127, Albuquerque, NM 87103 (713*) Tribal & Admin. Acctg. Svcs., 7655 W. Miss. Ave., Pinkard I Bldg., Lakewood, CO 80226 (810*) Robert Cummings, Safety Specialist, Div. of Safety Mgmt., PO Bx 2186, P. O. Box 2186, Albuquerque, NM 87103 (830*)
334-S	Div. of Property Mgmt., Interior South Bldg. (880)

Note: Asterisk indicates CO offices and field stations receiving separate copy of FOIA/PA guidance material.

Comment:

Guidance material enclosed (PA of 1974 systems of records)

*Copy for your information.

From: V. LeCroix, Directives & Regulatory Mgmt.
343 Interior South, Code 852 (202) 343-3574

Date: 2/10

1986

**DEPARTMENT OF
THE INTERIOR**

Office of the Secretary



PRIVACY ACT OF 1974

Systems of Records

DECEMBER 30, 1985

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United States
Department of the Interior

PRIVACY ACT REGULATIONS

Code of Federal Regulations

Excerpts from Title 43, Part 2, Subpart D

§ 2.60 Request for notification of existence of records: Submission.

(a) *Submission of requests.* (1)(i) Individuals desiring to determine under the Privacy Act whether a system of records contains records pertaining to them shall address inquiries to the system manager having responsibility for the system unless the system notice describing the system prescribes or permits submission to some other official or officials.

(ii) If a system notice describing a system requires individuals to contact more than two officials concerning the existence of records in the system, individuals desiring to determine whether the system contains records pertaining to them may contact the system manager for assistance in determining which official is most likely to be in possession of records pertaining to those individuals.

(2) Individuals desiring to determine whether records pertaining to them are maintained in two or more systems shall make a separate inquiry concerning each system.

(b) *Form of request.* (1) An inquiry to determine whether a system of records contains records pertaining to an individual shall be in writing.

(2) To insure expeditious handling, the request shall be prominently marked, both on the envelope and on the face of the request, with the legend "PRIVACY ACT INQUIRY."

(3) The request shall state that the individual is seeking information concerning records pertaining to him or herself and shall supply such additional identifying information, if any, as is called for in the system notice describing the system.

(4) Individuals who have reason to believe that information pertaining to them may be filed under a name other than the name they are currently using (e.g., maiden name), shall include such information in the request.

§ 2.63 Requests for access to records: Submission.

(a) *Submission of requests.* (1)(i) Requests for access to records shall be submitted to the system manager having responsibility for the system in which the records are maintained unless the system notice describing the system prescribes or permits submission to some other official or officials.

(ii) If a system notice describing a system requires individuals to contact more than two officials concerning access to records in the system, individuals desiring to request access to records pertaining to them may contact the system manager for assistance in determining which official is most likely to be in custody of records pertaining to that individual.

(2) Individuals desiring access to records maintained in two or more separate systems shall submit a separate request for access to the records in each system.

(b) *Form of request.* (1) A request for access to records subject to the Privacy Act shall be in writing.

(2) To insure expeditious handling, the request shall be prominently marked, both on the envelope and on the face of the request, with the legend "PRIVACY ACT REQUEST FOR ACCESS."

(3) Requesters shall specify whether they seek all of the records contained in the system which relate to them or only some portion thereof. If only a portion of the records which relate to the individual are sought, the request shall reasonably describe the specific record or records sought.

(4) If the requester seeks to have copies of the requested records made, the request shall state the maximum amount of copying fees which the requester is willing to pay. A request which does not state the amount of fees the requester is willing to pay will be treated as a request to inspect the requested records. Requesters are further notified that under § 2.64(d) the failure to state willingness to pay fees as high as are anticipated by the Department will delay processing of a request.

(5) The request shall supply such identifying information, if any, as is called for in the system notice describing the system.

(6) Requests failing to meet the requirements of this paragraph shall be returned to the requester with a written notice advising the requester of the deficiency in the request.

§ 2.71 Petitions for amendment: Submission and form.

(a) *Submission of petitions for amendment.* (1) A request for amendment of a record shall be submitted to the system manager for the system of records containing the record unless the system notice describing the system prescribes or permits submission to a different official or officials.

If an individual wishes to request amendment of records located in more than one system, a separate petition must be submitted to each system manager.

(2) A petition for amendment of a record may be submitted only if the individual submitting the petition has previously requested and been granted access to the record and has inspected or been given a copy of the record.

(b) *Form of petition.* (1) A petition for amendment shall be in writing and shall specifically identify the record for which amendment is sought.

(2) The petition shall state, in detail, the reasons why the petitioner believes the record, or the objectionable portion thereof, is not accurate, relevant, timely or complete. Copies of documents or evidence relied upon in support of these reasons shall be submitted with the petition.

(3) The petition shall state, specifically and in detail, the changes sought in the record. If the changes involve rewriting the record or portions thereof or involve adding new language to the record, the petition shall propose specific language to implement the changes.

holdings, employee statements, bureau or office comments, and supervisor comments on present or past employees, as requested by the bureau or office counselors or as needed by the Designated Agency Ethics Official.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

(1) 5 U.S.C. 7301; (2) 18 U.S.C. 1912; (3) 30 U.S.C. 1211; (4) 42 U.S.C. 6392; (5) 43 U.S.C. 1743; (6) 43 U.S.C. 1864; (7) Executive Order No. 11222, 18 U.S.C. 201 note; (8) 5 CFR Parts 734 and 736; and (9) 43 CFR Part 20.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are: (a) To review employee financial interests and determine employee compliance or non-compliance with applicable conflict of interest statutes and regulations, and to effect remedial and disciplinary action where non-compliance is ascertained; (b) to record in fact that the employee has been made aware of specifically directed legislation or regulations covering his organization and that he or she is in compliance with such specific legislation or regulations; (c) to provide the public with access to, and to adequately control access to, financial disclosure reports which must by statute be made available to the public; and (d) to provide an adequate system of records for Departmental auditors performing compliance audits within the Department.

Disclosure outside of the Department may be made: (1) to the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the disclosure is deemed by the Department of the Interior to be relevant or necessary to the litigation, and (c) the Department of the Interior determines that disclosure is compatible with the purpose for which the records were compiled; (2) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual; (3) to federal, state, tribal, territorial or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit; (4) to a federal agency which has requested information relevant or necessary to its hiring or retention of an

employee, or issuance of a security clearance, license, contract, grant, or other benefit; (5) to the Office of Personnel Management to perform oversight reviews; (6) to the public for only those records covered by specific statutes requiring their public disclosure; (7) to appropriate federal, state, tribal, territorial, local or foreign agencies responsible for investigating or prosecuting the violation of, or for enforcing, implementing, or administering a statute, rule, regulation, program, facility, order, lease, license, contract, grant, or other agreement; (8) to a federal, state, tribal, territorial, local or foreign agency, or an organization, or an individual when reasonably necessary to obtain information or assistance relating to an audit, investigation, trial, hearing, preparation for trial or hearing, or any other authorized activity of the Department; (9) to an appropriate federal, state, tribal, territorial, local, or foreign court or grand jury in accordance with established constitutional, substantive, or procedural law or practice; (10) to an actual or potential party or his or her attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; and (11) to a foreign government pursuant to an international treaty, convention, or executive agreement entered into by the United States.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

(1) For confidential statements of employment and financial interests, DI-212, DI-212A, and DI-213:

STORAGE:

Maintained in file folders, word processing equipment storage media, and computer disks and output.

RETRIEVABILITY:

For each bureau and office, information is filed alphabetically by position or employee name.

SAFEGUARDS:

Maintained in locked file cabinets in locked rooms; manual files, standard passworded filed on word processor, and software are accessible to authorized persons only. Access to computer files is restricted by the use of file passwords and file encryption.

RETENTION AND DISPOSAL:

Retention and disposal is in accordance with General Records Schedule No. 1, Item No. 25.

INTERIOR/OS-3

SYSTEM NAME:

Financial Interest Statements and Ethics Counselor Decisions—Interior, Office of the Secretary—

SYSTEM LOCATIONS:

(1) Office of the Assistant Secretary—Policy, Budget and Administration, Interior, 18th and C Street, N.W., Washington, D.C. 20240; (2) Bureau and Office of Ethics Counselors, Deputy Ethics Counselors, Associate Ethics Counselors, and Assistant Ethics Counselors. (A list may be obtained from the Deputy Agency Ethics Official, Office of the Assistant Secretary—Policy, Budget and Administration.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present or past Department employees required to file financial interests or disclosure statements as required by in 5 CFR Part 734, 43 CFR Part 20, or 30 CFR Part 706; and, present or past Department employees subjected to remedial or disciplinary action for conflicts of interest or other ethics violations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains confidential statements of employment and financial interests (forms DI-212, DI-212A, DI-213, or DI-278) for present or past Interior Department employees required to file such statements. Contains Public Financial Disclosure Reports required by the Ethics in Government Act of 1978, as amended, (form SF-278) for present or past incumbents in position required to file such statements. Also contains records of conflict of interest decisions and appeals, analysis of financial

(2) For Public Disclosure Statements of Known Financial Interest, SF-278; and Confidential Supplement Form DI-278:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Filed by bureau, alphabetically by employee name in the Office of the Assistant Secretary—Policy, Budget and Administration.

SAFEGUARDS:

Maintained in locked file cabinets or in locked rooms; manual files, standard passworded files and software are accessible to authorized persons only.

RETENTION AND DISPOSAL:

Retention and disposal is in accordance with General Records Schedule No. 1, Item No. 25.

SYSTEM MANAGER(S) AND ADDRESS:

Designated Agency Ethics Official, Office of the Assistant Secretary—Policy, Budget and Administration, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C. 20240.

NOTIFICATION PROCEDURES:

Inquiries may be addressed to the System Manager identified above, or to the appropriate Bureau or Office Ethics Counselor. (A list of Ethics Counselors can be obtained from the System Manager.) (See 43 CFR 2.60 for procedures on making inquiries.)

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager, identified above, or to the appropriate Bureau or Office Ethics Counselor. (A list of Ethics Counselors can be obtained from the System Manager.) The request must be in writing and signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager or to the appropriate Bureau or Office Ethics Counselor. (A list may be obtained from the System Manager) and must meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Present Department employees who are, or past Department employees who were, required to file financial interest statements, and Department bureaus and offices.

INTERIOR/OS-7

SYSTEM NAME:

Aircraft Crew/Mechanic Information File—Interior, Office of the Secretary—7.

SYSTEM LOCATION:

(1) National Headquarters—Office of Aircraft Services, Division of Technical Services, 3905 Vista Avenue, Boise, Idaho 83705; (2) Alaska Regional Office, Office of Aircraft Services, 4343 Aircraft Drive, Anchorage, Alaska 99503; (3) Atlanta Field Office, 75 Spring Street, SW., Atlanta, GA 30303; (4) Denver Field Office, Suite 291, 730 Simms Street, Golden, C) 80401.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Professional, dual-function, & incidental function pilots, aircrew members & mechanics employed by Interior bureaus/offices; (2) Aircraft crew/mechanic employees of commercial operators utilized by Department of the Interior (DOI) bureaus/offices.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains information relative to certificates, qualifications, experience levels, training and proficiency, performance information, and accident experience data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Reorganization Plan 3 of 1950.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to determine aircraft crew/mechanic qualifications to comply with OAS procedures and directives. Disclosure outside the Department of the Interior may be made, (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order of license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule or regulation, order of license, (3) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, pilot qualification card, grant or other benefit, (4) to Federal, State, local

agencies or commercial business where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, pilot qualification card, grant or other benefit, (5) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

These records are maintained in file folders on lists and forms, on microfiche film, and in computer processible storage media.

RETRIEVABILITY:

(1) *DOI Employees*—Records for DOI employees are indexed by agency, location & name. (2) *Commercial Operators*—Records for commercial operators are indexed by name, Social Security Number, and/or pilot certificate number.

SAFEGUARD:

When not in use by an authorized person, paper and microfiche records will be stored in lockable file cabinets or in secured rooms with access limited to those personnel whose official duties require access. Access to computerized records is limited through use of access codes and entry logs to those whose official duties require access.

RETENTION AND DISPOSAL:

Records in this system are to be retained manually in file folders for 3 years, on microfiche film for an additional 4 years, and then destroyed. Manual and microfiche records will be concurrently computerized for 7 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

(1) National Headquarters—Chief, Technical Services Division, Office of Aircraft Services, 3905 Vista Avenue, Boise, Idaho 83705; (2) Alaska Regional Office, Regional Director, Office of Aircraft Services, 4343 Aircraft Drive, Anchorage, AK 99503; (3) Atlanta Field Office, Area Director, 75 Spring Street, SW., Atlanta, GA 30303; (4) Denver Field Office, Area Director, Suite 291, 730 Simms Street, Golden, Colorado 80401.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the appropriate System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the appropriate System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information in this system comes from individual to whom it applies and Technical Representatives, Office of Aircraft Services.

INTERIOR/OS-8

SYSTEM NAME:

Aircraft Services Administrative Management and Fiscal Records—Interior, Office of the Secretary—8.

SYSTEM LOCATION:

(1) Office of Aircraft Services, U.S. Department of the Interior, 3905 Vista Avenue, Boise, Idaho 83705. (2) Office of Aircraft Services, U.S. Department of the Interior, 4343 Aircraft Drive, Anchorage, AK 99503.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and some former employees of the Office of Aircraft Services.

CATEGORIES OF RECORDS IN THE SYSTEM:

Payroll records, including pay, leave and cost distribution records, including deductions for bonds, insurance, income taxes, allotments to financial institutions, overtime authorizations, and related documents. Travel records, including administrative approvals, travel expenses claimed and/or paid, receipts for expenditures claims. Government transportation requests, travel advance accounts and related records. Records of accountability for Government-owned property. Safety records, including claims under the Military Personnel and Civil Employees Claims Act. Records of issuance of Government identification cards and Government driver's licenses. Related records concerning administrative and fiscal management.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 3101, 5101-5115, 5501-5596, 5701-5709, 31 U.S.C. 66a, 240-243, 40 U.S.C. 483(b), 43 U.S.C. 1467, 44 U.S.C. 3101, Executive Order No. 11807.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records are (a) for administrative and fiscal management. Disclosure outside the Department of the Interior may be made, (1) to the Department of the Treasury for preparation of (a) payroll checks, (b) payroll deduction and other checks to Federal, State and local and (c) checks for reimbursement of employees and others, (2) to the Internal Revenue Service and to the State, Commonwealth, Territorial and local governments for tax purposes, (3) to the Civil Service Retirement System and other contributions, (4) to another Federal agency to which an employee has transferred, (5) to another Federal

agency having a subject matter interest in the records, (6) to the U.S. Department of Justice when related to litigation or anticipated litigation, (7) of information indicating a violation or potential violation of a statute, regulation, rule, order, license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (8) to Federal, State, local agencies or commercial business where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, pilot qualification card, grant or other benefit; (9) to a Member of

Congress from the record of an individual in response to an inquiry made at the request of that individual;

(10) to other Federal agencies conducting computer matching programs to help eliminate fraud and abuse and to detect unauthorized overpayments made to individuals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual and automated.

RETRIEVABILITY:

May be retrieved by individual name or social security number.

SAFEGUARDS:

Records are maintained in accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

According to approved records disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Aircraft Services, U.S. Department of the Interior, 3905 Vista Avenue, Boise, Idaho 83705.

NOTIFICATION PROCEDURE:

Inquires regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Employees, supervisors, timekeepers.

INTERIOR/OS-12

SYSTEM NAME:

Private Relief Claimants,
Department—Interior, Office of the
Secretary—12.

SYSTEM LOCATION:

Office of Congressional & Legislative
Affairs, Legislative Counsel, U.S.
Department of the Interior, 18th and C
Streets, N.W., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual claimants against the
United States seeking remedy through
private relief bills for claims involving
the programs and activities of the
Department of the Interior.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of relief bills and
congressional committee reports.
Department reports on bills,
correspondence, comments of bureaus
and offices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C.
3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to
support legislation for the relief of
private claimants. Disclosures outside
the Department of the Interior may be
made (1) to Congress to report on the
basis and validity of claims; (2) to
another Federal agency having a subject
matter interest in the claim; (3) 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 coordinates and clearance
process as set forth in that Circular: (4)
to the Congressional sponsor of a
private relief bill and to representatives
of the individual who is the subject of
the legislation; (5) to the U.S.
Department of Justice when related to
litigation or anticipated litigation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained manually in file folders.

RETRIEVABILITY:

Cross-indexed by name of claimant.

SAFEGUARDS:

Maintained with safeguards meeting
the requirements of 43 CFR 2.51 for
manual records.

RETENTION AND DISPOSAL:

Retired to Federal Records Center
after two Congresses.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Congressional &
Legislative Affairs, U.S. Department of
the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

An individual may inquire whether or
not the system contains a record
pertaining to him by addressing a
written request to Legislative Services
Center, Office of Congressional &
Legislative Affairs, Office of the
Secretary, U.S. Department of the
Interior, Washington, D.C. 20240. The
inquiry must be in writing and state that
the individual seeks information
concerning records pertaining to him.
See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Same as Notification. See 43 CFR 2.63
for additional content requirements for
requests.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be
addressed to the System Manager and
must meet the requirements of 43 CFR
2.71.

RECORD SOURCE CATEGORIES:

Congress, individual claimants,
bureaus and offices of the Department.

INTERIOR/OS-13

SYSTEM NAME:

Private Relief Claimants, Bureau—
Office of the Secretary—13.

SYSTEM LOCATION:

(1) Bureau of Indian Affairs, 1951
Constitution Avenue, NW., Washington,
D.C. 20245. (2) Bureau of Land
Management, Office of Legislation and
Regulatory Management, 18th and C
Streets, NW., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual claimants against the
United States seeking remedy through
private relief bills for claims involving
the programs and activities of the
Department of the Interior.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of relief bills and
Congressional committee reports,
Departmental reports on bills,
correspondence, information compiled
in connection with the claims,
communications of requests from the
sponsor of the bill on the claimant's
attorney.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301. 43 U.S.C. 1457. 44 U.S.C.
3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to
support legislation for the relief of
private claimants. Disclosures outside
the Department of the Interior may be
made (1) to Congress on the basis and
validity of claims; (2) to another Federal
agency having a subject matter interest
in a claim; (3) to the Office of
Management and Budget in connection
with the review of private relief
legislation as set forth in OMB Circular
No. A-19 at any stage of the legislative
coordination and clearance process as
set forth in that Circular; (4) to the
Congressional sponsor of a private relief
bill and to representatives of the
individual who is subject of the
legislation; (5) to the U.S. Department of
Justice when related to litigation or
anticipated litigation; (6) of information
indicating a violation or potential
violation of a statute, regulation, rule,
order or license, to appropriate Federal,
State, local or foreign agencies
responsible for investigating or

prosecuting the violation or for enforcing
or implementing the statute, rule,
regulation, order or license; (7) to a
Member of Congress from the record of
an individual in response to an inquiry
from a Congressional office made at the
request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained manually in file folders.

RETRIEVABILITY:

Cross-indexed by name of claimant.

SAFEGUARDES:

Maintained with safeguards meeting
the requirements of 43 CFR 2.51 for
manual records.

RETENTION AND DISPOSAL:

In accordance with approved
retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

(1) Director, Congressional and
Legislative Staff, Room 4639, Bureau of
Indian Affairs, 1951 Constitution
Avenue, NW., Washington, D.C. 20245.
(2) Chief, Office of Legislation and
Regulatory Management, Bureau of Land
Management, 18th and C Streets, NW.,
Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

An individual may inquire whether or
not the system contains a record
pertaining to him by addressing a
written request to the appropriate
System Manager listed above. The
inquiry must be in writing and state that
the individual seeks information
concerning records pertaining to him.
See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Same as Notification. See 43 CFR 2.63
for additional content requirements for
requests.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be
addressed to the System Manager and
must meet the requirements of 43 CFR
2.71.

RECORD SOURCE CATEGORIES:

Congress, individual claimants,
bureaus and offices of the Department.

INTERIOR/OS-15

SYSTEM NAME:

Emergency Defense Mobilization Files—Interior, Office of the Secretary—15.

SYSTEM LOCATION:

(1) Office of the Assistant Secretary-Policy, Budget, and Administration. (2) Office of the Assistant Secretary-Energy and Minerals. (3) Office of the Assistant Secretary-Land and Water Resources. Address for locations: U.S. Department of the Interior, 18th and C Streets, N.W.; Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the National Defense Executive Reserve and other individuals assigned responsibilities in the event of a national defense emergency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical and related records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to administer the NDER program. Disclosures outside the Department of the Interior may be made (1) to officials of participating departments and agencies relevant to reservists assigned to their units; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential

violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form.

RETRIEVABILITY:

Indexed by individual name.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records held for two years after individual's resignation or death.

SYSTEM MANAGER(S) AND ADDRESS:

(1) For records maintained in the Office of the Secretary, the Assistant Secretary-Policy, Budget and Administration. (2) For records maintained in the Office of the Assistant Secretary—Energy and Minerals, the Assistant Secretary—Energy and Minerals. (3) For records maintained in the Office of the Assistant Secretary—Land and Water Resources, the Assistant Secretary—Land and Water Resources.

NOTIFICATION PROCEDURE:

A written, signed request stating that the requester seeks information concerning records pertaining to him/her is required. The request shall be addressed to the appropriate System Manager. See 43 CFR 2.60 for submission requirements.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the appropriate System Manager and shall meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the appropriate System Manager and shall meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals.

INTERIOR DEPARTMENT

Interior/OS-18

SYSTEM NAME:

Discrimination Complaints—Interior, Office of the Secretary—18.

SYSTEM LOCATION:

(1) Office of Equal Opportunity, U.S. Department of the Interior, 18th & C Streets, Northwest, Washington, D.C. 20240. (2) Bureau of Land Management, Alaska State Office, 701 "C" Street, Box 13, Anchorage Alaska 99513. (3) Bureau/Office Equal Employment Opportunity Offices. A current listing of such offices may be obtained from System Manager "(a)" below.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who claim to have been discriminated against on the basis of race, color, sex, religion, national origin, handicap and age in violation of various statutes including: Title VI and VII of the Civil Rights Act of 1964 as amended (42 U.S.C. 2000d and 42 U.S.C. 2000e, et seq); in violation of Section 501 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 791, et seq); in violation of Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794 et seq) and its implementing regulations; in violation of the Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. 621, et seq); in violation of Title IX of the Education Amendments of 1972 (Pub. L. 92-318); and in violation of Section 403 of the Trans-Alaska Pipeline Authorization Act (Pub. L. 93-153, 87 Stat. 576).

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains complaints of discrimination; reports of complaints investigation and supplementary documentary evidence; correspondence, including requests for information from other Federal agencies, and from minority, civil rights, women's and community organizations; documents obtained from recipients of permits, rights-of-way, public land orders, or other Federal authorizations, and their agents, contractors, and subcontractors, under the Trans-Alaska Pipeline Authorization Act (87 Stat. 576); and miscellaneous relevant statistical data obtained from various sources.

Within the Departmental Office for Equal Opportunity, an automated system of records (complaints management information system) will be used to manage and track the

processing of complaints received by the Office for Equal Opportunity concerning discrimination based on race, color, national origin, religion, sex, age and/or handicap.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) and its implementing regulations (43 CFR Part 17, Subpart A); Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e, et seq) and its implementing regulations (29 CFR Part 1613); Section 501 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 791, et seq); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794 et seq) and its implementing regulations (43 CFR Part 17, Subpart B); the Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. 621 et seq); Title IX of the Education Amendments of 1972 (Pub. L. 92-318); Section 403 of the Trans-Alaska Pipeline Authorization Act (Pub. L. 93-153, 87 Stat. 576).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the system of records is for the investigation and resolution of complaints of discrimination and for the compilation of statistical information on complaints of discrimination in violation of the aforementioned legislation cited under "Authority for Maintenance of the System". Disclosures outside the Department of the Interior may be made: (1) To other Federal agencies charged with the enforcement of equal employment opportunity laws, orders and regulations, on a need-to-know basis to assist these agencies in their enforcement activities; (2) to the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the disclosure is deemed by the Department of the Interior to be relevant or necessary to the litigation, and (c) the Department of the Interior determines that disclosure is compatible with the purpose for which the records were compiled; (3) of information indicating a violation or potential violation of a statute,

regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are stored in file folders and in automated records systems.

RETRIEVABILITY:

Files maintained in manual systems may be retrieved by: (1) Name, (2) docket control number; (3) bureau; (4) political jurisdiction; or (5) any combination of those identifiers.

Additionally, within the automated system of records, information is retrieved by: (1) Bureau, (2) docket control number, (3) name, or (4) any combination of those identifiers.

SAFEGUARDS:

Records are maintained with safeguards meeting the requirements of the Privacy Act of 1974, as amended (5 U.S.C. 552a) and the Departmental Regulations (43 CFR Part 2, Subpart D). Standards for the maintenance of records subject to the Privacy Act are described in the Departmental regulations (43 CFR 2.48) and involve the content of the records, data collection practices, and the use, safeguarding, and disposal of personal information in the records.

Records system areas are posted with warnings to include access limitation, standards of conduct for employees in handling Privacy Act records (383 DM 9), and possible criminal penalties for violation. Access to hard-copy records is restricted by containing records in a locked metal file cabinet or locked room. Keys to rooms containing system of records are off-master.

Records subject to the Act that are maintained in automated data processing form are subject to safeguards based on recommendations of the National Bureau of Standards contained in "Computer Security Guidelines for Implementing the Privacy Act of 1974" (FIPS Pub. 41, May 30, 1975).

Each bureau is responsible for ensuring that specific procedures are developed for maintaining each of its systems of records with appropriate administrative, technical, and physical safeguards to insure the security and confidentiality of records, and to protect against the possibility of substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained. These procedures are developed for both manual and computerized records, as detailed in the Department's regulations (43 CFR 2.51) and in 363 DM 8.

RETENTION AND DISPOSAL:

Records are retained and disposed in compliance with the National Archives and Records Administration's General Records Schedule No. 1, Item No. 26.

In addition, the Departmental Office of Information Resources Management and the Department Office for Equal Opportunity will coordinate responsibility for archival record transfers and record storage and disposal methods for the automated system within the Departmental Office for Equal Opportunity.

SYSTEM MANAGER(S) AND ADDRESS:

(a) For complaints of discrimination arising under Title VI and VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d and 42 U.S.C. 2000e, respectively), Section 501 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 791, et seq); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794 et seq) and its implementing regulations: the Age Discrimination in Employment Act of 1967, as amended (29 U.S.C. 621 et seq); Title IX of the Education Amendments of 1972 (Pub. L. 92-318)—Director, Office for Equal Opportunity, Office of the Secretary, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C.

(b) For complaints arising under Section 463 of the Trans-Alaska Pipeline Authorization Act (Pub. L. 93-153, 87 Stat. 576—Alaska State Office Director, Bureau of Land Management, Alaska State Office, 701 'C' Street, Box 13, Anchorage, Alaska 99513.

(c) For complaints of discrimination arising under Title VII of the Civil Rights of 1964, as amended (42 U.S.C. 2000e)

which are filed against the Departmental Office for Equal Opportunity, the alternative responsibility for recordkeeping rests with the Human Relations Officer, Human Relations Office, Office of the Secretary, U.S. Department of the Interior, 18th and C Streets, Northwest, Washington, D.C. 20240.

NOTIFICATION PROCEDURES:

A written and signed request stating that the requester seeks information concerning records pertaining to him/her is required, and shall be addressed to the appropriate System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A written and signed request for access shall be addressed to the appropriate System Manager and shall meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the appropriate system manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Complainants; recipients of permits, rights-of-way, public land orders, or other Federal authorizations, and their agents, contractors, and subcontractors, under Section 403 of the Trans-Alaska Pipeline Authorization Act (87 Stat. 576) and their employees; the administrators and recipient of Government funds from programs administered by the Department of the Interior; Federal, State, and local government agencies; community, minority, civil rights, and women's organizations; unions, Members of Congress and their staffs; bureaus and offices of the Department of the Interior, and confidential informants, to the extent they possess relevant data otherwise unavailable.

50 FR 41222 (10-9-85)

INTERIOR/OS-20

SYSTEM NAME:

Secretarial Controlled Correspondence File—Interior, Office of the Secretary—20.

SYSTEM LOCATION:

Executive Secretariat, Office of the Under Secretary, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who have written to the Secretary of the Interior on official business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Identification of writer, subject, date and disposition of correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 43 U.S.C. 1457; 44 U.S.C. 3101; Reorganization Plan 3 of 1950.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to ascertain the status of correspondence to the Secretary of the Interior. Disclosures outside the Department of the Interior may be made: (1) To a Federal agency so that the agency may respond to an inquiry from the named individual, (2) to the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a part to litigation or anticipated litigation or has an interest in such litigation, and (b) the disclosure is deemed by the Department of the Interior to be relevant or necessary to the litigation, and (c) the Department of the Interior determines that disclosure is compatible with the purpose for which the records were compiled, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (4) to a congressional office from the record of an individual in response to an inquiry the individual has made to the congressional office.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Binders (index file).

RETRIEVABILITY:

Indexed by name, number and subject.

SAFEGUARDS:

Records maintained in locked file in secure room Retention and disposal: In accordance with General Records Schedule No. 23, Item No. 3.

SYSTEM MANAGER(S) AND ADDRESS:

Executive Secretary, Interior Building, Room 6221, 18th and C Streets, NW., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning his/her records is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURE:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals on whom the record is maintained.

50 FR 35331 (8-30-85)

INTERIOR/AJC-25

System name: Youth Conservation Corps (YCC), and Young Adult Conservation Corps (YACC) Enrollee and Corpsmember Records—Interior, Office of the Secretary—25.

System location: (1) All USDI Federal Camp Directors Offices Address of YCC and YACC Camp Directors may be obtained each year by writing to the System Manager. (2) Administrative Services Center, Bureau of Reclamation, Salt Lake City, Utah 84147.

Categories of individuals covered by the system: Enrollees (YCC) and corpsmembers (YACC) of USDI Federal YCC and YACC programs.

43 FR 35558 (8-10-78)

INTERIOR DEPARTMENT

Categories of records in the system: (1) Current enrollees and corpsmembers USDI Application Forms and Employment and Training Administration Form 27; USDI Medical History Forms; Personal and Statistical Information. (2) Optional: Evaluation of enrollee's and corpsmember's performance by camp staff; Accident, injury, and treatment forms. (3) Past enrollees and corpsmembers: List of names and addresses. (4) Current alternates (YCC) or applicants (YACC) USDI Application Forms and Employment and Training Administration Form 27.

Authority for maintenance of the system: Pub. L. 93-408 and Pub. L. 95-93.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) the identification of current and past enrollees and corpsmembers and current alternates or applicants; (b) for the selection of alternate upon enrollee withdrawal from program (YCC), or hiring of additional or replacement corpsmembers (YACC); (c) to provide enrollee or corpsmember participation record for school credit. Disclosures outside of the Department of the Interior may be made (1) to the U.S. Department of Agriculture in connection with joint administration of YCC and YACC programs, and to the Department of Labor in connection with joint administration of the YACC program; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to any inquiry from a congressional office made at the request of that individual; (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (6) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit.

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

Storage: maintained in personnel jackets.

Safeguards: Stored in metal filing cabinets with three-way combination locks or key locks.

Retention and disposal: Complete files are maintained until the end of the service or training. At termination, personal and statistical information is removed from enrollee file jacket. A list of the names and addresses is retained. Disposal schedule is pending. The application forms of current alternates are destroyed at the termination of the current program year.

System manager(s) and address: Director, Office of Youth Programs, Department of the Interior, Office of the Secretary, Washington, D.C. 20240.

Notification procedure: System Manager and camp directors. Camp Director will only be able to provide information from records maintained at the camp. See 43 CFR 2.60.

Record access procedures: System Manager or camp directors. See 43 CFR 2.71.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom the record is maintained medical doctor, school or other official.

INTERIOR/AJC-26

System name: Youth Conservation Corps (YCC) Enrollee and Young Adult Conservation Corps (YACC) Corpsmember Payroll Records File—Interior, Office of the Secretary—26.

System location: Administrative Services Center, Bureau of Reclamation, P.O. Box 11568, Salt Lake City, Utah 84147. Records for the YCC are joint records of the U.S. Department of the Interior, Office of Youth Programs and the U.S. Department of Agriculture, Forest Service. Records for the YACC are joint records of the U.S. Department of the Interior, Office of Youth Programs; the U.S. Department of Agriculture, Forest Service, and the U.S. Department of Labor.

Categories of individuals covered by the system: Youth accepted into the YCC program and young adults accepted into the YACC program.

Categories of records in the system: Personnel, pay, statistical and termination data compiled by camp officials.

Authority for maintenance of the system: Pub. L. 93-408 and Pub. L. 95-93.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of records are (a) the identification of current and past enrollee corpsmembers; (b) for payroll purposes for current enrollee corpsmember; (c) to develop demographic characteristics of enr. and corpsmember population for statistical purposes. Disclosures outside the Department of the Interior may be made (1) to the Department of the Treasury for preparation of (a) payroll checks and (b) payroll deduction and other checks to Federal, State, and local government agencies, nongovernmental organizations and individuals; (2) to the Internal Revenue Service and to State, Commonwealth, Territorial and local government for tax purposes; (3) to the Civil Service Commission in connection with the Civil Service Retirement System; (4) to another Federal agency to which an employee has transferred; (5) to the U.S. Department of Justice when related to litigation or anticipated litigation; (6) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (7) from the records of an individual in response to an inquiry from a congressional office made at the request of that individual; (8) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (9) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

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

Storage: Current and past personal and statistical information on magnetic tape and printouts.

Retrievability: Tape reels are coded by number.

Safeguards: Tapes are stored in a tape file and vault while printouts are stored in a locked metal filing cabinet.

Retention and disposal: Current payroll information is purged from magnetic tapes at the termination of the program after being transferred to a saddle magnetic tape which is retained permanently. Other material disposal regulations are pending.

System manager(s) and address: (1) Director, Division of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250. (2) Director, Office of Youth Programs, U.S. Department of the Interior, Washington, D.C. 20240.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Managers. A written signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Managers. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.71.

Contesting record procedures: A petition for amendment should be addressed to the System Managers and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/AJC-27

System name: Youth Conservation Corps (YCC) Enrollee and Young Adult Conservation Corps (YACC) Corpsmember Medical Records—Interior, Office of the Secretary—27.

System location: Administrative Services Center, Bureau of Reclamation, P.O. Box 11568, Salt Lake City, Utah 84147.

Categories of individuals covered by the system: Enrollees and corpsmembers of past Interior Federal YCC and YACC programs.

Categories of records in the system: (1) U.S.C.I. Medical History Forms. (2) Accident, injury and treatment forms. (3) Parental permission portion of the U.S.D.I. Application forms for YCC enrollees.

Authority for maintenance of the system: Pub. L. 93-408 and Pub. L. 95-93.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for the adjudication of FEC medical claims, and (b) the adjudication of tort claims. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Agricul-

ture in connection with joint administration of the YCC program and to the U.S. Department of Agriculture and the U.S. Department of Labor in connection with joint administration of the YACC program; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation of for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

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

Storage: —manual records.

Retrievability: —by individual name.

Safeguards: —maintained with safeguards meeting the requirements of 43 CFR 2.51.

Retention and disposal: —pending

System manager(s) and address: Director, Office of Youth Programs, Department of the Interior, Office of the Secretary, Washington, D.C. 20240.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Manager. A written signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom the record is maintained, medical doctor, and camp official compiling accident or medical treatment information.

INTERIOR/AJC-28

System name: Youth Conservation Corps (YCC) Research file—Interior, Office of the Secretary—28.

System location: Institute for Social Research, University of Michigan, Ann Arbor, Michigan 48106. Records are joint records of the U.S. Department of the Interior, Office of Manpower Training and Youth Activities and the U.S. Department of Agriculture, Forest Service.

Categories of individuals covered by the system: A random sample of 600 1973 YCC enrollees.

Categories of records in the system: The file contains questionnaire responses, environmental education scores, and verbal skills test data of questionnaire respondents.

Authority for maintenance of the system: PL 93-408.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is for future research on long term values gained from the YCC experience. Disclosures outside the Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

Storage: file is on a magnetic tape.

Retrievability: data on each person is identified by a case number. It can be retrieved by matching the case number with a mailing list containing case numbers, name and address.

Safeguards: Only the research staff have access to the mailing list.

Retention and disposal: Files are being retained indefinitely for possible future longitudinal studies of long range benefit.

System manager(s) and address: (1) Director, Division of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250. (2) Director, Office of Manpower Training and Youth Activities, U.S. Department of the Interior, Washington, D.C. 20240.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed re-

quest stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: The individual covered in the sample.

INTERIOR/AJC-29

System name: Youth Conservation Corps (YCC) Recruitment Files—Interior, Office of the Secretary—29.

Record source categories: Office of the YCC recruiter in each state. Address of State recruiter may be obtained each year by writing to the System Managers as listed below.

Categories of individuals covered by the system: Youths between the ages of 15 and 18 who file an application to attend a Forest Service, Department of the Interior, or State Grant YCC camp.

Categories of records in the system: The system consists of application forms submitted by eligible youth.

Authority for maintenance of the system: Public Law 93-408.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is for selection among applications of all eligible applications. Persons selected are either offered employment in a YCC camp or placed on an alternate list to be used in case of declination. Disclosures outside the Department of the Interior may be made (1) to the U.S. Forest Service, States, counties, cities and other subgrantees for employment purposes; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

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

Storage: Manual.

Retrievability: Applications are filed alphabetically by name of individual applicant.

Safeguards: Records are kept locked in confidential files.

Retention and disposal: Pending.

System manager(s) and address: (1) Director, Division of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250. (2) Director, Office of Manpower training and Youth Activities, U.S. Department of the Interior, Washington, D.C. 20240.

Notification procedure: Inquires should be made to one of the above offices for information regarding this system of records.

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

Contesting record procedures: A petition for amendment should be submitted to the appropriate System Manager

Record source categories: The records in this system originate in two ways: (1) The YCC application form prepared by the applicant and any additions or corrections thereto, also prepared by the applicant. (2) Additional information added to the file by the State recruiter concerning the applicant's selection, nonselection, declination, etc.

INTERIOR/OS-30

SYSTEM NAME:

Biweekly Labor List by Organization-Interior, OS-30.

SYSTEM LOCATION:

Office of Youth Programs, Administrative Services Center, P.O. Box 11396, Salt Lake City, Utah 84147.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Office of Youth Programs in Washington, D.C., Salt Lake City, Utah, and at 12 Job Corps sites located throughout the country.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, social security number, accounting information, amount of salary for a 2 week pay period.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 U.S.C. 911, et seq., 5 U.S.C. 5101, et seq., 31 U.S.C. 66a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of this report is to ensure that the costs for individual employees are charged to the correct location and account. The list is utilized solely by accounting staff to cost payroll to the correct accounts. Disclosures outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or

implementing the statute, rule, regulation, order or license; (3) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfiche maintained in loose leaf binders.

RETRIEVABILITY:

By location, by name.

SAFEGUARDS:

Kept in a locked room.

RETENTION AND DISPOSAL:

Microfiche are maintained for a period of 3 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Manager, Administrative Services Center, P.O. Box 11396, Salt Lake City, Utah 84147.

NOTIFICATION PROCEDURE:

To determine individual information in this system, write to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see this record, write to the System Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your file, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Employee payroll system, PAY/PERS, Bureau of Reclamation, Denver, Colorado.

PRIVACY ACT SYSTEMS

INTERIOR/OS-31

SYSTEM NAME:

Job Corps Financial Records—Interior,
OS-31.

SYSTEM LOCATION:

(1) Office of Youth Programs,
Administrative Services Center, P.O.
Box 11396, Salt Lake City, Utah 84147.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Office of Youth Programs in Washington, D.C., Salt Lake City, Utah and at 12 Job Corps sites located throughout the country.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, social security number, outstanding travel advances and/or travel expenses incurred during the current month, and outstanding travel debts.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 U.S.C. 911, et seq., 5 U.S.C. 5701, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to: (1) Prepare Collection and Disbursement records; (2) prepare detailed budget status reports, including travel advances; (3) preparing Accounts Receivable reports by individuals; (4) preparing actual Object Classification reports. These records allow this office to identify and bill those persons who have received travel or travel advance money and who owe some portion back to the U.S. Government. It also permits a reconciliation of accounts and identification of those with outstanding advances, an identification of travel performed by Object Classification and maintenance of a record of disbursements and collections received at our Administrative Services Center. Disclosures outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the

violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) to a member of Congress from the record of an individual in response to an inquiry made at the request of that individual; (4) to a consumer reporting agency to facilitate the collection of debts owed to the government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Microfiche, printouts.

RETRIEVABILITY:

Indexed by Object Classification, by center, by social security number, and schedule number.

SAFEGUARDS:

Kept in a locked room.

RETENTION AND DISPOSAL:

Printouts destroyed yearly, microfiche retained for a period of three years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Manager, Administrative Services Center, P.O. Box 11396, Salt Lake City, Utah 84147.

NOTIFICATION PROCEDURE:

To determine individual information in this system write to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see this record, write to the System Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your file, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Input results from data taken from requests, claims, vouchers, etc. Computer that receives data and prints report is located at the E&R Center, Bureau of Reclamation, Denver, Colorado.

INTERIOR DEPARTMENT

INTERIOR/OS-35

SYSTEM NAME:

Library Circulation Control System—
Interior, Office of the Secretary—35.

SYSTEM LOCATION:

(1) Center for Information and Library Services, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240. (2) Libraries maintained by bureaus and offices of the department. (List of addresses may be obtained from the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Borrowers of library materials from Department of the Interior libraries.

CATEGORIES OF RECORDS IN THE SYSTEM:

Borrowers' name and working address, book call number and due date

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

43 U.S.C. 67a, 1456, 1467, 40 U.S.C. 483(b), 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is control of library materials. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual card file.

RETRIEVABILITY:

Name, call number, date due.

SAFEGUARDS:

Attended constantly during working hours, library locked thereafter.

RETENTION AND DISPOSAL:

Current year plus one, disposed of in regular trash.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Center for Information and Library Services, Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the System Manager with respect to records located in the Center for Information and Library Services, and to individual librarians with respect to records located in the facility for which each is responsible. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager, with respect to records located in the Center for Information and Library Services, and to individual librarians with respect to records located in the facility for

which each is responsible. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual using library services.

INTERIOR/OS-45

SYSTEM NAME:

Security Clearance Files and Other Reference Files—Interior, Office of the Secretary—45.

SYSTEM LOCATION:

Office of the Secretary, Office of Administrative Services (PMO), Division of Enforcement and Security Management, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees in the Office of the Secretary, Other Departmental Offices, Bureau Heads, Bureau Security Officers, and employees in Independent Agencies, Councils, and Commissions who are provided administrative support, whose duties have been designated critical sensitive or non-critical sensitive.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains copies of SF-85 or SF-86 and/or SF-171 supplied by individual concerned as well as copies of letters of transmittal between Interior and the Office of Personnel Management concerning the individual's background investigation. Further, contains copy of certification of clearance status and briefing and/or debriefing certificate signed by individual as appropriate. Card file reflects summary, case number and disposition of the case number and disposition of the case file following review.

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:

The primary uses of the records are for the identification of (a) Office of the Secretary personnel and heads of Bureaus and their respective Security Officers who have been granted a security clearance; (b) persons in a pending clearance status awaiting the results and adjudication of Office of Personnel Management investigations; and (c) persons whose clearance has been terminated in the last five years due to an administrative down-grading, transfer to other agencies, employment retirement, or death. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal,

state, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Stored in a locked room in manipulation-proof 3-way combination lock steel safes. Access granted only to cleared personnel on official business.

RETENTION AND DISPOSAL:

Records are maintained in active status until the individual is debriefed; held for five years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Enforcement and Security Management, Office of Administrative Services (PMO), Office of the Secretary, Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Same as the above. A written and signed request stating that the requester seeks information concerning records pertaining to him/her is required. See 43 CFR 2.80.

RECORD ACCESS PROCEDURE:

Same as the above. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained as well as data furnished by other Federal agencies on the person concerned.

INTERIOR DEPARTMENT

INTERIOR/OS-46

SYSTEM NAME:

Secretarial Subject Files—Interior,
Office of the Secretary—46.

SYSTEM LOCATION:

Office of the Secretary, Office of
Administrative Services (PMO), Division
of General Services, U.S. Department of
the Interior, 18th and C Streets, NW.,
Washington, D.C. 20240.

**CATEGORIES OF INDIVIDUALS COVERED BY THE
SYSTEM:**

Those who have had correspondence
with the Office of the Secretary.

CATEGORIES OF RECORDS IN THE SYSTEM:

Index cards containing the name,
dates, and subject codes for retrieval of
subject files, subject files of
correspondence.

**AUTHORITY FOR MAINTENANCE OF THE
SYSTEM:**

5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C.
3101, Reorganization Plan 3 of 1950.

**ROUTINE USES OF RECORDS MAINTAINED IN
THE SYSTEM, INCLUDING CATEGORIES OF
USERS AND THE PURPOSES OF SUCH USES:**

The primary use of the records are to
support the operational, program and
policy decisions of the Secretary of the
Interior, Under Secretary, Solicitor,
Assistance Secretaries. Disclosures
outside the department are (1) to the
U.S. Department of Justice when related
to litigation or anticipated litigation, and
(2) of information indicating a violation
or potential violation of a statute,
regulation, rule, order or license, to
appropriate Federal, State, local or
foreign agencies responsible for
investigating or prosecuting the
violation or for enforcing or
implementing the statute, rule,
regulation, order or license, and (3) to a
Member of Congress from the record of
an individual in response to an inquiry
made at the request of that individual.

**POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING, RETAINING, AND
DISPOSING OF RECORDS IN THE SYSTEM:**

STORAGE:

3" x 5" index cards, correspondence
filed in folders.

RETRIEVABILITY:

Indexed by subject.

SAFEGUARDS:

Stored in locked office.

RETENTION AND DISPOSAL:

Permanent.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of General Services
(PMO), Office of Administrative
Services, U.S. Department of the
Interior, 18th and C Streets, NW.,
Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

A written and signed request stating
that the requester seeks information
concerning records pertaining to him/
her.

RECORD ACCESS PROCEDURE:

Submit requests to the System
Manager. The request must be in
writing, signed by the requester, and
meet the requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be
addressed to the System Manager and
must meet the requirements of 43 CFR
2.71.

RECORD SOURCE CATEGORIES:

Correspondence or documents signed
at the Secretarial level.

50 FR 14027 (4-9-85)

INTERIOR/OS-47

SYSTEM NAME:

Parking Assignment Record—Interior,
Office of the Secretary—47

SYSTEM LOCATION:

Office of Administrative Services
(PMO), Division of General Services,
U.S. Department of the Interior, 18th and
C Streets, N.W., Washington, D.C. 20240.

**CATEGORIES OF INDIVIDUALS COVERED BY THE
SYSTEM:**

Individual requesting a parking permit
or joining a carpool from both the
Federal and private sector.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records contain the individual's
name, social security number, telephone
number at work, service computation
date, vehicle make and model, state of
registration, license tag number,
residence address, location of
employment, parking space location and
number, and number of carpool riders

**AUTHORITY FOR MAINTENANCE OF THE
SYSTEM:**

40 U.S.C. 471, et seq., FMC 74-1 FPMR
Temporary Regulation D-43.

**ROUTINE USES OF RECORDS MAINTAINED IN
THE SYSTEM, INCLUDING CATEGORIES OF
USERS AND THE PURPOSES OF SUCH USES:**

The primary uses of the records are
(a) internal control over the assignment
of parking permits (b) assistance to
individuals in locating carpools.
Disclosures outside the department are
(1) to a Federal agency that has
jurisdiction over parking space, (2) to
the U.S. Department of Justice when
related to litigation or anticipated
litigation (3) of information indicating a
violation of a statute, regulation, rule,
order or license, to appropriate Federal,
State, local, or foreign agencies
responsible for investigating or
prosecuting the violation or for enforcing
of implementing the statute, rule,
regulation, order of license and (4) to a
Member of Congress from the record of
an individual in response to an inquiry
made at the request of that individual.

**POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING, RETAINING, AND
DISPOSING OF RECORDS IN THE SYSTEM:**

STORAGE:

Maintained on computer printout.

RETRIEVABILITY:

Indexed by name of individual, social
security number, zip code of individual's
residence, organization location and
license tag number

SAFEGUARDES:

Maintained with safeguards meeting
the requirements of 43 CFR 2.51 for
computerized records.

RETENTION AND DISPOSAL:

Records maintained on a current
basis.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of General Services,
Office of Administrative Services

(PMO), U.S. Department of the Interior,
18th and C Streets, N.W., Washington,
D.C. 20240

NOTIFICATION PROCEDURE:

A written and signed request stating
that the requester seeks information
concerning records pertaining to him/
her. See 43 CFR 2.60.

RECORDS ACCESS PROCEDURES:

Submit requests to the System
Manager. The request must be in
writing, signed by the requester, and
meet the content requirements of 43 CFR
2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be
addressed to the System Manager and
must meet the requirements of 43 CFR
2.71.

RECORD SOURCE CATEGORIES:

Data furnished by the individual.

PRIVACY ACT SYSTEMS

INTERIOR/OS-51

SYSTEM NAME:

Property Management
Accountability—Interior, Office of the
Secretary—51.

SYSTEM LOCATION:

Branch of Office Services, Division of
General Services, Office of
Administrative Services (PMO), Office
of the Secretary, U.S. Department of the
Interior, Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals designated as Responsible
Officers in the Office of the Secretary,
Other Departmental Offices, and
Independent Agencies, Councils, and
Commissions who are provided
administrative support and who are
charged with the care, utilization,
recordkeeping, etc., for property
assigned to them.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records system contains computer
identification codes for each
Responsible Officer and descriptive
data about each piece of property
(excluding supplies) assigned.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 483(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is the
internal control of property assigned to
offices. Disclosures outside the
Department are (1) to the U.S.
Department of Justice when related to
litigation or anticipated litigation, (2) of
information indicating a violation or
potential violation of a statute
regulation, rule, order or license, to
appropriate Federal, State, local or
foreign agencies responsible for
investigating or prosecuting the
violation or for enforcing or
implementing the statute, rule,
regulation, order or license, (3) to
respond to General Accounting Office
audits, and (4) to a Member of Congress
from the record of an individual in
response to an inquiry made at the
request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained on computer
media.

RETRIEVABILITY:

System is indexed by code assigned to
each Responsible Officer or by various
property system codes.

SAFEGUARDS:

Maintained with safeguards meeting
the "Computer Security Guidelines for
Implementing the Privacy Act of 1974."

RETENTION AND DISPOSAL:

Destroyed when obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Branch of Office Services,
Office of Administrative Services, U.S.
Department of the Interior, Washington,
D.C. 20240.

NOTIFICATION PROCEDURE:

A written and signed request stating
that the requester seeks information
concerning records pertaining to him/
her. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Submit requests to the System
Manager. The request must be in
writing, signed by the requester, and
meet the content requirements of 43 CFR
2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be
addressed to the System Manager and
must meet the requirements of 43 CFR
2.71.

RECORD SOURCE CATEGORIES:

Responsible Officer who is assigned
the property by code.

PRIVACY ACT SYSTEMS

INTERIOR-OS-52

SYSTEM NAME:

Passport and Visa Records—Interior,
Office of the Secretary—52.

SYSTEM LOCATION:

Division of General Services, Office of
Administrative Services (PMO), Office
of the Secretary, U.S. Department of the
Interior, 18th and C Streets, NW.,
Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees or individuals who travel
on official business on behalf of the
Department of the Interior, and
Independent Agencies, Councils, and
Commissions who are provided
administrative support.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records system contains
passports and visas.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq.

ROUTINE USE OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records are to
initiate and maintain passports and
visas. Disclosures outside the
Department are (1) the transfer of
passports and visas to other Federal
agencies, (2) to the U.S. Department of
Justice when related to litigation or
anticipated litigation, and (3) of
information indicating a violation or
potential violation of a potential
violation of a statute regulation, rule,
order or license, to appropriate Federal,
State, local or foreign agencies
responsible for investigating or
prosecuting the violation or for enforcing
or implementing the statute rule,
regulation, order or license, and (4) from
the record of an individual in response
to an inquiry from a Congressional
office made at the request of that
individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Passports and visas are maintained in
a locked safe.

RETRIEVABILITY:

Passports and visas are filed by name.

SAFEGUARDS:

Passports and visas are stored in a
locked room in manipulation proof three
way combination lock steel safes.
Access granted only to designated
personnel.

RETENTION AND DISPOSAL:

General Records Schedule No. 9, Item
No. 4.

SYSTEM MANAGER(S) AND ADDRESSES:

Chief, Division of General Services,
Office of Administrative Services,
Department of the Interior, 18th and C
Street, NW., Washington, D.C. 20240.

NOTIFICATION PROCEDURES:

A written and signed request stating
that the requester seeks information
concerning records pertaining to him/
her. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Submit request to the System
Manager. The request must be in
writing, signed by the requester, and
meet the content requirements of 43 CFR
2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be
addressed to the System Manager and
must meet the requirements of 43 CFR
2.71.

RECORD SOURCE CATEGORIES:

Federal employees and individuals
who travel on behalf of the Department.

50 FR 2091 (1-15-85)

INTERIOR/OS-57

SYSTEM NAME:

Privacy Act Files—Interior, Office of the Secretary—57.

SYSTEM LOCATION:

(1) Office of Information Resources Management, Division of Directives and Regulatory Mgt., U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240. (2) Offices of Privacy Act Officers of each bureau of the Department. (See Appendix for addresses of bureau headquarters offices.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Individuals who have submitted requests for notification, access or amendment of records under the Privacy Act. (2) Individuals who have filed Privacy Act appeals with Assistant Secretary—Policy, Budget, and Administration under the department's regulations. (3) Offices of Systems Managers and other officials authorized to receive requests for notification and access and petitions for amendments. (See system notices for addresses.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Requests, appeals, decisions and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are for action on requests and appeals of Privacy Act matters. Disclosures outside the Department of the Interior may be made (1) to other Federal agencies having a subject matter interest in a request or an appeal or a decision thereon; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule,

regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (5) to Federal, State or local, agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form.

RETRIEVABILITY:

By individual name.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records on access are destroyed two years after date of reply. Final decisions on agreements or refusals to amend records are destroyed four years after final decision, or three years after final adjudication by courts.

SYSTEM MANAGER(S) AND ADDRESS:

(1) For records in the Office of Information Resources Mgt., Division of Directives and Regulatory Mgt., U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240. (2) For other records: Bureau Privacy Act Officers. (See Appendix for addresses of bureau headquarters offices.)

NOTIFICATION PROCEDURE:

Contact the pertinent System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him/her is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access should be addressed to any office or offices to which the requester has submitted a request for access or an appeal. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individuals on whom records are kept, Department employees who act on requests and appeals received from individuals.

INTERIOR DEPARTMENT

INTERIOR/OS-58

SYSTEM NAME:

Administrative Operations Records on Employees, Department System—Interior, Office of the Secretary—58.

SYSTEM LOCATION:

All Departmental bureaus and offices including regional and field facilities thereof.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and former employees of the Department of the Interior, and independent agencies and commissions for which the Department provides administrative support.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records involving administrative and operational relationships between the employee and the office in which the employee works, which include: Workload and productivity records for scheduling purposes; travel activity and budgets; accident and safety records, property accountability; studies and special projects; committee and detail assignments; locator indexes, parking space assignments, and similar records. Records that identify employees and their organization, location, position title, occupational series and grade, office telephone number, functional or organizational titles assigned for program management purposes, home address and telephone number, and other related data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 3101, 5105-5115, 5501-5518, 5701-5709, 31 U.S.C. 66a, 240-243, 40 U.S.C. 483(b), 43 U.S.C. 1487, 44 U.S.C. 3101, Executive Order No. 11807.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are administrative in nature and reflect the employee's relationship to the activities and functions of the office. They are also used to prepare and maintain data bases, directories, and listings showing organizational and functional position assignments; staffing tables; listings for budget, organizational, space, administrative services, and training planning purposes; and the preparation of employee telephone directories. Disclosures outside the Department of the Interior may be made: (1) To the

Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) to members of Congress in response to an inquiry made at the request of the individual of record, (4) to other Federal agencies for related program management purposes; (5) to the public in the form of agency telephone directories.

POLICY AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on paper in file folders or card files in file cabinets, word processing media, microfiche, or computer files.

RETRIEVABILITY:

By name or control number assigned to employee.

SAFEGUARDS:

In accordance with the requirements of 43 CFR 2.51

RETENTION AND DISPOSAL

Retained until completion of work project or activity to which the record pertains, or until separation of the employee, at which time the record is disposed of in accordance with appropriate records schedules.

SYSTEM MANAGER(S) AND ADDRESS:

For the records located in the office in which the individual is (or was) employed, the appropriate personnel or administrative officer. For records related to special listings or directories of employees related to organizational, functional, or program assignments, the office maintaining the listing or directory.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the pertinent personnel office of the organization or office in which the individual is (or was) employed, or the office maintaining the listing or directory containing information about the individual. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access to records should be addressed to the pertinent personnel office of the facility at which he/she is

(or was) employed, or the office maintaining the listing or directory containing information about the individual. See 43 CFR 2.61 for submission requirements.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information in this system of records either comes from the individual to whom it applies, or is obtained through internal office procedures with which the individual is involved. Other sources are official agency records or documents designating employees to serve in special functional or organizational assignments.

PRIVACY ACT SYSTEMS

INTERIOR/OS-60.

SYSTEM NAME:

Safety Management Information System—Office of the Secretary—60.

SYSTEM LOCATION:

(1) Division of Safety Management, Office of Acquisition & Property Management, Office of the Secretary, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.
(2) All field offices and bureau headquarters retain copies of source document.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees, contractors, concessioners and public visitors to Interior facilities who have been involved in an accident resulting in personal injury, and/or property damage.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains the name, social security number (employees only), occupation, date and location of accident; data elements about the accident for analytical purposes; and descriptive narrative concerning the reason for the loss producing event.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

(1) 5 U.S.C. 7901, (2) 28 U.S.C. 2671-2680, (3) 31 U.S.C. 240-243, (4) Executive Order 12196 (1980), (5) 29 CFR 1960.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) provide summary data of injury, illness and property loss information to bureaus in a number of formats for analytical purposes in establishing program to reduce or eliminate loss producing problem areas, (b) provide listings of individual cases to bureaus to insure that accidents occurring are reported through the Safety Management Information System, and (c) adjudicating tort and employee claims. Disclosures outside the Department of the Interior may be made, (1) to a Federal, State or local government agency that has partial or complete jurisdiction over the claim or related claims; (2) provide to the Department of Labor quarterly summary listings of fatalities and disabling injuries and illnesses in compliance with 29 CFR 1960.6; (3) to the U.S. Department of Justice when related to litigation or anticipated litigation; (4) of information indicating a violation or potential violation of a statute, regulation, rule,

order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; and (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM.

STORAGE:

Records are maintained on magnetic tape, with copies of source document maintained at bureau safety management headquarters, regional, and field offices where accident is reported.

RETRIEVABILITY:

System is indexed by bureau assigned document control number.

SAFEGUARDS:

Maintained with safeguards meeting the 'Computer Security Guidelines for Implementing the Privacy Act of 1974.'

RETENTION AND DISPOSAL:

Data stored on magnetic tape is retained as a permanent record. Source documents are to be retained at the field level for five years following end of the calendar year to which the record relates.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Safety Management, Office of Acquisition & Property Management, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

System manager or the field office in which the source document pertaining to the individual would be filed. The source document contained in the field office need not be maintained more than five calendar years past the date of the record as indicated in records disposal. A written and signed request stating that the requester seeks information concerning records pertaining to him/her is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager or the field safety office in which the source document for the individual would be filed. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

INTERIOR DEPARTMENT

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Supervisor of employee involved in accident. Investigation conducted by supervisor of employee and may include safety professionals and other management officials of the involved bureau of office.

INTERIOR/OS-60 (Cont.)

INTERIOR DEPARTMENT

INTERIOR/OS-65

SYSTEM NAME:

Biography File—Interior, Office of the Secretary—65.

SYSTEM LOCATION:

(1) Office of Public Affairs, Research Office, U.S. Department of the Interior,

18th and C Streets, N.W., Washington, D.C. 20240. (2) Bureau public information offices in the Bureau of Indian Affairs, the Water & Power Resources Service, the U.S. Geological Survey, the National Park Service, the U.S. Fish and Wildlife Service, Bureau of Land Management (BLM), Bureau of Mines, Office of Surface Mining (OSM), and the Heritage Conservation & Recreation Service (HCRS). (See System Manager paragraph for addresses.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Officials of the Department of the Interior, including the Secretary, Assistant Secretaries, heads of Bureaus and Offices.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records are biographical sketches, notes, resume, and news releases generally containing the individual's name, place and date of birth, education, military service, work experience, publications, membership in professional or scientific societies, marital status plus occasional newspaper clippings about the individual and in some cases a photograph of the individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Statutes 5 USC 301, 3101, 43 USC 1487, 44 USC 3101, 30 USC 1, 3, 5-7.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to maintain biographic information on key officials of the Department. Disclosures outside the Department of the Interior may be made (1) to the news media and public for public information purposes.

POLICIES AND PRACTICE FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:
STORAGE—Biographies are in press release form, maintained in file folders.

RETRIEVABILITY—alphabetized by name.

SAFEGUARDS—maintained with safeguards meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL—destroyed when obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

(Unless otherwise noted, the address for all managers is U.S. Department of the Interior, 18th and C Street, N.W., Washington, D.C. 20240. (1) For the Office of Public Affairs: Director, Office of Public Affairs. (2) For the Bureau of Indian Affairs: Director, Public Information Staff, Bureau of Indian Affairs. (3) For the Water & Power Resources Service: Chief, Office of Public Affairs, Water & Power Resources Service. (4) For the Geological Survey: Information Officer, U.S. Geological Survey, the National Center, Reston, Virginia 22092. (5) For BLM: Chief, Office of Public Affairs (130), Bureau of Land Management. (6) For the National Park Service: Assistant to the Director, Office of Public Affairs, National Park Service. (7) For the Fish and Wildlife Service: Assistant Director—Public Affairs, U.S. Fish and Wildlife Service. (8) For the Bureau of Mines: Assistant Chief, Office of Public Information, Bureau of Mines, 2401 E Street, N.W., Washington, D.C. 20241. (9) For OSM: Director, Office of Public Affairs, Office of Surface Mining. (10) For HCRS: Chief, Office of Public Affairs, Heritage Conservation & Recreation Service.

NOTIFICATION PROCEDURE:

Address inquiries to the System Manager. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Same as the above. The request must be in writing, signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Data furnished by the individual, newspaper clippings, and published materials.

PRIVACY ACT SYSTEMS

INTERIOR/APB-68

System name: Committee Management Files—Interior, Office of the Secretary—68.

System location: (1) Department Committee Management Officer and Bureau Committee Management Officers. (2) Headquarters office of all bureaus. (See appendix for addresses.)

Categories of individuals covered by the system: Members of advisory committees and candidates for advisory committee membership

Categories of records in the system: Biographies and records of committee participation.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is administration of committee activities within the Department. Disclosures outside the Department of the Interior may be made (1) to OMB in connection with its committee management responsibilities; (2) to other Federal agencies which have joint responsibility for advisory committees or which receive or utilize advice of the committees; (3) to a Federal, State or local agency, private organization or individual as necessary to obtain information in connection with a decision concerning appointment or reappointment of an individual to committee membership; (4) to the U.S. Department of Justice when related to litigation or anticipated litigation; (5) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

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

Storage: Maintained in file folders.

Retrievability: Filed by committee or bureau.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: Department Committee Management Office records are maintained no longer than two years. Bureau records are subject to bureau disposal schedules.

System manager(s) and address: Department Committee Management Officer, U.S. Department of the Interior, Washington, D.C. 20240.

Notification procedure: System Manager. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment shall be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

Record source categories: individual members or candidates for membership. Persons recommending or proposing or having knowledge of the qualifications of an individual.

Systems exempted from certain provisions of the act: Under the specific exemption authority of 5 U.S.C. 552a(k)(5), the Department of the Interior has adopted a regulation (43 CFR 2.79(c)) which exempts this system from the provisions of 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4) (G), (H) and (I) and (f) to the extent that the system consists of investigatory material compiled solely for the purpose of determining suitability, eligibility or qualifications for federal civilian employment. The reasons for adoption of this regulation are set out at 40 FR 50432 (October 29, 1975).

INTERIOR DEPARTMENT

INTERIOR/OS-69

SYSTEM NAME:

Freedom of Information Appeal Files—Interior, Office of the Secretary—69.

SYSTEM LOCATION:

(1) Office of Information Resources Management, Division of Directives and Regulatory Mgt., U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C. 20240. (2) Office of Public Affairs, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Individuals who have filed appeals under Department of the Interior Freedom of Information appeal procedures. (2) Individuals whose Freedom of Information requests to bureaus and offices have required longer than 10 days to process. (3) Individuals whose Freedom of Information requests to bureaus and offices have been denied in whole or part.

CATEGORIES OF RECORDS IN THE SYSTEM:

Appeals, recommendation of Solicitor, Director of Public Affairs, Program Assistant Secretaries and other officials, decisions of Assistant Secretary—Policy, Budget, and Administration, extension of time and initial decisions issued by bureaus and offices.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to support review and decision-making for Freedom of Information appeals, (b) for preparation of annual report to the Congress. Disclosures outside the Department of the Interior may be made (1) to other Federal agencies having a subject matter interest in an appeal or bureau or office decision; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

Indexed by individual name.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are destroyed four years after final determination by agency, or three years after final adjudication by courts.

SYSTEM MANAGER(S) AND ADDRESS:

Freedom of Information Appeals Officer, Office of Information Resources Management, Division of Directives and Regulatory Mgt., U.S. Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him/her is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Bureaus and offices of the Department, appellants.

INTERIOR DEPARTMENT

INTERIOR/OS-71

SYSTEM NAME:

Freedom of Information Request Files System—Interior, Office of the Secretary—71.

SYSTEM LOCATION:

All facilities of the Department of the Interior which have received requests under the Freedom of Information Act seeking access to or copies of records.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have submitted Freedom of Information requests.

CATEGORIES OF RECORDS IN THE SYSTEM:

Requests, responses, related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 552.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to administer Freedom of Information requests. Disclosures outside the Department of the Interior may be made (1) to other Federal agencies having a subject matter interest in a request or an appeal or a decision thereon; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) to information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICY AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Retrieved by name of person making request.

SAFEGUARDS:

Maintained with the minimum safeguards prescribed in 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroyed two years after response date if no denial was involved. Destroyed five years after response date if denial of records was involved.

SYSTEM MANAGER(S) AND ADDRESS:

For the office or bureau for which each is responsible, the head of each office making up the Office of the Secretary, each other Departmental office and each bureau. (See Appendix for addresses of office and bureau headquarters offices.)

NOTIFICATION PROCEDURE:

Inquiries regarding the existence records in the system shall be addressed to each facility to which an individual has submitted a Freedom of Information request. See 43 CFR 2.60 for submission requirements.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to each facility to which the requester has submitted a Freedom of Information request. See 43 CFR 2.61 for submission requirements.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Requesters, internally generated documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The Privacy Act does not entitle an individual to access to information compiled in reasonable anticipation of a civil action or proceeding.

PRIVACY ACT SYSTEMS

Interior/OS-72

SYSTEM NAME:

FECA Chargeback Case File—Interior,
Office of the Secretary—72.

SYSTEM LOCATION:

a. For Departmental Records: Office of the Secretary, Office of Personnel, Division of Employee Relations, 19th & C Streets, N.W., Washington, D.C. 20240.
b. For BIA: Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.
c. For EBM: Bureau of Mines, Branch of Personnel, 4th Floor, Columbia Plaza, Washington D.C. 20037.
d. For EGS: Geological Survey, 215 National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092.
e. For FNP: National Park Service, Personnel Management Division, 19th & C Streets, N.W., Washington, D.C. 20240.
f. For FWS: U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th & C Streets, N.W., Washington, D.C. 20240.
g. For LBR: Bureau of Reclamation, Division of Personnel and Management, 19th & C Streets, N.W., Washington, D.C. 20240.
h. For LLM: Bureau of Land Management, Division of Personnel (530), 19th & C Streets, N.W., Washington, D.C. 20240.
i. For SOL: Office of the Solicitor, Division of General Law, 19th & C Streets, N.W., Washington, D.C. 20240.
j. For ESM: Office of Surface Mining, Reclamation and Enforcement, Division of Personnel, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.
k. For MMS: Minerals Management Service, Personnel division, 1110 Herndon Parkway, Herndon, Virginia 22070.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Former and present Federal employees and dependents currently receiving compensation payments through the Federal Employees' Compensation Act (FECA) which are being charged back to the Department of the Interior.

CATEGORIES OF RECORDS IN THE SYSTEM:

These records will consist of computer listings showing name, social security account number, current home address, date of injury and/or death, last payment date, type of payment (whether medical bills or compensation), occupation code at time of injury, zip code where injury occurred, grand total of amount paid and narrative description of injury. The listings will result from a computer match of the Department of the Interior's Safety

Management Information System—Office of the Secretary—60 file with the Department of Labor's Office of Workers' Compensation Programs, Federal Employees, Compensation Act Chargeback File, DOL/ESA-15.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, E.O. 11607, 5 U.S.C. 8147, and 31 U.S.C. 66a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:

Records will be used by bureau and Departmental personnel to determine validity of chargebacks to the Department of the Interior. Records generated in the computer matching process (whenever no match occurs) will be furnished to bureau personnel for investigation to determine why no match occurred. Resolution may include a request to the Department of Labor (DOL), Office of Workers' Compensation Programs that future charges be referred to another agency or DOL discontinue payments and possibly initiate civil or criminal prosecution proceedings against the claimant. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to another Federal State, or local agency for the purpose of obtaining information regarding payments being made to claimants; and (5) to the Department of Labor, as necessary, to transmit information on results of investigations.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

Records are maintained by name and Social Security Account number.

INTERIOR/OS-72 (Cont.)

SAFEGUARDS:

Records are kept in locked files with access limited to employees whose official duties require access.

RETENTION AND DISPOSAL:

Destroy 5 years after close of investigation.

SYSTEM MANAGER(S) AND ADDRESS:

For records at location (a): Chief, Division of Employee Relations, Office of Personnel, Office of the Secretary, Department of the Interior, 19th & C Streets, N.W., Washington D.C. 20240. For records at location (b): Employee Relations Officer, Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Avenue, N.W., Washington, D.C. 20245. For records at location (c): Employee Relations Officer, Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, 5th Floor, Columbia Plaza, Washington, D.C. 20037. For Records at location (d): Personnel Officer, Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. For Records at location (e): Employee Relations Officer, National Park Service, Personnel Management Division, 19th & C Streets, N.W., Washington, D.C. 20240. For Records at location (f): Employee Relations Officer, U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th & C Streets, N.W., Washington, D.C. 20240. For records at location (g): Employee Relations Officer, Bureau of Reclamation, Division of Personnel and Management, 19th & C Streets, N.W., Washington, D.C. 20240. For records at location (h): Employee Relations Officer, Bureau of Land Management, Division of Personnel (530), 19th & C Streets, N.W., Washington, D.C. 20240. For records at location (i): Office of the Solicitor, Division of General Law, 19th & C Streets, N.W., Washington, D.C. 20240. For records at location (j): Employee Relations Officer, Division of Personnel, Office of Surface Mining Reclamation and Enforcement, 1951 Constitution Avenue, N.W., Washington D.C. 20245. (k): Employee Relations Officer, Personnel Division, Minerals Management Service, 1110 Herndon Parkway, Herndon, Virginia 22070.

NOTIFICATION PROCEDURE:

An individual may inquire whether or not the system contains a record pertaining to him/her by contacting the systems manager. He/she must also follow the Departments Privacy Act regulations regarding request for notification of existence of records (43 CFR 2.60).

RECORD ACCESS PROCEDURES:

Individuals wishing to request access to their records in this system should contact the system manager and furnish the following information for their records to be located and identified: Name, including all former names and social security account number. He/she must also follow the Departments Privacy Act regulations regarding verification of identity and access to records (43 CFR 2.63).

CONTESTING RECORD PROCEDURES:

Individuals wishing to request amendment of their records in this system should contact the system manager and furnish their name, including all former names and social security account number. They must also follow the Department's Privacy Act regulations regarding amendment of records (43 CFR 2.70).

RECORD SOURCE CATEGORIES:

The information in this system is obtained from the following sources: A record will be generated by computer matching whenever a case on the Department of Labor's, Office of Workers' Compensation Program, Federal Employees' Compensation Act Chargeback File, DOL/ESA-15 does not match to a case on the Department of Interior's Safety Management Information System—Office of the Secretary—60 File (Interior/OS-60). Although scheduled as a one time match, based on the results of this match continuing and/or periodic matching may be made.

INTERIOR DEPARTMENT

Interior/OS-73

SYSTEM NAME:

Arbitrators Evaluation Records—
Interior, Office of the Secretary—73

SYSTEM LOCATION:

a. For Departmental Records: Office of the Secretary, Office of Personnel, Division of Labor Management Relations, 19th & C Streets, NW, Washington, D.C. 20240. b. For BIA: Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Avenue., NW, Washington, D.C. 20245. c. For EBM: Bureau of Mines, Branch of Personnel, 4th Floor, Columbia Plaza, Washington, D.C. 20037. d. For EGS: Geological Survey, 215 National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. e. for FNP: National Park Service, Personnel Management Division, 19th & C Streets, NW., Washington, D.C. 20240. for FWS: U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th & C Streets, NW, Washington, D.C. 20240. g. For LBR: Bureau of Reclamation, Division of Personnel and Management, 19th & C Streets, NW, Washington, D.C. 20240. g. For LBR: Bureau of Reclamation, Division of Personnel and Management, 19th C Street, NW., Washington, D.C. 20240. h. For LLM: Bureau of Land Management, Division of Personnel (530), 19th & C Streets, NW, Washington, D.C. 20240. l. For SOL: Office of the Solicitor, Division of General Law, 19th & C Streets, NW, Washington, D.C. 20240. j. For ESM: Office of Surface Mining, Reclamation and Enforcement, Division of Personnel, 1951 Constitution Avenue., NW, Washington, D.C. 20245.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Arbitrators referred through the Federal Mediation and Conciliation Service (FMCS).

CATEGORIES OF RECORDS IN THE SYSTEM:

These records consist of evaluation forms submitted by field and headquarters representatives. The only personal identifier contained on the form is the arbitrator's name. The form is used to evaluate the performance of the arbitrator with respect to the conduct of the hearing and the arbitration decision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title VII of Civil Service Reform Act of 1978.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:

Data are collected after each hearing and used to record an evaluation of the arbitrator and the arbitration decision. This evaluation record is then used by management as part of the basis for evaluating the arbitrator the next time his/her name appears on an FMCS list or if the parties jointly desire to consider using the same arbitrator again. After evaluation, the arbitrators referred will be ranked in order of preference for the current hearing.

This ranking must be considered by local management prior to meeting with union representatives to select an arbitrator. Disclosure outside the Department of the Interior may be made (1) to other Government agencies requesting this information for the purpose of evaluating prospective arbitrators; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of the individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in file folders.

RETRIEVABILITY:

Records are maintained by arbitrator's name.

SAFEGUARDS:

Records are kept in locked files with access limited to employees whose official duties require access.

RETENTION AND DISPOSAL:

Destroy 5 years after final resolution of the case.

SYSTEM MANAGER(S) AND ADDRESS:

For records at location (a): Chief, Division of Labor Management Relations, Office of Personnel, Office of the Secretary, Department of the Interior, 19th & C Streets, NW,

INTERIOR/OS-73 (Cont.,)

Washington, D.C. 20240. For records at location (b): Labor Relations Officer, Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Avenue, NW, Washington, D.C. 20245. For records at location (c): Labor Relations Officer, Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, 5th Floor, Columbia Plaza, Washington, D.C. 20037. For records at location (d): Personnel Officer, Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. For records at location (e): Labor Relations Officer, National Park Service, Personnel Management Division, 19th & C Streets, NW, Washington, D.C. 20240. For records at location (f): Labor Relations Officer, U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th & C Streets, NW, Washington, D.C. 20240. For records at location (g): Labor Relations Officer, Bureau of Reclamation, Division of Personnel and Management, 19th & C Streets, NW, Washington, D.C. 20240. For records at location (h): Labor Relations Officer, Bureau of Land Management, Division of Personnel (530), 19th & C Streets, NW, Washington, D.C. 20240. For records at location (i): Office of the Solicitor, Division of General Law, 19th & C Streets, NW, Washington, D.C. 20240. For records at location (j): Labor Relations Officer, Division of Personnel, Office of Surface Mining Reclamation and Enforcement, 1951 Constitution Avenue, NW, Washington, D.C. 20245.

NOTIFICATION PROCEDURES:

An individual may inquire whether or not the system contains a record pertaining to him/her by contacting the systems manager. He/she must also follow the Department's Privacy Act regulations regarding request for notification of existence of records (43 CFR 2.60).

RECORD ACCESS PROCEDURES:

Individuals wishing to request access to their records in this system should contact the system manager and furnish the following information for their records to be located and identified: Name, including all former names. He/she must also follow the Department's Privacy Act regulations regarding verification of identity and access to records (43 CFR 2.83).

CONTESTING RECORD PROCEDURES:

Individuals wishing to request amendment of their records in this system should contact the system manager and furnish their name, including all former names. They must also follow the Department's Privacy Act regulations regarding amendment of records (43 CFR 2.70).

RECORD SOURCE CATEGORIES:

The information in this system is obtained from the following sources: individuals designated to represent management by the Director of Personnel.

INTERIOR DEPARTMENT

INTERIOR/OS-74

SYSTEM NAME:

Grievance Records—Interior, Office of the Secretary—74.

SYSTEM LOCATION:

These records are located in Departmental personnel or designated offices in which the grievances were filed.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former Departmental employees who have submitted grievances in accordance with part 771 of Office of Personnel Management regulations (5 CFR 771), or a negotiated procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains records relating to grievances filed by Department employees under part 771 of Office of Personnel Management regulations. These case files contain all documents related to the grievance, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decision, and related correspondence and exhibits. This system includes files and records of internal grievance and arbitration systems that the Department may establish through negotiations with recognized labor organizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 1302, 3301, 3302, E.O. 10577, 3 CFR 1954-1958 Comp. p218.

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:

a. To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

c. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of any employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, 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.

d. To provide information to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of that individual

e. To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court.

f. By the National Archives and Records Service (General Services Administration) in records management inspections conducted under authority of 44 U.S.C. 2904 and 2908.

g. By the agency maintaining the records in 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 work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.

h. To disclose information to officials of the Office of Personnel Management; Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission when requested in performance of their authorized duties.

i. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

j. To provide information to officials of labor organizations recognized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

INTERIOR/QS-74 (Cont.)

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

These records are maintained in file folders.

RETRIEVABILITY:

These records are retrieved by the names of the individuals on whom they are maintained.

SAFEGUARDS:

These records are maintained in lockable metal filing cabinets to which only authorized personnel have access.

RETENTION AND DISPOSAL:

The records compiled under 5 CFR 771 are disposed of 3 years after closing of the case. Records compiled under a negotiated procedure are disposed of in accordance with approved records schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Personnel, U.S. Department of the Interior, 18th & C Streets, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

It is required that individuals submitting grievances be provided a copy of the record under the grievance process. They may, however, contact the Department personnel or designated office where the action was processed, regarding the existence of such records on them. They must furnish the following information for their record to be located and identified: name, date of birth, approximate date of closing of the case and kind of action taken, and organizational component involved. See 43 CFR 2.60.

RECORDS ACCESS PROCEDURES:

It is required that individuals submitting grievances be provided a copy of the record under the grievance process. However, after the action has been closed, an individual may request access to the official copy of the grievance file by contacting the Departmental personnel or designated office where the action for their records to be located and identified: name, date of birth, approximate date of closing of the case and kind of action taken, and organizational component involved. Individuals requesting access must also follow the requirements in 43 CFR 2.81.

CONTESTING RECORD PROCEDURES:

Review of requests from individuals seeking amendment of their records which have been the subject of a judicial or quasi-judicial action will be limited in scope. Review of amendment requests of these records will be restricted to determining if the record accurately documents the action of the agency ruling on the case, and will not include a review of the merits of the action, determination, or finding. Individuals wishing to request amendment to their records to correct factual errors should contact the Departmental personnel or designated office where the grievance was processed. Individuals must furnish the following information for their records to be located and identified: name, date of birth, approximate date of closing of the case and kind of action taken, and

organizational component involved. See 43 CFR 2.71.

RECORDS SOURCE CATEGORIES:

Information in this system of records is provided by the individual on whom the record is maintained, by testimony of witnesses, by agency officials, by grievance examiners, by arbitrators, and from related correspondence from organizations or persons.

INTERIOR/OS-78

SYSTEM NAME:

Employee Experience, Skills, Performance, Training, and Career Development Records—Interior, Office of the Secretary—78.

SYSTEM LOCATION:

Servicing personnel office and/or administrative office of all bureaus and offices of the Department of the Interior. For Contracting Officers' Warrant System records the head of each bureau's central contracting office and the Office of Acquisition and Property Management in the Office of the Secretary.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current employees of the Department of the Interior.

CATEGORIES OF RECORDS IN THE SYSTEM:

These records relate to employees and contain such information as: Name; date of birth; social security number; office address and phone; service computation date; physical limitations or interests which might affect type of location of assignment; career interests; education history; work or skills experience; availability for geographic relocation; outside activities including membership in professional organizations; listing of special qualifications; licenses and certificates held; listing of honors and awards; career goals and objectives of the employee; annual supervisory evaluation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 1302, 2951, 4118, 4306, 4506, 3101, 43 U.S.C. 1457, Reorganization Plan 3 of 1950, Executive Order 10561, Executive Order 12352.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) by bureau officials for purposes of review in connection with transfers,

promotions, reassignments, adverse actions, disciplinary actions, and determination of qualifications, of an individual, (b) by bureau officials for setting out career goals and objectives of the employee and for documenting attainment of these targets, and (c) by bureau and Departmental officials in monitoring qualifications for maintaining a Contracting officer's Warrant.

Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained manually in file folders or on preprinted forms in file cabinets or on computer media.

RETRIEVABILITY:

Records may be indexed by name of the subject employee.

SAFEGUARDS:

Records are maintained with safeguards meeting minimum security requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are maintained only on current employees. Records are destroyed upon departure of the employee.

SYSTEM MANAGER(S) AND ADDRESS:

For all records other than Contracting Officers' Warrant System Records: (1) The Personnel Officer of each bureau or the Department for records maintained in the bureau. (See Appendix for addresses of bureau headquarters offices), and (2) Chief, Division of Personnel Services, Office of Administrative Services, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C. 20240 for records maintained in the Office of the Secretary. For all Contracting Officers' Warrant System Records: Director, Office of Acquisition and Property Management U.S. Department of the Interior, 18th and C Streets NW., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Individuals may inquire whether or not the system contains records pertaining to them by contacting the personnel officer and/or administrative officer servicing the facility where they are employed. Contracting Officers may submit inquiries regarding Contracting Officers' Warrant System Records to the head of the procuring activity of the bureau in which the individual is employed, or to the Director, Office of Acquisition and Property Manager See 43 CFR 2.60 for notification procedure requirements.

RECORD ACCESS PROCEDURES:

Current employees who wish to gain access to their records should contact the same officials listed under "Notification procedure" above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Employees who wish to contest their records should contact the pertinent System Manager listed above. See 43 CFR 2.71.

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.

(PR Doc. 83-32615 Filed 12-6-83; 8:45 am)

INTERIOR/OS-77

System name: Unfair Labor Practice Charges/Complaints—Interior, Office of the Secretary—77.

System location: a. For Departmental Head; Office of the Secretary, Personnel Management, Division of Labor Management Relations, 19th & C Streets, N.W., Washington, D.C. 20240. b. For Employees of BIA: Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Ave., N.W. Washington, D.C. 20245. c. For employees of EBM: Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, Washington, D.C. 20240. d. For Employees of EGS: Geological Survey, 215 National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. e. For Employees of FNP: National Park Service, Division of Personnel, Branch of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. f. For Employees of FFWS: U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th and C Streets, N.W., Washington, D.C. 20240. g. For Employees of WPRS: Water & Power Resources Service, Division of Personnel, 19th & C Streets, N.W., Washington, D.C. 20240. h. For Employees of LLM: Bureau of Land Management, Division of Personnel (530), 19th and C Streets, N.W. Washington, D.C. 20240. i. For Employees of HCRS: Heritage Conservation & Recreation Service, Division of Personnel, 440 G. St., N.W., Washington, D.C. 20243. j. For Employees of OS and other Departmental Offices: Office of the Secretary, Division of Personnel Services, Branch of Programs, Standards and Issuances, 19th and C Streets, N.W., Washington, D.C. 20240. k. For Employees of OSM: Office of Surface Mining, Division of Personnel, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

Categories of individuals covered by the system: Interior employees filing unfair labor practice charges/complaints.

Categories of records in the system: Formal charge and complaint; name, address, and other personal information about complainant, transcript of hearing (if held), and information about other personnel in complainant's work unit, as relevant

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 primary uses of the records are to administer charges or complaints of unfair labor prac-

tices. Disclosures outside the Department of the Interior may be made (1) to the Department of Labor and to the Federal Labor Relations Council for settlement of the complaint or appeal; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Paper records in file folders.

Retrievability: Name and docket or case number.

Safeguards: Records are locked in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: For records at Location (a): Chief, Division of Labor Management Relations, Office of the Secretary, Personnel Management, Division of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (b): Labor Relations Officer, Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Ave., N.W., Washington, D.C. 20245. For records at Location (c): Labor Relations Officer, Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (d): Personnel Officer, Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. For records at Location (e): Labor Relations Officer, National Park Service, Division of Personnel, Branch of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (f): Personnel Officer, U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (g): Labor Relations Officer, Water and Power Resources Service, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (h): Labor Relations Officer, Bureau of Land Management, Division of Personnel (530), 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (i): Labor Relations Officer, Heritage Conservation and Recreation Service, 440 G Street, N.W., Washington, D.C. 20243. For records at Location (j): Chief, Branch of Programs, Standards and Issuances, Office of the Secretary, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (k): Labor Relations Officer, Office of Surface Mining, Division of Personnel, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

Notification procedure: Inquiries regarding the existence of records should be addressed to the appropriate System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the appropriate System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Subject complainant, colleagues and supervisors of complainant and management officials.

INTERIOR/OS-78

System name: Negotiated Grievance Procedure Files—Interior, Office of the Secretary—78.

System location: a. For Departmental Head: Office of the Secretary, Personnel Management, Division of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. b. For Employees of BIA: Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Ave., N.W., Washington, D.C. 20245. c. For Employees of EBM: Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, Washington, D.C. 20240. d. For Employees of EGS: Geological Survey, 215 National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. e. For Employees of FNP: National Park Service, Division of Personnel, Branch of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. f. For Employees of FWS: U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th and C Streets, N.W., Washington, D.C. 20240. g. For Employees of WPRS: Water & Power Resources Service, Division

of Personnel, 19th and C Streets, N.W., Washington, D.C. 20240. h. For Employees of LLM: Bureau of Land Management, Division of Personnel (530), 19th and C Streets, N.W., Washington, D.C. 20240. i. For Employees of HCRS: Heritage Conservation & Recreation Service, Division of Personnel, 440 G. St., N.W., Washington, D.C. 20243. j. For Employees of OS and other Departmental Offices: Office of the Secretary, Division of Personnel Services, Branch of Programs, Standards and Issuances, 19th and C Streets, N.W., Washington, D.C. 20240. k. For employees of OSM: Office of Surface Mining, Division of Personnel, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

Categories of individuals covered by the system: Interior employees filing grievances/complaints.

Categories of records in the system: Formal charge and complaint; name, address, and other personal information about complainant, transcript of hearing (if held), and information about other personnel in complainant's work unit, as relevant.

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 primary uses of the records are to administer employee grievances. Disclosures outside the Department of the Interior may be made (1) to the Federal Labor Relations Council, or to the Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of the individual.

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

Storage: Paper records in file folders.

Retrievability: Name and Docket or Case number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: For records at Location (a): Chief, Division of Labor Management Relations, Office of the Secretary, Personnel Management, Division of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (b): Labor Relations Officer, Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Ave., N.W., Washington, D.C. 20245. For records at Location (c): Labor Relations Officer, Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (d): Personnel Officer, Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092. For records at Location (e): Labor Relations Officer, National Park Service, Division of Personnel, Branch of Labor Management Relations, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (f) Personnel Officer, U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (g): Labor Relations Officer, Water & Power Resources Service, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (h): Labor Relations Officer, Bureau of Land Management, Division of Personnel (530) 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (i): Labor Relations Officer, Heritage Conservation & Recreation Service, 440 G St., N.W., Washington, D.C. 20243. For records at Location (j): Chief, Branch of Programs, Standards and Issuances, Office of the Secretary, 19th and C Streets, N.W., Washington, D.C. 20240. For records at Location (k): Labor Relations Officer, Office of Surface Mining, Division of Personnel, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

Notification procedure: Inquiries regarding the existence of records should be addressed to the appropriate System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the appropriate System Manager. The request must be in writing and be signed by the requester.

Contesting record procedures: A petition for amendment should be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71. The request must meet the content requirements of 43 CFR 2.63.

Record source categories: Subject complainant, colleagues and supervisors of complainant and management officials.

Interior/OS-79

SYSTEM NAME:

General Personnel Records—Interior, Office of the Secretary—79.

Note.—This system complements OPM-GOVT-1 which delineates the Governmentwide system for general personnel records. This notice does not repeat all information contained in OPM-GOVT-1.

SYSTEM LOCATION:

Hard copy records on current and recently separated employees are located at the Personnel Office or other designated office of the installation which currently employs (or recently employed) the individual. Automated personnel records are maintained on the PAY/PERS system administered by the Bureau of Reclamation in Denver, Colorado. (The Office of the Secretary maintains the DPDF—Departmental Personnel Data File—in Washington, D.C. Automated personnel records for employees in the Office of the Secretary, Geological Survey, National Park Service, office of the Solicitor, and Fish and Wildlife Service are maintained on the DIPS system administered by the Geological Survey in Washington, D.C. These two systems will be abolished once records are incorporated into PAY/PERS by the end of 1984.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and recently separated employees of the Department.

CATEGORIES OF RECORDS IN THE SYSTEM:

An individual record is maintained for each employee containing historical as well as current personnel data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 2951, 5 U.S.C. 2954.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The official hard copy (paper microform) records maintained by the servicing personnel office provide basic data for preparation and verification of personnel reports and documents. They also provide a comprehensive and continuing record of each employee's service, status, skills, and personnel history, for use in the merit promotion program, reduction in force and to effect other personnel actions. Automated records are used to generate reports and listings; produce standard personnel

management documents; establish and verify entitlement to pay and benefits; and provide historical data.

Routine use disclosures outside the Department will be the same as stated in the systems notice for the OPM/GOVT-1 system of records.

POLICIES AND PRACTICES OF STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

These records are maintained in file folders, on lists and forms, microfilm or microfiche and in computer processible storage media.

RETRIEVABILITY

These records are retrieved by various combinations of name, birth date, Social Security Number, or identification

number of the individual on whom they are maintained.

SAFEGUARDS:

Paper or microfiche/microfilmed records are located in lockable metal file cabinets or in secured rooms with access limited to those personnel whose official duties require access. Automated records are maintained with safeguards meeting the requirements of 43 CFR 2.51 for computer records. Access to all records in this system is limited to Departmental officials whose official duties require access. Bureau officials will generally only have access to records pertaining to employees of their own bureau.

RETENTION AND DISPOSAL:

In accordance with approved Retention and Disposal schedules. Some records may be retained indefinitely as a basis for longitudinal work history statistical studies.

SYSTEMS MANAGER(S) AND ADDRESS:

Director of Personnel, Office of the Secretary, U.S. Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

An individual may inquire whether or not the system contains a record pertaining to him/her from the Bureau Personnel Officer where he/she is (or was) employed. The request must be in writing, be signed by the requester, and meet the content requirements of 43 CFR 2.60. Office addresses are:

(1) Personnel Officer, Division of Personnel Services, Office of the Secretary, Department of the Interior, 19th & C Streets, NW., Washington, D.C. 20240

(2) Bureau of Indian Affairs, Division of Personnel Management, 1851 Constitution Avenue, NW., Washington, D.C. 20245.

(3) Bureau of Mines, Division of Personnel, Branch of Compensation and Labor Relations, Columbia Plaza, 5th Floor, Washington, D.C. 20037

(4) Personnel Officer, Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, Virginia 22092

(5) National Park Service, Personnel Management Division, 19th & C Streets, NW., Washington, D.C. 20240

(6) U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 19th & C Streets, NW., Washington, D.C. 20240

(7) Bureau of Reclamation, Chief, Division of Personnel Management, Code 500, 19th & C Streets, NW., Washington, D.C. 20240

(8) Bureau of Land Management, Division of Personnel (530), 19th & C Streets, NW., Washington, D.C. 20240

(9) Office of the Solicitor, Personnel Officer, 19th & C Streets, NW., Washington, D.C. 20240

(10) Division of Personnel, Office of Surface Mining Reclamation and Enforcement, 1851 Constitution Avenue, NW., Washington, D.C. 20245

(11) Minerals Management Service, Personnel Division, Mail Stop 634, 12203 Sunrise Valley Drive, Reston, Virginia 22091

(12) Office of Inspector General, Assistant Inspector General for Administration, 19th & C Streets, NW., Washington, D.C. 20240

RECORD ACCESS PROCEDURES:

A request for access may be addressed the same as Notification. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual employees and employing bureaus.

INTERIOR DEPARTMENT

INTERIOR/APM-81

System name: Health Unit Medical Records—Interior, Office of the Secretary—81.

System location: (1) Division of Medical and Health Services, Interior Bldg., 18th and C Streets, N.W., Washington, D.C. 20240. (2) Former employees: National Personnel Records Center, 111 Winbago St., St. Louis, MO 63118.

Categories of individuals covered by the system: (1) Present Interior Department employees. (2) Former Interior Department employees.

Categories of records in the system: Medical records including documentation of screening examinations and tests; immunization records; law enforcement personnel periodic examinations; medical and health unit records; records pertaining to employees in these special programs: Alcoholic and Drug Abuse Programs, Troubled Employee Program.

Authority for maintenance of the system: 5 U.S.C. 3301, P.L. 91-616, P.L. 92-255, P.L. 93-282, P.L. 79-658 (5 U.S.C. 7901), OMB Circular A-72.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for medical counseling and referral; (b) as a data source for management information for production of summary statistics and analytical studies in support of the function for which the records are collected and maintained, or for related management functions or manpower studies; and (c) to locate specific individuals for personnel research. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

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

Storage: maintained manually in file folders.

Retrievability: indexed by name of employee and by name of bureau where employed.

Safeguards: access to and use of these records are limited to those persons whose official duties require such access. Records are maintained in lockable metal file cabinets inside a secured room.

Retention and disposal: records are maintained on present employees only. Records are retired to the National Personnel Records Center upon the departure of the employee from the Interior Department.

System manager(s) and address: Chief, Division of Medical and Health Services, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: An individual may inquire as to whether or not the system contains a record pertaining to him by contacting: Same as above. See 43 CFR 2.60.

Record access procedures: Individuals who wish to gain access to their records should contact: Same as above. See 43 CFR 2.63.

Contesting record procedures: Individuals who wish to contest their records should contact: Same as above. See 43 CFR 2.71

Record source categories: Information in this system comes from the individual to whom it applies, from private physicians, and from Departmental medical staff personnel.

PRIVACY ACT SYSTEMS

INTERIOR/OS-82

SYSTEM NAME:

Executive and Manager Development Program (EMDP)—Interior, Office of the Secretary—82.

SYSTEM LOCATION:

Office of personnel, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) present participants in the EMDP Program; (2) former participants in the program; (3) nominees selected or not selected for the program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Nomination documents, reports of training assignments, evaluation statements list of graduates and placement assignments of current participants.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3301, P.L. 91-616, P.L. 92-255, P.L. 93-282, P.L. 79-658 (5 U.S.C. 7901) OMB Circular A-72.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses are (a) select candidates for the program; (b) to evaluate caliber or assignments; (c) evaluate performance of the participant; (d) determine or assist in placement efforts; (e) track career of graduates to determine success of program. Disclosures outside the Department of the Interior may be made, (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal Agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, and, (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring

or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained manually in file folders:

RETRIEVABILITY:

Indexed by name and/or by bureau:

SAFEGUARDS:

Participant records are maintained in lockable cabinets;

RETENTION AND DISPOSAL:

In accordance with established disposal schedule.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Employee Development, Office of Personnel, U.S. Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

A request for access must be presented in person or in writing and signed by the requestor with proof of identity. Individuals may inquire whether or not the system contains a record pertaining to them by contacting the systems manager cited above.

RECORD ACCESS PROCEDURES:

Individuals who wish to gain access should contact the systems manager cited above.

CONTESTING RECORD PROCEDURES:

Individuals who wish to contest their records should contact the systems manager cited above.

RECORD SOURCE CATEGORIES:

Information in this system of records either comes from the individual to whom it applies, is derived from information supplied by the individual, or comes from agency officials.

PRIVACY ACT SYSTEMS

INTERIOR/OS-85

SYSTEM NAME:

Payroll, Attendance, and Leave Records—Interior, Office of the Secretary-85.

SYSTEM LOCATION:

(1) Office of the Secretary, Office of Administrative Services, Division of Fiscal Services, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C. 20240.

(2) Bureau of Land Management, Division of Financial Operations, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

(3) Bureau of Reclamation, Division of Management Support, Engineering and Research Center, Denver Federal Center, Building 67, P.O. Box 25007, Denver, Colorado 80225.

(4) U.S. Fish and Wildlife Service, Division of Finance, 18th and C Streets, NW., Washington, D.C. 20240.

(5) National Park Service, Office of the Chief, Branch of Payroll Operations, Post Office Box 25287, Lakewood, Colorado 80225.

(6) Geological Survey, Branch of Financial Management, National Center, Reston, Virginia 22092.

(7) Bureau of Mines, Division of Finance, Building 20, Denver Federal Center, Denver, Colorado 80225.

(8) Office of Surface Mining Reclamation and Enforcement, Division of Financial Management, Building 20, Denver Federal Center, Denver, Colorado 80225.

(9) Bureau of Indian Affairs, Branch of Employee Data and Compensation, P.O. Box 2026, Albuquerque, New Mexico 87103.

(10) Minerals Management Service, Financial Management Division, Mail Stop 632, 12203 Sunrise Valley Drive, Reston, Virginia 22091.

(11) Office of Inspector General, Office of Assistant Inspector General for Administration, 18th and C Streets, NW., Washington, D.C. 20240.

(12) Office of Aircraft Services, Division of Management Services, P.O. Box 15428, Boise, Idaho 83715-0008.

(13) All Departmental offices and locations which prepare and provide input documents for data processing and administrative actions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of the Department of the Interior, and employees of Independent Agencies, Councils, and Commissions who are provided payroll administrative support by the Department.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee identification, pay rate and grade, retirement, and location data; length of service; pay, leave, time and attendance, allowances, and cost distribution records; deductions for FICA, savings bonds, insurance, union dues, taxes, allotments, quarters, charities; overtime authorizations, awards, shift schedules, pay differentials, IRS tax lien data; and related personnel data. Also included is information on debts owed to the government as a result of overpayment, refunds owed, or a debt referred for collection on a transferred employee. The payroll, attendance, and leave records described in this notice form a part of the information contained in the Department's integrated payroll and personnel (PAY/PERS) automated information system. Personnel records contained in the PAY/PERS system are covered under the governmentwide system of records notice published by the Office of Personnel Management (OPM/GOVT-1).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5101, et seq., 31 U.S.C. 3512.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are for fiscal operations for payroll, attendance, leave, insurance, tax, retirement and cost accounting programs; and to prepare related reports to other Federal agencies including the Treasury Department and the Office of Personnel Management. Disclosures outside the Department of the Interior may be made: (1) To the Department of the Treasury for preparation of payroll checks and other checks to Federal, State, and local government agencies, non-governmental organizations, and individuals; (2) to the Internal Revenue Service and to State, local, tribal and territorial governments for tax purposes; (3) to the Office of Personnel Management in connection with programs administered by that office; (4) to another Federal agency to which an employee has transferred (5) to the U.S. Department of Justice when related to litigation or anticipated litigation; (6) to disclose pertinent information to an appropriate Federal, State, local, or

foreign agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; (7) to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of the individual; (8) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (9) to Federal, State or local agencies where necessary to enable the Department of the Interior to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit; (10) to appropriate Federal and State agencies to provide required reports including data on unemployment insurance; (11) to the Social Security Administration to report FICA deductions; (12) to labor unions to report union dues deductions; (13) to insurance carriers to report withholdings for health insurance; (14) to charitable institutions to report contributions; (15) to a Federal agency for the purpose of collecting a debt owed the Federal government through administrative or salary offset; (16) to other Federal agencies conducting computer matching programs to help eliminate fraud and abuse and to detect unauthorized overpayments made to individuals; (17) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor; (18) with respect to Bureau of Indian Affairs employee records, to a Federal, State, local agency, or Indian tribal group or any establishment or individual that assumes jurisdiction, either by contract or legal transfer, of any program under the control of the Bureau of Indian Affairs; (19) with respect to Bureau of Reclamation employee records, to non-Federal auditors under contract with the Department of the Interior or Energy or water user and other organizations with which the Bureau of Reclamation has written agreements permitting access to financial records to perform financial audits.

DISCLOSURES TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the

Federal Claims Collection Act of 1966
(31 U.S.C. 3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING, RETAINING, AND
DISPOSING OF RECORDS IN THE SYSTEM:**

STORAGE:

Maintained in manual, microfilm, and printout form in the Payroll Office. Currently applicable records are stored on magnetic media at the computer processing center; historic records are stored on magnetic media at the computer center. Original input documents are kept in standard office filing equipment.

RETRIEVABILITY:

Indexed by name, social security number, and organizational code.

SAFEGUARD:

Maintained with safeguards meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

The records contained in this system of records have varying retention periods as described in General Records Schedule 2 issued by the Administrator, General Services Administration, and are disposed of in accordance with the Federal Property Management Regulations, 41 CFR 101-11.406-9.

SYSTEM MANAGER(S) AND ADDRESS:

The following system managers are responsible for the payroll records contained in the integrated Payroll/Personnel (PAY/PERS) system which are pertinent to their bureaus. Personnel records contained in the PAY/PERS system fall under the jurisdiction of the Office of Personnel Management as prescribed in 5 CFR Part 293 and 5 CFR Part 297.

(1) Chief, Division of Fiscal Services, Office of Administrative Services, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C. 20240;

(2) Chief, Division of Financial Operations, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225;

(3) Finance Officer, Division of Management Support, Bureau of Reclamation, Denver Federal Center, Building 67, P.O. Box 25007, Denver, Colorado 80225;

(4) Chief, Division of Finance, U.S. Fish and Wildlife Service, 18th and C Streets, NW., Washington, D.C. 20240;

(5) Chief, Branch of Payroll Operations, National Park Service, Post Office Box 25287, Denver, Colorado 80225;

(6) Chief, Branch of Financial Management, Geological Survey, National Center, Reston, Virginia 22092;

(7) Chief, Division of Finance, Bureau of Mines, Building 20, Denver Federal Center, Denver, Colorado 80225;

(8) Chief, Division of Financial Management, Office of Surface Mining, Building 20, Denver Federal Center, Denver, Colorado 80225;

(9) Director, Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, NW., Washington, D.C. 20245;

(10) Chief, Financial Management Division, Minerals Management Service, 12203 Sunrise Valley Drive, Mail Stop 632, Reston, Virginia 22091.

(11) Assistant Inspector General for Administration, Office of Inspector General, 18th and C Streets, NW, Washington, D.C. 20240.

(12) Chief, Division of Management Services, Office of Aircraft Services, P.O. Box 15428, Boise, Idaho 83715-9098.

NOTIFICATION PROCEDURES:

Inquiries regarding the existence of records should be addressed to the pertinent System Manager. A written, signed request stating that the individual seeks information concerning his/her records is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the pertinent System Manager. The request must be in writing, signed by the requester, and meet the content requirement of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the pertinent System Manager and meet the content requirements of 43 CFR 2.71.

RECORDS SOURCE CATEGORIES:

Individuals on whom the records are maintained, supervisors, timekeepers, official personnel records, previous employers, and the Internal Revenue Service.

INTERIOR/OS-86

SYSTEM NAME:

Accounts Receivable—Interior, Office of the Secretary—86.

SYSTEM LOCATION:

Division of Fiscal Services, Office of Administrative Services, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All debtors including employees, former employees, business firms, private citizens and institutions. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations, other business entities and organizations. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address, amount and basis including goods, services or overpayments therefor.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

- (1) U.S.C. 5701-09. (2) FPMR 101-7. (3) Treasury Fiscal Requirements Manual. (4) 31 U.S.C. 952.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are for billing and follow-up. Disclosure outside the Department of the Interior may be made (1) to the U.S. Department Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual, and (4) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form.

RETRIEVABILITY:

Indexed by appropriation or fund to be credited.

SAFEGUARDS:

Maintained in locked room when not in use.

RETENTION AND DISPOSAL:

Retained until payment is received and then incorporated in collection records.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Fiscal Services, Office of Administrative Services, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager. The request must be in writing and be signed

by the requester. The request must meet the content requirements of 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Debtor, accounting records.

PRIVACY ACT SYSTEMS

INTERIOR/OS-87

SYSTEM NAME:

Cash Receipts—Interior, Office of the Secretary—87.

SYSTEM LOCATION:

Division of Fiscal Services, Office of Administrative Services, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons paying for goods or services, returning overpayments or otherwise delivering cash. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations, other business entities and organizations. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, the goods or services purchased, check number, date and treasury deposit number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 66(a).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to account for monies paid to the Office of the Secretary. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order of license, and (3) to a

Member of Congress from the record of an individual in response to an inquiry made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual and machine readable.

RETRIEVABILITY:

Date and name.

SAFEGUARDES:

Maintained in locked room when not in use.

RETENTION AND DISPOSAL:

Retained on site until audited by GAO or transferred to a Federal Records Center in accordance with the fiscal records program approved by GAO, if appropriate, or the applicable GSA General Record Schedule.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Fiscal Services, Office of Administrative Services, U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager. The request must meet be in writing and be signed by the requester. The request must meet the content requirements of 43-CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual remitters

INTERIOR DEPARTMENT

INTERIOR/OS-88

SYSTEM NAME:

Travel—Interior, Office of the Secretary—88.

SYSTEM LOCATIONS:

(1) Office of Administrative Services, Division of Fiscal Services, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C. 20240.

(2) Input documents supplied by all offices serviced by the Office of Administrative Services, Division of Fiscal Services.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Office of the Secretary, Other Departmental Offices, and Independent Agencies, Councils, and Commissions who are provided administrative support, and persons serving without compensation to the extent authorized under 5 U.S.C. 5703.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address, destination, itinerary, mode and purpose, dates, expenses, advances, claims, reimbursements, and authorizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701 et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to process travel authorizations and claims. Disclosures outside the Department of the Interior may be made (1) to the U.S. Treasury for payment of claims; (2) to the State Department for passports; (3) to the U.S. Department of Justice when related to litigation or anticipated litigation; (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (6) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit, (7) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual, machine readable and printout form.

RETRIEVABILITY:

Indexed by employee name and/or account number.

SAFEGUARDS:

Maintained in locked room when not in use.

RETENTION AND DISPOSAL:

Disposal is governed by General Records Schedule 9 issued by the Administrator of the General Services Administration pursuant to section 505(b) of the Federal Records Act of 1950 (44 U.S.C. 395(b))

SYSTEM MANAGER(S) AND ADDRESS:

Chief Division of Fiscal Services, Office of Administrative Services, U.S. Department of the Interior, 18th and C Streets, NW., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Employee, employing office, and standard travel document references.

INTERIOR/OS-95

SYSTEM NAME:

Trust Territory of the Pacific Islands Employee Records—Interior, Office of the Secretary—95.

SYSTEM LOCATION:

Government of the Trust Territory of the Pacific Islands, Saipan, Mariana Islands 96950.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U.S. Civil Service employees and former U.S. Civil Service employees assigned to the Trust Territory of the Pacific Islands.

CATEGORIES OF RECORDS IN THE SYSTEM:

Payroll records, including pay, leave and cost distribution records, including deductions for bonds, insurance, income taxes, allotments to financial institutions, overtime authorizations, and related documents. Travel records, including administrative approvals, travel expenses claimed and/or paid, receipts for expenditures claims, Government transportation requests travel advance accounts and related records. Records of accountability for Government-owned property. Safety records, including claims under the Military Personnel and Civil Employees Claims Act. Records of issuance of Government identification cards and Government drivers' licenses. Related records concerning administrative and fiscal management.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 3101, 5101-5115, 5501-5596, 5709, 31 U.S.C. 66a, 240-243, 40 U.S.C. 483(b), 43 U.S.C. 1467, 44 U.S.C. 3101, Executive Order No. 11807.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is for administrative and fiscal management. Disclosure outside the Department of the Interior may be made (1) to the Department of the Treasury for the preparation of (a) payroll deduction and other checks to Federal, State and local government agencies, non-governmental organization and individuals, and (b) checks for reimbursement of employees and others, (2) to the Internal Revenue Service and to State, commonwealth, territorial and local governments for tax purposes, (3) to the Office of Personnel Management to report contributions to the Civil Service retirement system and other contributions, (4) to another Federal agency to which an employee

has transferred, (5) to the U.S. Department of Justice when related to litigation or anticipated litigation, (6) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (7) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (9) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee or issuance of a security clearance, license, contract, grant or other benefit, (10) to Federal, State or local agencies where necessary to obtain information relevant to the hiring, or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit;

(11) to other Federal agencies conducting computer matching programs to help eliminate fraud and abuse and to detect unauthorized overpayments made to individuals.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual and automated.

RETRIEVABILITY:

May be retrieved by individual name or social security number:

SAFEGUARDS:

Records are maintained in accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

According to approved records disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

High Commissioner, Trust Territory of the Pacific Islands, Saipan, Mariana Islands 96950.

NOTIFICATION PROCEDURE:

Inquires regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks

information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Employees, supervisors, timekeepers.

INTERIOR DEPARTMENT

INTERIOR/AAS-97

System name: Pilot Flight Time Report—Interior, Office of the Secretary:

System location: (1) National Headquarters, Office of Aircraft Services, Division of Technical Services, 3905 Vista Avenue, Boise, Idaho, 83705. (2) Regional Office—Regional Director, Office of Aircraft Services, 4343 Aircraft Drive, Anchorage, Alaska 99503.

Categories of individuals covered by the system: professional, dual-function and incidental pilots employed by Interior Bureaus/Offices.

Categories of records in the system: The system contains information relative to certificates, qualifications, experience levels, currency and proficiency.

Authority for maintenance of the system: 5 USC 301, Reorganization Plan 3 of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is to determine pilot qualifications and to monitor compliance with OAS directives and Federal Aviation Regulations. Disclosure outside the Department of the Interior may be made, (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, pilot qualification card, grant or other benefit, (4) to Federal, State, local agencies or commercial business where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, pilot qualification card, grant or other benefit.

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

Storage: Manual and automated.

Retrievability: Indexed Social Security Account Number, Name, Agency and Location.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access.

Retention and disposal: According to approved records disposal schedules.

System manager(s) and address: (1) National Headquarters—Chief, Technical Services Division, Office of Aircraft Services, 3905 Vista Avenue, Boise, Idaho, 83705. (2) Regional Office—Regional Director, Office of Aircraft Services, 4343 Aircraft Drive, Anchorage, Alaska, 99503.

Notification procedure: Inquiries regarding the existence of records shall be addressed to the appropriate System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access shall be addressed to the appropriate System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment shall be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Information in this system comes from the individual to whom it applies and from OAS records.

INTERIOR/OS-99

System name: Personnel Correspondence Files—Interior, Office of the Secretary; OS/99.

System location: Office of the Secretary, Office of Congressional and Legislative Affairs, Division of Congressional Services, U.S. Department of the Interior, 18th and C Streets NW., Washington, D.C. 20240.

Categories of individuals covered by the system: Those who have corresponded directly or indirectly through Members of Congress with the Office of Congressional and Legislative Affairs concerning personnel and employment matters within the Department.

Categories of records in the system: Correspondence files in alphabetical order by individuals names which may contain applications, resumes, or other personal materials in support of their reason of inquiry.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101; 43 U.S.C. 1457; and Reorganization Plan 3 of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use is to maintain a temporary record of the personal interest of the subject of the correspondence. Usually the correspondence is advising the constituent of the status of his or her application for a position with the Department, or advising of the current availability of opportunities, or of the procedures the applicant must undergo in order to be eligible for Federal work within the Department. These records are maintained alphabetically by calendar year basis and are destroyed after the yearly file has become 2 years old. The applications submitted may be provided at the subject's wishes to other personnel authorities within the Department for current consideration should there be possible opportunities or vacancies of possible interest to the applicant.

Disclosures outside the Department of the Interior may be made (1) to a Federal agency so that the agency may respond to an inquiry from the named individual, (2) to the U.S. Department of Justice when related to litigation of anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Records are stored in metal file cabinets in locked rooms.

Retrievability: Filing system maintained on yearly basis in alphabetical name order.

Retention and disposal: Filing system maintained on calendar year basis and the 2d yearly file is destroyed December 31 at the end of the 2d year.

System manager(s) and address: Congressional Liaison Officer, Office of the Secretary, Office of Congressional and Legislative Affairs, 18th and C Streets NW., Washington, D.C. 20240.

Notification procedure: Same as above. See 43 CFR 2.60 for submission requirements.

Record access procedures: Same as above. See 43 CFR 2.63 for submission requirements.

Contesting record procedures: Same as above. See 43 CFR 2.71 for submission requirements.

Record source categories: Correspondence or documents signed within the Office of the Secretary, Office of Congressional and Legislative Affairs, or presented to the Office in person by constituents and this material became a record of the interview or visit, etc.

INTERIOR/LLM-1

System name: Mining Claim Title Clearance—Interior, BLM-1.

System location: The Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado, 80225.

Categories of individuals covered by the system: Owners of record of mining claims on national resource lands.

Categories of records in the system: The record contains the name of the owner of record, name, acreage and location of the claim.

Authority for maintenance of the system: 30 U.S.C. 601, 611.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to identify owners of record of mining claims on National Resource lands and (b) to establish the chain of title of ownership transfers between private individuals to validate the owner of record. Disclosures outside the Department of the Interior may be made, (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

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

Storage: Computer, Mag-tape.

Retrievability: Indexed by name of owner and name of claim.

Safeguards: In accordance with 43 CFR 2.51.

Retention and disposal: Not authorized.

System manager(s) and address: Chief, Division of Standards and Technology, U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Research by BLM employees and applicants for patent of mining claims.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

43 U.S.C. 315, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify the permittees and lessees, authorized to graze lands administered by the Bureau of Land Management. (b) To print statements of grazing preference, grazing authorizations, billings for grazing fees due, and other reports, and (c) to provide information concerning the grazing permittees and lessees for administrative and public use. Disclosures outside the Department of the Interior may be made, (1) to a member of the general public in response to a specific request for pertinent information, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order, permit, or lease, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, permit, or lease. (4) from the record of an individual in response to an inquiry from a Congressional Office made at the request of that individual, and (5) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer: Mag-tape.

RETRIEVABILITY:

Indexed by name of lessee, case file number, and land description.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record destroyed fifteen years after termination of lease.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Standards and Technology, U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Lessees.

INTERIOR/LLM-2

SYSTEM NAME:

Range Management System—Interior, BLM-2.

SYSTEM LOCATION:

U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals owning grazing leases and permits issued by BLM.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the lessee's or permittee's name, address, description of the area, the Bureau's assigned case file number, and information on payment due as a result of authorized or unauthorized use.

INTERIOR/LLM-3

SYSTEM NAME:

Mineral Lease Management—Interior.
BLM-3.

SYSTEM LOCATION:

U.S. Department of the Interior.
Bureau of Land Management, Denver
Federal Center, Bldg. 50, Denver,
Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals owning mineral leases issued by BLM.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the lessee's name, address, description of the area leased, the Bureau's assigned case file number, and information on amounts due for leases and royalty or other payments as a result of mineral extraction.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

30 U.S.C. 181, 221.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify ownership of mineral leases and the amount of acreage leased by each individual, (b) to mail courtesy bills for rental due and receipts of payment, and (c) to document for administrative use, information for the management, disposal and use of National Resource lands and resources. Disclosures outside the Department of the Interior may be made, (1) to a member of the general public in response to a specific request for pertinent information, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or

implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, and (5) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer, Mag-taps.

RETRIEVABILITY:

Indexed by name of lessee, case file number, and land description.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record destroyed fifteen years after termination of lease.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Budget and Finance,
U.S. Department of the Interior, Bureau
of Land Management, Denver Federal
Center, Bldg. 50, Denver, Colorado
80225.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Lessees.

PRIVACY ACT SYSTEMS

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the lessees name, address, description of the area leased, the Bureau's assigned case file number, and information on payments due on leases or extraction of coal.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

30 U.S.C. 181, 201.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify ownership of Federal Coal leases and (b) to document for administrative use information for the management, disposal, and use of National Resource lands and resources. Disclosures outside the Department of the Interior may be made (1) to a member of the general public in response to a specific request for pertinent information, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, and (5) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on mag-tape.

RETRIEVABILITY

Indexed by name of lessee, case file number, and land description.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for computerized records

RETENTION AND DISPOSAL:

Record destroyed fifteen years after termination of lease.

SYSTEM MANAGER(S) AND ADDRESS:

Minerals Staff Leader, U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50 Denver, Colorado 80225.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Lessees.

INTERIOR/LLM-4

SYSTEM NAME:

Coal Lease Data System—Interior, BLM-4

SYSTEM LOCATION:

U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals owning federal coal leases issued by BLM.

INTERIOR/LLM-5

System name: Alaska Native Claims—Interior, BLM-5

System location: Alaska State Office, U.S. Department of the Interior, Bureau of Land Management, 555 Cordova Street, Anchorage, Alaska 99501

Categories of individuals covered by the system: Claimants under the Alaska Native Claims Act.

Categories of records in the system: The record contains the claimants name, address, description of the area claimed and the Bureau's assigned case file number.

Authority for maintenance of the system: Alaska Native Claims Act, PL 92-203.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to process claims for rights and interest in National Resource lands, (b) for recordation of adjudicative actions pertaining to the claims and (c) to index documentations in case files supporting administrative actions and notations made on land status records. Disclosures outside the Department of the Interior may be made (1) to a member of the general public in response to a specific request for pertinent information, (2) to appropriate federal agencies when concurrence or supporting information is required prior to granting a right or interest in National Resource lands and resources, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Computer, Mag-tape.

Retrievability: Indexed by name of claimant, case number, and land description.

Safeguards: In accordance with 43 CFR 2.51.

Retention and disposal: Not authorized.

System manager(s) and address: Chief, Division of Management Service, U.S. Department of the Interior, Bureau of Land Management, 555 Cordova Street, Anchorage, Alaska 99501.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Claimants, BIA, and BLM determinations.

42 FR 19111 (4-11-77)

INTERIOR/LLM-6

System name: Mineral Surveyor Appointment File—Interior, BLM-6.

System location: Division of Cadastral Survey (420), U.S. Department of the Interior, Bureau of Land Management, 2239 20th Street, N.W., Washington, D.C. 20240.

Categories of individuals covered by the system: Applicants for a Mineral Surveyor appointment and holders of an appointment.

Categories of records in the system: Contains the name and biographical information for qualification of each applicant and data on the granting or rejection of each application for appointment.

Authority for maintenance of the system: 30 U.S.C. 39.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to process applications for appointment and (b) to issue notices of appointments. Disclosures outside the Department of the Interior may be made (1) to a member of the general public in response to a request for identification of appointed mineral surveyors within a particular state, (2) to Federal, State or local agencies when necessary to obtain information relevant to the application for appointment, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the records of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Manual, file folders arranged alphabetically by name.

Retrievability: Indexed by name of applicant of appointee.

Safeguards: In accordance with 43 CFR 2.51.

Retention and disposal: File destroyed fifty years after administrative need has been completed.

System manager(s) and address: Chief, Division of Cadastral Survey (420), U.S. Department of the Interior, Bureau of Land Management, 1129 20th Street, N.W. Washington, D.C. 20240

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Applicants.

42 FR 19111 (4-11-77)

INTERIOR/LLM-7

SYSTEM NAME:

Land and Resource Case File—
Interior, BLM-7

SYSTEM LOCATION:

The BLM Office listed in the
Appendix, Parts B and C.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who filed applications under appropriate statutes from national resource lands (public lands) or the resources in or on such lands and individuals from whom an interest has been acquired.

CATEGORIES OF RECORDS IN THE SYSTEM:

The records contain the applicant's name, address, his qualification under the statute and regulations involved and other detailed information required by the regulations under which the application is filed, i.e., the extent of his oil and gas or other mineral holdings in national resource lands, and information on payments due as a result of lease and/or extraction of minerals or oil from the leased lands.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The various statutes under which applications are filed are listed in the regulations in Title 43 of the Code of Federal Regulations.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are, (a) to process applications for rights and interests in National Resource lands, (d) for recordation of adjudicative actions pertaining to the application, (c) to index documentations in case files supporting administrative actions and notations made on land status records, and (d) for recordation of acquisitions. Disclosures outside the Department of the Interior may be made, (1) to appropriate Federal agencies when concurrence is required prior to granting or acquiring a right or

interest in lands or resources, (2) to a Federal, State or local agencies or a member of the general public in response to a specific request for pertinent information, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry for a Congressional office made at the request of that individual, and (6) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual, file folders arranged by State, type of case and case number.

RETRIEVABILITY:

Indexed by name of claimant and serial number.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record destroyed fifteen years after the right is extinguished. If a permanent right is granted the record is permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director—Technical Services, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager or to the offices cited under Record Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Applicants. Investigations conducted by BLM or other offices of the Department.

INTERIOR/LLM-8

System name: Aircraft Passenger Manifest Records—Fire Control—Interior, BLM-8.

System location: U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225; Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83705 and all BLM offices listed in the Appendix Part B.

Categories of individuals covered by the system: Individuals moved on government or chartered aircraft to or from a fire area.

Categories of records in the system: The record contains the individual's name, social security number, address and boarding point.

Authority for maintenance of the system: 16 U.S.C. 594; 31 U.S.C. 686; 42 U.S.C. 1856; 43 U.S.C. 315; 1181, and 1361.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify individuals moved to or from a fire area. Disclosures outside the Department of the Interior may be made (1) to Federal, State or local agencies to verify the movement of an individual to or from a fire area, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Manual, file folders, arranged by flight and alphabetically by name.

Retrievability: Indexed by name of passenger on flight manifest.

Safeguards: In accordance with 43 CFR 2.51.

Retention and disposal: Record destroyed seven years after flight.

System manager(s) and address: Assistant Director—Technical Services, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Passenger on aircraft.

INTERIOR/LLM-9

SYSTEM LOCATION:

Property and Supplies
Accountability—Interior, BLM-9.

SYSTEM LOCATION:

All BLM Offices listed in the Appendix; the Boise Interagency Fire Center, BLM, 3905 Vista Veneue, Boise, Idaho 83705 and U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are accountable for property and supplies.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the user's name and description of the accountable property or supply, and information on debts owed the Bureau in cases of suspected waste, fraud, or abuse.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 483(b)

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify responsible individuals for accountability of property and supplies. Disclosures outside the Department of the Interior may be made, (1) to Federal State, or local agencies to recover accountable property or supplies, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, and (5) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual, file folders, arranged alphabetically by name.

RETRIEVABILITY:

Indexed by name of individual.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record destroyed when property is returned to stock.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director—Administration,
U.S. Department of the Interior, Bureau
of Land Management, 18th and C
Streets, N. W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

RECORD ACCESS PROCEDURES:

To see your records write to the systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Individuals.

INTERIOR DEPARTMENT

INTERIOR/LLM-10

System name: Vehicle Use Authorization—Interior, BLM-10.

System location: All BLM Offices listed in the Appendix; the Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83705 and U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals who have been authorized to use government vehicles for official business and for use between residence and place of employment.

Categories of records in the system: The record contains the employee's name and purpose for use of vehicles.

Authority for maintenance of the system: 40 U.S.C. 491(1).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is to maintain records of authorized uses of government vehicles. Disclosures outside the Department of the Interior may be made (1) to Federal, State or local agencies to verify an authorized use, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Manual, file folders arranged alphabetically by name.

Retrievability: Indexed by name of employee.

Safeguards: In accordance with CFR 43 2.51.

Retention and disposal: Record destroyed two years after return of vehicle.

System manager(s) and address: Assistant director—Administration, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: BLM employees.

INTERIOR/LLM-11

System name: Identification Cards and Passes—Interior, BLM-11.

System location: All BLM Offices listed in the Appendix; the Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83705 and U. S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals issued a pass or identification card.

Categories of records in the system: The record contains the individual's name, telephone number, organization locations and assigned number of the pass or identification card. When a fire fighter of fire support personnel is identified, the record contains the individual's fire specialty and information for emergency contact.

Authority for maintenance of the system: 5 U.S.C. 301, 3101, 43 U.S.C. 1457.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to maintain records of employees and other individuals issued passes and identification cards and (b) to identify qualified trained fire fighters. Disclosures outside the Department of the Interior may be made (1) to Federal, State or local agencies to identify qualified fire fighters, law enforcement officers and special investigators, (2) to the U. S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, or license.

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

Storage: Manual, control registers and telephone directive listings for special purpose.

Retrievability: Indexed by name of employee and control number.

Safeguards: In accordance with 43 CFR 251.

Retention and disposal: Record maintained current.

System manager(s) and address: Assistant director—Administration, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: BLM employees.

INTERIOR/LLM-12

SYSTEM NAME:

Manpower Management—Interior
BLM-12.

SYSTEM LOCATION:

U.S. Department of the Interior,
Bureau of Land Management, Denver
Federal Center, Bldg. 50, Denver,
Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

BLM employees.

CATEGORIES OF RECORDS IN THE SYSTEM: (1) THE RECORD CONTAINS THE EMPLOYEE NAME, SOCIAL SECURITY NUMBER, ORGANIZATION LOCATION, AND INFORMATION CONCERNING DEBTS OWED TO THE BUREAU.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S. 5301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is for the management of manpower and position organization control. Disclosures outside the Department of the Interior may be made, (1) from the

record for reports to appropriate Federal and State agencies, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) to consumer reporting agencies to facilitate collection of debts owed the Government, and (5) to a Congressional Office from the record of an individual in response to an inquiry from a Congressional Office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer, Mag-tape.

RETRIEVABILITY:

Indexed by name of employee, social security number, position number, and organization location.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record maintained on a current basis.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Manpower and Organization, U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Notification of personnel actions and organization changes.

INTERIOR/LLM-13

SYSTEM NAME:

Safety Management Information—
Interior, BLM-13.

SYSTEM LOCATION:

U.S. Department of the Interior,
Bureau of Land Management, 18th and C
Streets, N.W., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

BLM employees involved in a work related accident, private individuals involved in a BLM employee related accident, and private individuals involved in an accident on national resource lands or facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the name of the person involved, social security number, address, nature of the accident, injuries and property damage, if any, witnesses, control number, and information on debts owed the Bureau as a result of the accident.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7902, 28 U.S.C. 2671-2680, 31 U.S.C. 240-243.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to document information for the Department of the Interior automated system for accident reporting. Disclosures outside the Department of the Interior may be made, (1) to the Department of Labor in the event there is a claim for compensation, (2) from the record to individuals and companies involved, responsible or sureties, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, and (6) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual, file folders arranged alphabetically by name.

RETRIEVABILITY:

Indexed by name of person involved in an accident, location, date and control number.

SAFEGUARDES:

In accordance with 43 CFR.251.

RETENTION AND DISPOSAL:

Record destroyed when administrative needs have been extinguished.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director-Technical Services, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Persons involved, witnesses to an accident, and investigations by BLM employees and other authorities.

INTERIOR /LLM-14

System name: Security Clearance Files—Interior, BLM-14.

System location: U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N. W., Washington, D.C. 20240.

Categories of individuals covered by the system: BLM employees.

Categories of records in the system: The record contains the employee's name, degree of security clearance, and location of employment.

Authority for maintenance of the system: E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify employees having security clearance and their degree of security clearance. Disclosures outside the Department of the Interior may be made, (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contact, grant or other benefit, (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: Manual, file folders arranged alphabetically by name.

Retrievability: Indexed by name of employee.

Safeguards: In accordance with 43 CFR 2.51.

Retention and disposal: Record destroyed when administrative need is extinguished.

System manager(s) and address: Assistant Director—Administration, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Employee, personnel file and investigations by BLM or other agencies.

INTERIOR/LLM-15

System name: Correspondence Control—Interior, BLM-15.

System location: U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Categories of individuals covered by the system: Individuals and Congressmen who have corresponded with BLM and whose correspondence has been placed under control.

Categories of records in the system: The record contains the correspondent's name, address, subject matter, and control number.

Authority for maintenance of the system: 5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C. 3101, Reorganization Plan 3 of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify correspondents and their subject matter of interest. Disclosures outside the Department of the Interior may be made, (1) to a member of the general public or a Federal official in response to specific requests for pertinent information, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

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

Storage: Manual, index cards arranged for each year alphabetically by name.

Retrievability: Indexed by name of correspondent.

Safeguards: In accordance with 43 CFR 2.51.

Retention and disposal: Record destroyed seven years after response.

System manager(s) and address: Assistant Director-Legislation and Planning, U. S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Correspondents.

INTERIOR/LIM-16

SYSTEM NAME:

Mineral and Vegetal Material Sales—
Interior, BLM-16.

SYSTEM LOCATION:

U.S. Department of the Interior,
Bureau of Land Management, Denver
Federal Center, Bldg. 50, Denver,
Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Purchasers of mineral and vegetal
materials.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the purchaser's
name, address, description of the
material purchased, quantity, sales
price, the Bureau's assigned sales
number, and information on debts owed
the Bureau because of defective
payments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C. 617, 30 U.S.C. 801, 43 U.S.C.
1181a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to
identify for administrative resources
land. Disclosures outside the
Department of the Interior may be made
(1) to a member of the general public in
response to a specific request for
pertinent information, (2) from the
record for a semi-annual report to
Congress, (3) to the U.S. Department of
Justice when related to litigation or
anticipated litigation, (4) of information
indicating a violation or potential
violation of statute, regulation, rule,
order or license, to appropriate Federal,
State, local or foreign agencies
responsible for investigating or
prosecuting the violation or for enforcing
or implementing the statute, rule,
regulation, order or license, (5) from the
record of an individual in response to an
inquiry from a Congressional office
made at the request of that individual,
and (6) to consumer reporting agencies
to facilitate collection of debts owed the
Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer, Mag-tape.

RETRIEVABILITY:

Indexed by name of purchaser and
sales number.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record destroyed two years after
completion of sales contract.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Budget and Finance,
U.S. Department of the Interior, Bureau
of Land Management, Denver Federal
Center, Bldg. 50, Denver, Colorado
80225.

NOTIFICATION PROCEDURE:

To determine whether the records are
maintained on you in this system, write
to the System Manager.

RECORD ACCESS PROCEDURES:

To see your records write to the
Systems Manager. Describe as
specifically as possible the records
sought. If copies are desired, indicate
the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal
of material from your files, write the
Systems Manager.

RECORD SOURCE CATEGORIES:

Purchaser.

INTERIOR/LLN-18

SYSTEM NAME:

Criminal Case Investigation—Interior, BLM-18

SYSTEM LOCATION:

U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets NW., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals suspected of violation of Federal Law concerning National Resource lands, resources or facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains investigative and arrest data, and information on fines or penalties imposed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Reorganization Plan No. 3 of 1946, Section 403(b), 5 U.S.C. 301, 43 U.S.C. 1457.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to accumulate investigative data to determine if there is an indication of a violation of a Federal law. Disclosures outside the Department of the Interior may be made, (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (3) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual, file folders, arranged alphabetically by name.

RETRIEVABILITY:

Indexed by name of suspect and classified by violation of Federal Law.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Not authorized.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director—Technical Services, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets NW., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the specific exemption authority provided by 5 U.S.C. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H) and (I) and (f) and the portions of 43 CFR, Part 2, Subpart C which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 26, 1975).

INTERIOR/LLM-19

SYSTEM NAME:

Civil Tyrespass Case Investigations—
Interior, BLM-19.

SYSTEM LOCATION:

The BLM Offices listed in the
Appendix, Part B.

**CATEGORIES OF INDIVIDUALS COVERED BY THE
SYSTEM:**

Individuals suspected of and
confirmed trespass on National
Resource lands.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the individual's
name, address, subject matter, control
number, data concerning possible civil
trespass, and information on debts due
as result of fines or penalties.

**AUTHORITY FOR MAINTENANCE OF THE
SYSTEM:**

43 U.S.C. 1201.

**ROUTINE USES OF RECORDS MAINTAINED IN
THE SYSTEM, INCLUDING CATEGORIES OF
USERS AND THE PURPOSES OF SUCH USES:**

The primary use of the records is to
accumulate investigative data to

determine whether a trespass has been
committed. Disclosures outside the
Department of the Interior may be made,
(1) to the U.S. Department of Justice
when related to litigation or anticipated
litigation, (2) of information indicating a
violation or potential violation of a
statute, regulation, rule, order or license,
to appropriate Federal, State, local or
foreign agencies responsible for
investigating or prosecuting the
violation or for enforcing or
implementing the statute, rule,
regulation, order or license, (3) from the
record of an individual in response to an
inquiry from a Congressional office
made at the request of that individual,
and (4) to consumer reporting agencies
to facilitate collection of debts owed the
Government.

**POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING, RETAINING, AND
DISPOSING OF RECORDS IN THE SYSTEM:**

STORAGE:

Manual, file folders, arranged
alphabetically by name with cross-index
by type and control number.

RETRIEVABILITY:

Indexed by name of individual,
subject matter, and control number.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record destroyed fifty years after
case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director—Technical
Services, U.S. Department of the
Interior, Bureau of Land Management,
18th and C Streets, N.W., Washington,
D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are
maintained on you in this system, write
to the Systems Manager or to the offices
cited under Records Location.

RECORD ACCESS PROCEDURES:

To see your records write to the
Systems Manager or to the offices cited
under Records Location. Describe as
specifically as possible the records
sought. If copies are desired, indicate
the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal
of material from your files, write the
System Manager.

**SYSTEMS EXEMPTED FROM CERTAIN
PROVISIONS OF THE ACT:**

Under the specific exemption
authority provided by 5 U.S.C.

552a(k)(2), the Department of the
Interior has adopted a regulation, 43
CFR 2.79(b), which exempts this system
from the provisions of 5 U.S.C.
552a(c)(3), (d), (e)(1), (e)(4), (G), (H) and
(I) and (f) and the portions of 43 CFR,
Part 2, Subpart C which implement these
provisions. The reasons for adoption of
this regulation are set out at 40 FR 37217
(August 26, 1975).

INTERIOR/LLM-20

System name: Employee Conduct Investigations—Interior, BLM-20.

System location: U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Categories of individuals covered by the system: BLM employees.

Categories of records in the system: The record contains the employee's name, work location, and subject matter.

Authority for maintenance of the system: 5 U.S.C. 7301, 43 U.S.C. 11, E.O. 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to identify employee and subject matter of allegation and (b) to accumulate investigative data to determine the validity of the allegation. disclosures outside the Department of the Interior may be made, (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a

violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

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

Storage: Manual, file folders arranged alphabetically by name.

Retrievability: Indexed by name of employee.

Safeguards: In accordance with 43 CFR 2.51.

Retention and disposal: Record destroyed seven years after case is closed.

System manager(s) and address: Associate Director, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Systems exempted from certain provisions of the act: Under the specific exemption authority provided by 5 U.S.C. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H) and (I) and (f) and the portions of 43 CFR, Part 2, Subpart C which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 26, 1975) and (I), and (f).

INTERIOR/LLM-21

SYSTEM NAME:

Travel—Interior, BLM-21.

SYSTEM LOCATION:

Division of Finance (520), U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240 and U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals authorized to travel at Government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains the authorization to travel to specified places, name of traveler, purpose and date of travel, estimated costs, mode of transportation, travel voucher showing actual expenses and itinerary, and information on debts owed the Bureau.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of records are (a) to process requests for and issue authorizations to travel at the government's expense and (b) to process expense vouchers upon completion of travel. Disclosures outside the Department of the Interior may be made, (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, and (4) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual, file folders arranged alphabetically by name and authorization number.

RETRIEVABILITY:

Index by authorization number.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record destroyed four years after travel is completed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director—Administration, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager or to the Offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files write the Systems Manager.

RECORD SOURCE CATEGORIES:

Bureau employees and individuals authorized to travel.

INTERIOR/LLM-22

SYSTEM NAME:

Financial Management—Interior,
BLM-22.

SYSTEM LOCATION:

U.S. Department of the Interior,
Bureau of Land Management, Denver
Federal Center, Bldg. 50, Denver,
Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Vendors and their designated payee who have sold items to BLM. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records

reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act).

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the vendor's and payee's address, description of the items purchased, purchase price, and the purchase order number; and information on debts owed the Bureau

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

43 U.S.C. 1201.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to designate payees to whom payments are to be made. Disclosures outside the Department of the Interior may be made (1) to Federal, State or local agencies in response to specific requests for pertinent information, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, and (5) to consumer reporting agencies to facilitate collection of debts owed the Government

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computer, Mag-tape.

RETRIEVABILITY:

Indexed by name of vendor and payee, and the purchase order number.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record destroyed one year after payment.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Budget and Finance,
U.S. Department of the Interior, Bureau
of Land Management, Denver Federal
Center, Bldg. 50, Denver, Colorado
80225.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Vendors and GSA purchase contracts.

INTERIOR/LLM-23

SYSTEM NAME:

Contract Files—Interior, BLM-23.

SYSTEM LOCATION:

All BLM Offices listed in the Appendix; the Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83795 and U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have contracted with BLM to supply goods or services and prospective suppliers and bidders. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the contractor's name, address, subject matter, purchase order number and, when requested, statement of qualifications, and information on debts owed the Bureau.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 481.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify contractors, prospective suppliers, bidders and subject matter of interest. Disclosures outside the

Department of the Interior may be made (1) to Federal, State or local agencies in response to specific requests for pertinent information, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of the individual, and (5) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual file folders arranged alphabetically by name and goods or services furnished.

RETRIEVABILITY:

Indexed by name of contractor and goods or services furnished.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record destroyed ten years after completion of contract.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director—Administration, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Contractors and GSA purchase contract.

INTERIOR/LLM-24

SYSTEM NAME:

Copy Fee Deposit—Interior, BLM-24.

SYSTEM LOCATION:

All BLM State offices listed in the Appendix, Part B.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have deposited money with Bureau of Land Management to be used to pay for copies of records, lists, maps or other documents.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the depositor's name, mailing address, identification or items for which there is a standing order, and information on amounts on deposit, and debts due the Bureau due to defective payments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 66a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to maintain individual accounts of advance copy fee deposits and (b) to maintain names of companies and individuals who have standing requests for copies of specific records each time they are produced, such as lists of parcels available for oil and gas simultaneous lease filings. Disclosures outside the Department of the Interior may be made, (1) to the U.S. Department (2) of information indicating a violation or potential violation of a statute, regulation rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, and (4) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual, file folders arranged alphabetically by name.

RETRIEVABILITY:

Indexed by name of depositor.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Record destroyed when account is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director—Administration, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager or to the offices cited under Records Location. Described as specifically as possible the records sought. If copies are desired indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Depositors.

PRIVACY ACT SYSTEMS

individual in response to an inquiry from a congressional office made at the request of that individual.

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

Storage: Manual, file folders arranged alphabetically by name and cross-index by control number.

Retrievability: Indexed by name of individual and assigned file number.

Safeguards: In accordance with 43 CFR 2.51.

Retention and disposal: Record destroyed two years after approval or four years after rejection.

System manager(s) and address: Assistant Director—Technical Services, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Suggestions received from employees. Evaluations by supervisors for performance awards and from employees nominating persons for honor awards.

INTERIOR/LLM-27

System name: Real Estate Appraiser Roster—Interior, BLM-27.

System location: U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg. 50, Denver, Colorado 80225, and all BLM State Offices Listed in the Appendix, Part B.

Categories of individuals covered by the system: Individuals, not regular federal employees, who have requested that they be listed by geographic areas on rosters of appraisers available to do contract appraisals for BLM.

Categories of records in the system: The record contains the appraiser's application to be placed on rosters and records of review of appraisals done by the appraiser for BLM.

Authority for maintenance of the system: 41 U.S.C. 252(c)(4).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify qualified appraisers available to do appraisals for a fee. Disclosures outside the Department of the Interior may be made, (1) to Federal, State or local agencies to private individuals or businesses where necessary to obtain information relevant to verification of qualifications, (2) to Federal, State or local agencies or to private individuals or businesses which have requested information relevant or necessary to its hiring or retention of an employee, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Manual, file folders arranged alphabetically by name.

Retrievability: Indexed by name of applicant.

Safeguards: In accordance with 43 CFR 2.51.

Retention and disposal: Record destroyed when applicant ceases to be available.

System manager(s) and address: Chief, Division of Appraisal (450), U.S. Department of the Interior, Bureau of Land Management, 1129 20th Street, N.W., Washington, D.C. 20240.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

Record access procedures: To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Applicants and BLM employees.

INTERIOR/LLM-26

System name: incentive and Honor Awards—Interior, BLM-26.

System location: U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240; U.S. Department of the Interior, Bureau of Land Management, Denver Federal Center, Bldg., 50, Denver, Colorado 80225; Boise Interagency Fire Center, BLM, 3905 Vista Avenue, Boise, Idaho 83705, and all State Offices listed in the Appendix, Part B.

Categories of individuals covered by the system: BLM employees who have submitted a beneficial suggestion and individuals recommended or nominated for a performance or honor award.

Categories of records in the system: The record contains the person's name, file number, and biographic data for honor awards.

Authority for maintenance of the system: 5 U.S.C. 4502, 4503, 4504, and 4506.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to accumulate information concerning an individual to be used as a basis for awarding and/or honoring employees and nonemployees. Disclosures outside the Department of the Interior may be made, (1) to nominate individuals for non-government awards, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an

INTERIOR/LLM-28

SYSTEM NAME:

Adopt a Wild Horse—Interior. BLM-28.

SYSTEM LOCATION:

U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240 and offices listed in Appendix, Part B.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants to obtain custody of a wild horse or burro.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the applicant's identification and qualifications to obtain custody of a wild horse or burro, the record of the disposition of the application, the cooperative agreement when custody is granted, information on fees assessed, and debts owed the Bureau.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C. 1333(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify individuals who have applied to obtain custody of a wild horse or burro and (b) to document the rejection, suspension or granting of the request. Disclosures outside the

Department of the Interior may be made, (1) to organizations and members of the general public as to the disposition of wild horses or burros, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, and (5) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual, file folders arranged alphabetically by name.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Applications destroyed upon completion of final action. Cooperative agreement destroyed upon termination of the agreement.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director—Resources, U.S. Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under Records Location.

RECORD ACCESS PROCEDURES:

To see your records write to the Systems Manager or to the offices cited under Records Location. Describe as specifically as possible the records sought. If copies are desired indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager.

RECORD SOURCE CATEGORIES:

Applicants.

INTERIOR/LLM-29

SYSTEM NAME:

Recordation of Mining Claims — Interior, BLM-29.

SYSTEM LOCATION:

All BLM State offices listed in the Appendix, Part B.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have filed notices or certificates of location for mining claims, millsites, or tunnel sites and individuals who have filed notice of transfer after obtaining a possessory interest in a mining claim, millsite or tunnel site.

CATEGORIES OF RECORDS IN THE SYSTEM:

The record contains the owner's name, mailing and resident address, identification and location of the mining claim, millsite or tunnel site, reference to the recordation in the county or local public recording office, verification of assessment or notice of intent to hold, applications for patents with related documents, and information on fees or payments due the Bureau.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

30 U.S.C. 22; 43 U.S.C. 1744.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (1) to record unpatented mining claims, millsites and tunnel sites, (2) to identify the owners, (3) to process applications for mineral surveys and patents, (4) for recordation of adjudicative actions, and (5) to index documentations in case files supporting administrative actions and notations made on land and resource status records. Disclosure outside the Department of the Interior may be made, (1) to appropriate Federal agencies when location is within that agency's geographic area of responsibility, (2) to Federal, State or local agencies or a member of the general public in response to a specific request for pertinent information, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual,

and (6) to consumer reporting agencies to facilitate collection of debts owed the Government.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained manually in case file folders.

RETRIEVABILITY:

Indexed by name and case serial number.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director—Technical Services, Department of the Interior, Bureau of Land Management, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether records are maintained on you in this system, write to the Systems Manager or to the offices cited under System Location.

RECORD ACCESS PROCEDURES:

To see your records write to the System Manager or to the offices cited under System Location. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write to the Systems Manager.

RECORD SOURCE CATEGORIES:

Owners of unpatented mining claims, millsites or tunnel sites and Department of the Interior employees.

INTERIOR/WBR-1

SYSTEM NAME:

Occupational Illness, Accidents, and Related Property Damage—Interior, Reclamation-1.

SYSTEM LOCATION:

Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Reclamation employees, contractors, concessionaires, and public visitors to Reclamation facilities who have had incidents resulting in occupational illness or accident and related property damage.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of occupational illness or accident and related property damage containing essential details and descriptive narrative of same.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12196, 3 CFR 145 (1981 Compilation); Occupational Safety and Health Act of 1970, 29 U.S.C. 651 et seq.; 29 CFR Part 1960; 5 U.S.C. 7902; Federal Tort Claims Act, Pub. L. 89-506; Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. 491(j).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are to analyze the facts and circumstances surrounding each incident of occupational illness, accident, and related property damage for compilation of statistical data and adjudication of tort and employee claims. Disclosures outside the Department of the Interior may be made: (1) To the Office of Workers' Compensation Programs when a Reclamation employee suffers from an accident or occupational illness; (2) to the Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the

record of an individual in response to an inquiry from a congressional office made at the request of that individual; (5) where relevant or necessary to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit. Information may be disclosed: (a) To a Federal agency that has requested the information, or (b) to a Federal, State, or local agency to enable the Department of the Interior to obtain information from such agency.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on computer and in file folders.

RETRIEVABILITY:

By individual name or social security number (employees only).

SAFEGUARDS:

In accordance with requirements of 43 CFR 2.51 for computer and manual records.

RETENTION AND DISPOSAL:

In accordance with approved retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Safety Managers, Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

NOTIFICATION PROCEDURE:

Written inquiries regarding the existence of a record(s) should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

Same as Notification above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Written petitions for amendment should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals on whom records are maintained, supervisors, witnesses, investigators.

INTERIOR/WBR-2

SYSTEM NAME:

Accounts Receivable—Interior,
Reclamation-2.

SYSTEM LOCATION:

Bureau of Reclamation Headquarters
Offices, Engineering and Research
Center, Regional Offices: Pacific
Northwest, Mid-Pacific, Lower
Colorado, Upper Colorado, Southwest,
Upper Missouri, Lower Missouri. See
appendix for addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals owing monies to the Bureau. Records in this system pertaining to individuals contain principally proprietary information concerning sole proprietorships, but may also reflect personal information. System also maintains records concerning corporations and other business entities, which may contain personal information. Only those records reflecting personal information are subject to the Privacy Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

Statements of account, bills for collection, and records related to amounts owed to the Bureau.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 3701, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to document Bureau accounts receivable. Disclosures outside the Department of the Interior may be made: (1) To the Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; (4) to non-Federal auditors under contract with the Department of Interior or Energy or water user and other organizations with which the Bureau of Reclamation has written agreements permitting access to financial records to

perform financial audits; (5) where relevant or necessary to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit, information may be disclosed: (a) To a Federal agency that has requested the information, or (b) to a Federal, State, or local agency to enable the Department of the Interior to obtain information from such agency; (6) to a Federal agency for the purpose of collecting a debt owed the Federal Government through administrative or salary offset.

DISCLOSURES TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

By individual name.

SAFEGUARDS:

In accordance with requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

The records are maintained for 6 years and 3 months after close of the fiscal year, unless involved in litigation. Disposal is in accordance with approved retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Finance Officers, Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

NOTIFICATION PROCEDURE:

Written inquiries regarding the existence of a record(s) should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

Same as Notification above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURE:

Written petitions for amendment should be addressed to the System Manager at the appropriate office listed in the appendix. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals having contracts or agreements with the Bureau to repay monies owed the Bureau.

INTERIOR-WBR-3

SYSTEM NAME:

Attendance at Meetings—Interior.
Reclamation-3.

SYSTEM LOCATION:

Bureau of Reclamation Headquarters
Offices, Engineering and Research
Center, Regional Offices: Pacific
Northwest, Mid-Pacific, Lower
Colorado, Upper Colorado, Southwest,
Upper Missouri, Lower Missouri. See
appendix for addresses.

**CATEGORIES OF INDIVIDUALS COVERED BY THE
SYSTEM:**

Reclamation employees who have
attended professional society meetings.

CATEGORIES OF RECORDS IN THE SYSTEM:

Requests for approval of attendance
at meeting (form 7-1695) and related
correspondence.

**AUTHORITY FOR MAINTENANCE OF THE
SYSTEM:**

43 U.S.C. 373, 373a, 1457; 44 U.S.C.
3101.

**ROUTINE USES OF RECORDS MAINTAINED IN
THE SYSTEM, INCLUDING CATEGORIES OF
USERS AND THE PURPOSES OF SUCH USES:**

The primary uses of the records are to
document employee attendance at
professional society meetings and
provide administrative overview.
Disclosures outside the Department of
the Interior may be made: (1) To the
Department of Justice when related to
litigation or anticipated litigation; (2) of
information indicating a violation or
potential violation of a statute,
regulation, rule, order or license to
appropriate Federal, State, local or
foreign agencies responsible for
investigating or prosecuting the
violation or for enforcing or
implementing the statute, rule,
regulation, order or license; (3) from the
record of an individual in response to an
inquiry from a congressional office
made at the request of that individual;
(4) where relevant or necessary to the
hiring or retention of an employee, or
the issuance of a security clearance,
license, contract, grant, or other benefit,
information may be disclosed: (a) To a
Federal agency that has requested the
information, or (b) to a Federal, State, or
local agency to enable the Department
of the Interior to obtain information
from such agency.

**POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING, RETAINING, AND
DISPOSING OF RECORDS IN THE SYSTEM:**

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

By individual name or subject of
meeting.

SAFEGUARDS:

In accordance with requirements of 43
CFR 2.51 for computer and manual
records.

RETENTION AND DISPOSAL:

In accordance with approved
retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Personnel Officers, Bureau of
Reclamation Headquarters Offices,
Engineering and Research Center,
Regional Offices: Pacific Northwest,
Mid-Pacific, Lower Colorado, Upper
Colorado, Southwest, Upper Missouri,
Lower Missouri. See appendix for
addresses.

NOTIFICATION PROCEDURE:

Written inquiries regarding the
existence of a record(s) should be sent
to the System Manager at the
appropriate address listed in the
appendix. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

Same as Notification above. See 43
CFR 2.63.

CONTESTING RECORD PROCEDURE:

Written petitions for amendment
should be sent to the System Manager at
the appropriate address listed in the
appendix. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Employees and meeting reports.

INTERIOR DEPARTMENT

INTERIOR/WSR-4

SYSTEM NAME:

Audiograms (Hearing Test Records)—
Interior, Reclamation-4.

System location:

Bureau of Reclamation Headquarters
Offices, Engineering and Research
Center, Regional Offices: Pacific
Northwest, Mid-Pacific, Lower
Colorado, Upper Colorado, Southwest,
Upper Missouri, Lower Missouri. See
appendix for addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Reclamation employees who work
regularly in areas where noise levels
exceed 85dBA and employees requiring
baseline exams due to potential
exposure to high noise levels.

CATEGORIES OF RECORDS IN THE SYSTEM:

Audiograms prepared and reviewed
by trained audiometric technicians and
audiologists.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 12196, Occupational
Safety and Health Programs for Federal
Employees, February 26, 1980.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are to
take appropriate action to abate noise
hazard to employees and to recommend
medical referrals for employees who
have acquired hearing impairments as a
result of on-the-job noise exposure.
Disclosures outside the Department of
the Interior may be made: (1) To the
Department of Justice when related to
litigation or anticipated litigation; (2) of
information indicating a violation or
potential violation of a statute,
regulation, rule, order or license to
appropriate Federal, State, local or
foreign agencies responsible for
investigating or prosecuting the
violation or for enforcing or
implementing the statute, rule,
regulation, order or license; (3) from the
record of an individual in response to an
inquiry from a congressional office
made at the request of that individual;
(4) where relevant or necessary to the
hiring or retention of an employee, or
the issuance of a security clearance,
license, contract, grant, or other benefit.

information may be disclosed: (a) To a
Federal agency that has requested the
information, or (b) to a Federal, State, or
local agency to enable the Department
of the Interior to obtain information
from such agency; (5) to the Office of
Workers' Compensation Programs to
support or dispute employee claims for
compensation due to hearing loss.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

By individual name.

SAFEGUARDS:

In accordance with requirements of 43
CFR 2.51 for computer and manual
records.

RETENTION AND DISPOSAL:

In accordance with approved
retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Safety Managers, Bureau of
Reclamation Headquarters Offices,
Engineering and Research Center,
Regional Offices: Pacific Northwest,
Mid-Pacific, Lower Colorado, Upper
Colorado, Southwest, Upper Missouri,
Lower Missouri. See appendix for
addresses.

NOTIFICATION PROCEDURE:

Written inquiries regarding the
existence of a record(s) should be sent
to the System Manager at the
appropriate address listed in the
appendix. See 43 CFR 2.60

RECORD ACCESS PROCEDURE:

Same as Notification above. See 43
CFR 2.63.

CONTESTING RECORD PROCEDURE:

Written petitions for amendment
should be sent to the System Manager at
the appropriate address listed in the
appendix. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Bureau employees. Audiograms
prepared by audiometric technicians.

INTERIOR/WBR-5

SYSTEM NAME:

Claims—Interior, Reclamation—5.

SYSTEM LOCATION:

Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have filed tort, employee, or appropriation act claims, and claims under the Teton Dam Disaster Assistance Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include claims and supporting documents submitted, information developed during investigations of claims, and final disposition.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Tort Claims Act, 28 U.S.C. 2671-2680; Military Personnel and Civilian Employees' Claims Act, 31 U.S.C. 3701, 3721; Public Works for Water and Power Development and Energy Research Appropriation Act, 1977, Pub. L. 94-355, 90 Stat. 889; Teton Dam Disaster Assistance Act, Pub. L. 94-400, 90 Stat. 1211; Supplemental Appropriation Act, 1977, Pub. L. 94-438, 90 Stat. 1415; and annual Energy and Water Development Appropriation Acts.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are to establish the facts and circumstances of each claim, compile statistical data, and evaluate claims. Disclosures outside the Department of the Interior may be made: (1) To Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual;

(4) where relevant or necessary to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit, information may be disclosed: (a) To a Federal agency that has requested the information, or (b) to a Federal, State, or local agency to enable the Department of the Interior to obtain information

from such agency; (5) to the Soil Conservation Service, Farmers Home Administration, and Agricultural Stabilization and Conservation Service of the Department of Agriculture; Federal Emergency Management Agency, Army Corps of Engineers, and Department of Housing and Urban Development to assure that benefits to claimants have not been duplicated by the several agencies involved in disaster programs; (6) to the Department of Treasury (IRS) and State revenue and taxation departments relative to compensation for loss of salary or income; (7) to the Small Business Administration, Farmers Home Administration (USDA), and Department of Housing and Urban Development regarding loans secured through those agencies; (8) to GSA to document problems with GSA contract movers which result in claims against Reclamation.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

By claimant's name.

SAFEGUARDS:

In accordance with requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

In accordance with approved retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Claims Officers, Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of a record(s) should be written to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

Same as Notification above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Written petitions for amendment should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Claimants, Investigations conducted by Reclamation officials and contractors, officials of the Department of the Interior, and State and local governments.

PRIVACY ACT SYSTEMS

Interior/WBR-6

SYSTEM NAME:

Collection Contracts—Interior, Reclamation-6.

SYSTEM LOCATION:

Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who lease, rent, or buy from the Bureau of Reclamation under a collection contract or agreement.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual collection documents with copies of related bills and correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 3701, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are for the negotiation and administration of contracts to collect monies due the Bureau of Reclamation. Disclosures outside the Department of the Interior may be made: (1) To the Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; (4) to non-Federal auditors under contract with the Departments of Interior or Energy or water user and other organizations with which the Bureau of Reclamation has written agreements permitting access to financial records to perform financial audits; (5) where relevant or necessary to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit. Information may be disclosed: (a) To a Federal agency that has requested the

information, or (b) to a Federal, State, or local agency to enable the Department of the Interior to obtain information from such agency; (6) to a Federal agency for the purpose of collecting a debt owed the Federal Government through administrative or salary offset.

DISCLOSURES TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 522a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

By individual name.

SAFEGUARDS:

In accordance with requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

The records are maintained for 6 years and 3 months after close of fiscal year, unless involved in litigation. Disposal is in accordance with approved retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Finance Officers, Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

NOTIFICATION PROCEDURE:

Written inquiries regarding the existence of a record(s) should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

Same as Notification above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Written petitions for amendment should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals contracting with the Bureau and related contracts and agreements.

49 FR 45492 (11-16-84)

PRIVACY ACT SYSTEMS

Interior/WBR-7

SYSTEM NAME:

Concessions—Interior, Reclamation-7.

SYSTEM LOCATION:

Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual concessionaires. Records in this system pertaining to individuals contain principally proprietary information concerning sole proprietorships, but may also reflect personal information. In addition, the system maintains records concerning corporations and other business entities, some of which may contain personal information. Only the records reflecting personal information are subject to the Privacy Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

Rental or lease agreements with individuals providing services or concessions at Bureau facilities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Reclamation Law of 1902, as amended, 43 U.S.C. 371, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is administrative control over concessions operating at Reclamation facilities. Disclosures outside the Department of the Interior may be made: (1) To State or local government agencies for taxation purposes; (2) to the Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; (5) to non-Federal auditors under contract with the Departments of Interior or Energy or water user and other organizations with which the Bureau of Reclamation has written agreements permitting access to financial records to perform financial audits.

DISCLOSURES TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

By individual name.

SAFEGUARDS:

In accordance with requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

The records are maintained for 6 years and 3 months after close of fiscal year, unless involved in litigation. Disposal is in accordance with approved retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Finance Officers, Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

NOTIFICATION PROCEDURE:

Written inquiries regarding the existence of a record(s) should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.50.

RECORD ACCESS PROCEDURES:

Same as Notification above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Written petitions for amendment should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals on whom records are maintained.

49 FR 45493 (11-16-84)

INTERIOR/LBR-9

System name: Foreign Visitors and Observers—Interior, Reclamation—9.

System location: General Services Branch, Engineering and Research Center, Bureau of Reclamation, P.O. Box 25007, Bldg. 67, Denver Federal Center, Denver, Colorado 80225.

Categories of individuals covered by the system: Citizens who may accompany foreigners on domestic trips.

Categories of records in the system: Contains name and rank of traveler.

Authority for maintenance of the system: 43 U.S.C. 373, 373a, 1457, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is internal administration. Disclosures outside the Department of the Interior may be made (1) to news media as a contact; (2) to request or who may need to contact foreign visitors in case of emergency; (3) to the U.S. Department of Justice when related to litigation or anticipated litigation; (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: On correspondence.

Retrievability: By name.

Safeguards: Stored with safeguards meeting the requirements of 43 CFR 2.51.

Retention and disposal: Records Management Handbook No. 2. In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: Inquiries regarding the existence of records should be addressed to the office listed under Location above. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: Same as Notification above. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

PRIVACY ACT SYSTEMS

INTERIOR/WBR-11

SYSTEM NAME:

Individual Records of Issue—Interior, Reclamation—11.

SYSTEM LOCATION:

Bureau of Reclamation Headquarters Office, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Reclamation and contract employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Registers and records of Reclamation and contract employees having assigned Government parking spaces; I.D. cards, and passes; keys issued; drivers' licenses and driving records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 471, 486, 491, and 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of these records include: assignment and control of Government parking spaces, keys issues, and official identification cards and passes; recording I.D. numbers, drivers license numbers and expiration dates; facilitating collection of I.D. cards, passes, parking permits, drivers' licenses, and keys when employees terminated employment; recommending safe driving awards, administration of the Bureau's driver license program; and for reporting purposes. Disclosures outside the Department of the Interior may be made: (1) To the Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license; (3) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; (4) to the National Safety Council for issuance of safe driving awards; (5) where relevant or necessary to the

hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit, information may be disclosed: (a) To a Federal agency that has requested the information, or (b) to a Federal, State, or local agency to enable the Department of the Interior to obtain information from such agency; and (6) to a Federal agency for the purpose of collecting a debt owed the Federal Government through administrative or salary offset.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual and computer.

RETRIEVABILITY:

By employee name or number.

SAFEGUARDS:

In accordance with requirements of 43 CFR 2.51 for computer and manual records.

RETENTION AND DISPOSAL:

In accordance with approved retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Issuing Officers, Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

NOTIFICATION PROCEDURE:

Written inquiries regarding the existence of a record(s) should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

Same as Notification above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURE:

Written petitions for amendment should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals on whom records are maintained, responsible Reclamation employees, and applicable Reclamation and State Department of Motor Vehicle records.

INTERIOR/LBR-12

System name: Inventions and Patents—Interior, Reclamation—12.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) General Services Branch, Bureau of Reclamation, Engineering and Research Center, P.O. Box 25007, Bldg. 67, Denver Federal Center, Denver, Colorado.

Categories of individuals covered by the system: Reclamation employees who have been granted patents or who are seeking patents.

Categories of records in the system: Contains name, organizational segment of inventor. Contains brief description of invention.

Authority for maintenance of the system: 5 U.S.C. 3101, 43 U.S.C. 373, 373a, 1457, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to administer internal program for determining rights of employee to invention and status of securing patent for invention. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: Correspondence.

Retrievability: By name.

Safeguards: Maintained with security meeting requirements of 43 CFR 2.51.

Retention and disposal: Records Management Handbook No. 2. In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the office listed under Location (above) which services the facility at which he is (or was) employed. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

INTERIOR DEPARTMENT

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

INTERIOR/LBR-13

System name: Irrigation Management Service—Interior, Reclamation—13.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a, b, g, i) in Appendix.

Categories of individuals covered by the system: Individuals receiving irrigation waters from Reclamation constructed facilities.

Categories of records in the system: Computer input, storage, and output concerning water usage.

Authority for maintenance of the system: 43 U.S.C. 371, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is to assist farmers on Federal Projects in the selection of the proper amounts and timing of irrigation deliveries. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: On computer media.

Retrievability: By individual's name.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.51 for computer and manual records.

Retention and disposal: In accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/LBR-14

System name: Land Exchange—Interior, Reclamation—14.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a,c,g,j), 5(d), 7(a thru k), 8(a thru h) in Appendix.

Categories of individuals covered by the system: Individual exchange for Bureau of Reclamation purposes.

Categories of records in the system: General subject of exchange of certain unpatented or private land by certain qualified applicant's whose lands have been determined to be insufficient to support a family. Exchange of land by the Bureau of project purposes.

Authority for maintenance of the system: 43 U.S.C. 371, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to maintain a history of land exchange and to protect individual rights. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the

issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: Maintained in file folders by appropriate file codes.

Retrievability: By individual's name.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.51.

Retention and disposal: Records are disposed of periodically in accordance with established Bureau schedules. In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Information comes from the individual as well as the office involved.

INTERIOR/LBR-15

System name: Land Settlement Entries—Interior, Reclamation—15.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a, c, g, j), 4(f), 5(d), 7(a thru k), 8(g) in Appendix.

Categories of individuals covered by the system: Individual applicants who wish to settle on lands on Federal Reclamation Project.

Categories of records in the system: (1) Applications including information as to character of individual applicant, veteran preference right, farming experience, assets (financial), health, appeals, and data concerning homesteading and applicant meeting requirements. (2) Notice to Land Office that homesteader has fulfilled requirements. (3) Data with Department of Agriculture as to applicability for loan.

Authority for maintenance of the system: (1) Section 4, Fact Fers Act of December 5, 1924 (43 Stat. 702), (2) Section 3, Reclamation Act of June 17, 1902 (1093-32 Stat. 388 and amendment); (3) Act of March 1, 1921, (102-41 Stat. 1202), (4) Act of April 7, 1921 (125-42 Stat. 492), (5) Section 44, The Omnibus Adjustment Act (44 Stat. 636), (6) Farm Unit Exchange Act of August 13, 1953 (428-67 Stat. 566).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to administer settler program and to determine if applicant is qualified to farm unit. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location (above). See 43 CFR 2.63.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/LBR-16

System name: Litigation—Interior, Reclamation—16.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a thru j), 4(a thru j), 5(a thru d), 6(a thru i), 7(a thru k) in Appendix.

Categories of individuals covered by the system: Individuals against whom Bureau of Reclamation has brought suit or who have brought suit against the Bureau of Reclamation.

Categories of records in the system: Correspondence and copies of documents from appropriate legal entities concerning condemnations of land, environmental suits to prohibit construction activities, and any information developed concerning any specific litigation.

Authority for maintenance of the system: (1) Section 7, Reclamation Act of 1902 (32 Stat. 389, 43 U.S.C. 421), (2) Pertinent provisions of Title 28, U.S.C. (3) Administrative Procedure Act, Chapter 7, Title 5, U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) show record of ownership of lands and right-of-way required for reclamation purposes; (b) for record of final disposition of case. Disclosures outside the Department of the Interior may be made (1) to another Federal agency, a State or local government body having partial or complete jurisdiction over the claim or related claims; (2) to State or local government agencies for taxation purposes; (3) to the U.S. Department of Justice when related to litigation or anticipated litigation; (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location (above). See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom the record is maintained. Investigations conducted by Reclamation, offices of the Department of the Interior, State, and local governments.

Systems exempted from certain provisions of the act: The Privacy Act does not entitle an individual to access to information compiled in reasonable anticipation of a civil action or proceeding.

INTERIOR/LBR-17

System name: Lands—Leases, Sales, Rentals, and Transfers—Interior, Reclamation—17.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C.

20240. (2) Reclamation offices numbered 3(a,c,e,f,g,h,i), 4(a thru i), 5(a thru d), 6(a thru i), 7(a thru k), 8(a,b,c,g), 9(a,e) in Appendix.

Categories of individuals covered by the system: (1) Individuals who are applicants to lease, purchase, rent, or transfer lands. (2) Individuals who are successful applicants.

Categories of records in the system: Notice of Availability of lands (advertising) requests, contracts, renewals, and other supporting data concerning the sale, lease, rental, or transfer of Reclamation-owned lands.

Authority for maintenance of the system: (1) Taylor Grazing Act of June 28, 1934; (2) Uniform Relocation Assistance and Land Acquisition Policy Act of 1970; (3) Sale of Unproductive Public Land Act of May 16, 1930; (4) Section 4 of the Columbia Basin Project Act of March 10, 1943; (5) Disposal of Small Tracts Act of March 31, 1950; (6) Federal Property and Administrative Act of 1949 and amendments; (7) Act of February 2, 1911; (8) Act of May 20, 1920; (9) Reclamation Project Act of 1939; (10) Act of June 11, 1910.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) make known to interested individuals lands available for lease, sale, or rental; (b) to administer leases, sales, rentals, and transfers. Disclosures outside the Department of the Interior may be made (1) to appropriate Federal agency if it concerns other than reclamation lands; (2) to various counties for possessory interest tax; (3) anticipated litigation; (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (5) from the record of an individual in response to an inquiry from a Congressional office made at request of that individual.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location (above). See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom the record is maintained. County Recorder, Title companies, surveyors, and appraisers.

INTERIOR/LBR-18

System name: Lease of Housing—Interior, Reclamation—18.

System location: Bureau of Reclamation offices numbered 3(a,c,e,f,g,j,l), 5, 6(a thru i), 7(a thru k), 8(a thru h), 9(b,c,e) in Appendix.

Categories of individuals covered by the system: Individuals who reside in Reclamation-owned housing.

Categories of records in the system: Miscellaneous requests, agreements, and pertinent records.

Authority for maintenance of the system: Reclamation Law of 1902, as amended, 43 U.S.C. 371, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Primary uses of the records are (a) to administer leasing and utilization of housing. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention

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of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies here necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: completed file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location (above). See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/LBR-19

System name: Mineral Location Entries—Interior, Reclamation—19.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3, 5(a thru d), 7(a thru k) in Appendix.

Categories of individuals covered by the system: Individual who has mineral entry on land Reclamation needs for Reclamation purposes.

Categories of records in the system: Data concerning entry and final disposition of claim.

Authority for maintenance of the system: Act of April 23, 1932, 47 Stat. 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Primary uses of the records are (a) to determine disposition of claims. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location (above). See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/LBR-20

System name: Movable Property ADP Records—Interior, Reclamation—20.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a thru l), 4(a thru j), 6(a thru i), 7(a thru k), 8(a thru h), in Appendix.

Categories of individuals covered by the system: Individual employees who are responsible for movable property.

Categories of records in the system: General file material and ADP printouts for Property Management.

Authority for maintenance of the system: 40 U.S.C. 483(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to identify responsible individuals for accountability of movable property, disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the office listed under Location (above) servicing the facility at which he is (or was) employed. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/LBR-21

System name: Movable Property Individual Responsibility—Interior, Reclamation-21.

System location: General Services Branch, Engineering and Research Center, P.O. Box 25007, Bldg. 67, Denver Federal Center, Denver, Colorado 80225.

Categories of individuals covered by the system: Division, branch, and section head personnel, also some secretaries and technicians, authorized to sign for property.

Categories of records in the system: Contains employee number assigned to individuals by the Property and Purchasing Branch. Contains a list of equipment assigned to the individual.

Authority for maintenance of the system: 40 U.S.C. 483(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to account for all property charged to individuals; (b) to record acquisition-relinquishments and other transactions. Disclo-

sure outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: maintained on computer.

Retrievability: by employee number.

Safeguards: records are stored in metal cabinets.

Retention and disposal: records are maintained between inventories and then destroyed. In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the office listed under Location (above). See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom the record is maintained and the Property and Purchasing Branch.

INTERIOR/LBR-22

System name: Oil and Gas Applications—Interior, Reclamation-22.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a thru i), 5(a thru d), 6(a thru i), 7(a thru k), 8(a thru h), 9(c) in Appendix.

Categories of individuals covered by the system: Individuals who have filed for Oil and Gas Leases.

Categories of records in the system: Applications under the mineral Leasing Act of February 25, 1920, as amended, 30 U.S.C. 181, et seq. Applications are identified by Bureau of Land Management serial numbers.

Authority for maintenance of the system: 30 U.S.C. 181, et seq., 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for proof and purpose of applications, and land status information. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Complete file maintained in manual form in file folders.

Retrievability: By individual's name.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: In accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location (above). See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom record is maintained.

42 FR 19101 (4-11-77)

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Document.

INTERIOR/LBR-26

System name: Photographic Files—Interior, Reclamation—26.

System location: (1) General Services Branch, Bureau of Reclamation, Engineering and Research Center, P.O. Box 25007, Bldg. 67, Denver Federal Center, Denver, Colorado 80225. (2) Reclamation offices numbered 6 (a thru i) in Appendix.

Categories of individuals covered by the system: Individuals earning awards or service pins and individuals doing research for reports.

Categories of records in the system: Contains photograph of individuals by name. Contains name, date, and research number with caption describing research event.

Authority for maintenance of the system: 43 U.S.C. 373, 373a, 1457.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) in the administration of Bureau award and research programs. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: maintained on photographic print paper of various sizes.

Retrievability: indexed by name and number.

Safeguards: filed in metal file cabinets.

Retention and disposal: Records Management Handbook No. 2. In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or the system contains a record pertaining to him by address written request to the head of the office listed under location at. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/LBR-27

System name: Publication Sales—Interior, Reclamation—27.

System location: General Services Branch, Bureau of Reclamation, Engineering and Research Center, P.O. Box 25007, Bldg. 67, Denver Federal Center, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals purchasing Reclamation publications.

Categories of records in the system: Contains the name and address of individuals purchasing Reclamation publications together with the amount of money remitted for same.

Authority for maintenance of the system: 43 U.S.C. 373, 373a, 1457, 44 U.S.C. 3101, 31 U.S.C. 65, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to account for monies received for publications. Disclosures outside the Department of the Interior may be made (1) to the Government Printing Office for publications; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

INTERIOR/LBR-25

System name: Personal Author Reports—Interior, Reclamation—25.

System location: General Services Branch, Bureau of Reclamation, Engineering and Research Center, P.O. Box 25007, Bldg. 67, Denver Federal Center, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals writing technical reports of interest to Reclamation.

Categories of records in the system: Contains name of author and other biographical information.

Authority for maintenance of the system: 43 U.S.C. 373, 373a, 1457, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to research technical reports by authors. Disclosures outside the Department of the Interior may be made to the general public.

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

Storage: manual records.

Retrievability: indexed by name.

Retention and disposal: Retained indefinitely. In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the office listed under Location above. See 43 CFR 2.60.

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

Storage: maintained on 8 x 10 1/2 inch forms and correspondence.

Retrievability: indexed by name.

Safeguards: records are stored on open shelf files.

Retention and disposal: Records are maintained in accordance with Records Management Handbook No. 2. In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the office listed under location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/LBR-28

System name: Real Property and Right-of-Way Acquisitions—Interior, Reclamation—28.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3 (a thru j), 4 (a thru j), 5 (a thru d), 6 (a thru i), 7 (a thru k), 8 (a thru h), 9 (a,b,e) in Appendix.

Categories of individuals covered by the system: Individual landowners from whom Bureau of Reclamation has purchased or condemned land, exercised reserved right-of-way, or received donation deeds, or from whom the Bureau is in the process of acquiring land or interests therein.

Categories of records in the system: Contains records concerning acquisition of land or right-of-way, including correspondence, appraisal reports, land descriptions, releases of prior liens, contracts to purchase, agreements between landowners and Reclamation, Notice of Exercise of Right-of-Way, payment data, copies of condemnation actions, and other supporting data required in specific transactions.

Authority for maintenance of the system: (1) Reclamation Act of 1902, as amended, and acts supplemental thereto, 43 U.S.C. 371, et seq., (2) Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4651, et seq., (3) Act of August 30, 1890 (26 Stat. 391), as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to maintain record of ownership of lands and rights-of-way acquired for Reclamation purposes. Disclosure outside the Department of the Interior may be made (1) to transfer administration of the land for transmission of power, recreation, fish and wildlife activities, and other purposes as required to another Federal agency, State and local government; (2) to transmit deeds to local County government to record ownership data; (3) to furnish copy of deed to appropriate irrigation district operating the irrigation system to advise right-of-way available in operating the system; (4) to transmit documents to Department of Justice for title opinion; (5) to the U.S. Department of Justice when related to litigation or anticipated litigation; (6) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (7) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Reclamation and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

42 FR 19103 (4-11-77)

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual landowners, County Recorders, title companies.

Systems exempted from certain provisions of the act: The Privacy Act does not entitle an individual to access to information prepared in reasonable anticipation of a civil action or proceeding.

INTERIOR/LBR-29

System name: Right-of-Way Applications—Interior, Reclamation-29

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a thru j), 5(a thru d), 7(a thru k), 8(a thru h), 9 in Appendix.

Categories of individuals covered by the system: Applicants for right-of-way may or may not be identified by Bureau of Land Management serial numbers, Land description, value, and instrument of ownership.

Categories of records in the system: Applications for right-of-way.

Authority for maintenance of the system: Reclamation Act of 1902, as amended, and acts supplementary thereto, 43 U.S.C. 371, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to maintain land status information and proof of right-of-way permits for legal purposes. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom record is maintained County Recorders, and Title companies.

42 FR 19104 (4-11-77)

PRIVACY ACT SYSTEMS

Interior/WBR-31

SYSTEM NAME:

Acreage Limitation—Interior, Reclamation-31.

SYSTEM LOCATION:

Bureau of Reclamation Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All individuals and entities that own or lease land subject to the acreage limitation provisions of Reclamation law, including individual landholders required to dispose of excess lands and individuals who are applicants to purchase excess lands.

CATEGORIES OF RECORDS IN THE SYSTEM:

Legal descriptions or Assessor Parcel Numbers of individually owned or leased lands which are subject to acreage limitation law, including, where appropriate, deeds, agreements to sell or purchase, lease/purchase options, and contracts relative to land ownership transfers. In addition, the system may contain the names of sellers and buyers of excess land and other pertinent details of the sales. Information, as required, for an eligibility determination by the Bureau of Reclamation of an individual's excess/nonexcess status under the Reclamation Reform Act, terms of leases, and names of lessors and lessees. The system will contain citizenship status and home addresses and telephone numbers of landholders. Social Security numbers may also be on record; disclosure of this information is voluntary.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Reclamation Act of 1902 as amended and acts supplemental thereto, 43 U.S.C. 371, et seq., especially sections 206, 224, and 228 of the Reclamation Reform Act of 1982, Pub. L. 97-293.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary purpose of the system is to obtain written information from individuals and entities on their landholdings which are subject to acreage limitation law and a signed statement that the information provided is accurate and complete. The original

certification and reporting forms are maintained in the irrigation districts of origin. Copies of such forms indicating multidistrict landholdings, full-cost acreage, and excess lands are provided to the Bureau for administration and recordkeeping. In addition, data from these forms which indicate multidistrict landholdings is entered into the computer system to determine compliance with Reclamation law. The data collected is used only by irrigation district and Reclamation personnel to determine compliance with Reclamation law. Disclosures outside the Department of the Interior may be made: (1) To the Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; and (4) to non-Federal auditors under contract with the Departments of Interior or Energy or water user and other organizations with which the Bureau of Reclamation has written agreements permitting access to financial records to perform financial audits.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and on computer.

RETRIEVABILITY:

Manual records are retrieved by water district and/or landholder name, by land parcel number, and by a sale number. Automated records are retrieved by district identification number, sale number, landholder name, or social security number, if available, and other data codes identifying property characteristics.

SAFEGUARDS:

In accordance with requirements of 43 CFR 2.51 for computer and manual records.

RETENTION AND DISPOSAL:

In accordance with approved retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Water and Land Officers, Bureau of Reclamation Engineering and Research Center, Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses.

NOTIFICATION PROCEDURE:

Written inquiries regarding the existence of a record(s) should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

Same as Notification above. See 43 CFR 2.63

CONTESTING RECORD PROCEDURE:

Written petitions for amendment should be addressed to the System Manager at the appropriate office listed in the appendix. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals on whom records are maintained, official county records, and land appraisers.

49 FR 50115 (12-26-84)

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Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

Record source categories: Individual on whom record is maintained.

INTERIOR/LBR-33

System name: Speeches—Interior, Reclamation—33.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) General Services Branch, Bureau of Reclamation, Engineering and Research Center, P.O. Box 25007, Bldg. 67, Denver Federal Center, Denver, Colorado 80225. (3) Reclamation offices numbered 3(a thru l), 5, 6(a thru i), 8(a thru h), 9 in Appendix.

Categories of individuals covered by the system: Bureau of Reclamation employees.

Categories of records in the system: Copies of speeches delivered by Bureau employees generally on the subject of Reclamation activities.

Authority for maintenance of the system: 43 U.S.C. 373, 373a, 1457, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for reference purposes by Public Relations Officer.

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

Storage: paper copies maintained in file folders.

Retrievability: classified by subject code and arranged in alphabetical order by name of individual and office in which employee is employed.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51.

Retention and disposal: permanent retention for copies of speeches held in office speaker is employed. In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the office listed under Location (above) servicing the facility at which he is (or was) employed. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom record is maintained.

INTERIOR/LBR-34

System name: Thefts Listing—Interior, Reclamation—34.

System location: General Services Branch, Engineering and Research Center, P.O. Box 25007, Bldg. 67, Denver Federal Center, Denver, Colorado 80225.

Categories of individuals covered by the system: Individuals reporting loss or theft.

Categories of records in the system: Contains name, room number, telephone extension of person reporting loss of materials through theft.

Authority for maintenance of the system: 5 U.S.C. 3101, 43 U.S.C. 373, 373a, 1457, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to document reporting of loss or theft. Disclosures

INTERIOR/LBR-32

System name: Special Use Applications, Licenses, and Permits—Interior, Reclamation-32.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a thru j), 4(a thru j), 5(a thru d), 6(a thru i), 7(a thru k), 9(a, b, c) in Appendix.

Categories of individuals covered by the system: Individuals who secure licenses and permits concerning Reclamation owned facilities.

Categories of records in the system: (1) Applications, (2) Licenses, (3) Permits, (4) Miscellaneous supporting data.

Authority for maintenance of the system: (1) Reclamation Law of 1902, as amended, and acts supplemental thereto, 43 U.S.C. 371, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to administer Reclamation-owned lands and facilities; (b) to allow individuals, firms or other Government entities to use Reclamation lands for special limited uses. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

PRIVACY ACT SYSTEMS

outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: manual.

Retrievability: by name of reporting individual.

Safeguards: in locked desk and locked cabinets.

Retention and disposal: Records Management Handbook No. 2. In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the offices listed under Location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/LBR-35

System name: Travel Approval Authorizations and Reports—Interior, Reclamation—35.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a thru l), 4(a thru j), 5, 6(a thru i), 7(a thru k).

Categories of individuals covered by the system: Reclamation employees authorized to travel.

Categories of records in the system: Travel authorization.

Authority for maintenance of the system: 5 U.S.C. 5701, et seq., 7 GAO—Policy and Procedures Manual for guidance of Federal Agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to authorize employees to travel on official business. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the office listed under Location (above) servicing the facility at which he is (or was) employed. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/WBR-38

SYSTEM NAME:

Travel Vouchers—Interior,
Reclamation—38

SYSTEM LOCATION:

Bureau of Reclamation Headquarters
Offices, Engineering and Research
Center, Regional Offices: Pacific
Northwest, Mid-Pacific, Lower
Colorado, Upper Colorado, Southwest,
Upper Missouri, Lower Missouri. See
appendix for addresses.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Reclamation employees
who have traveled on official business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Payment data for official travel
performed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is for payment of travel and transportation expenses. Disclosures outside the Department of the Interior may be made: (1) To the Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; (4) where relevant or necessary to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit, information may be disclosed: (a) To a Federal agency that has requested the information, or (b) to a Federal, State, or local agency to enable the Department of the Interior to obtain information from such agency; (5) to a Federal agency for the purpose of collecting a debt owed the Federal Government through administrative or salary offset.

DISCLOSURES TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

By individual name.

SAFEGUARDS:

In accordance with requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Records are maintained for 6 years and 3 months after the close of the fiscal year, unless involved in litigation. Disposal is in accordance with approved retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Finance Officers, Bureau of Reclamation Headquarters Offices, Engineering and Research Center, Regional Office: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, Southwest, Upper Missouri, Lower Missouri. See appendix for addresses

NOTIFICATION PROCEDURE:

Written inquiries regarding the existence of a record(s) should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Same as Notification above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Written petitions for amendment should be addressed to the appropriate office listed in the appendix. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals on whom records are maintained.

INTERIOR/LEB-37

System name: Trespass Cases—Interior, Reclamation—37.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a thru l), 5(a thru d), 7(a thru k), 9(b, c) in Appendix.

Categories of individuals covered by the system: Individual who trespasses on Government-owned property.

Categories of records in the system: Contains correspondence re trespass, interim problems, and final disposition of case.

Authority for maintenance of the system: (1) Reclamation Act of 1902, as amended, and acts supplementary thereto, 43 U.S.C. 371, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to document final disposition of trespass. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal.

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State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Systems exempted from certain provisions of the act: Under the specific exemption authority provided by 5 U.S.C. Interior, Bureau of Reclamation, Washington, D.C. 20240. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) and the portions of 43 CFR, Part 2, Subpart C which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 26, 1975).

INTERIOR/LBR-38

System name: Water Right Applications—Interior, Reclamation-38.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a, c, g, h, j), 4(a thru j), 5(d), 7(a thru k), 9(c) in Appendix.

Categories of individuals covered by the system: Individual homesteaders who are eligible to receive water right certificates.

Categories of records in the system: Individual water right applications and supporting papers.

Authority for maintenance of the system: (1) Reclamation Act of 1902, as amended, and acts supplementary thereto, 43 U.S.C. 371, et seq. (2) Act of August 9, 1912 (37 Stat. 265), and any acts amendatory or supplementary thereto.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for administration and negotiation of water right applications with individual landowners; (b) to entitle purchaser of water right certificate to final water right certificate upon completion of statutory requirements. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation; Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

INTERIOR/LBR-39

System name: Water Rights Acquisition—Interior, Reclamation-39.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a,c,g,h,i) 4(a thru j), 6(a thru i), 7(a thru k) in Appendix.

Categories of individuals covered by the system: Material pertaining to acquisition by the Bureau, by purchase or donation, etc., of water rights by others.

Categories of records in the system: Individual water service and agreements on diversion of water, along with related correspondence.

Authority for maintenance of the system: Reclamation Act of 1902, Section 8, 43 U.S.C. 372, 383.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for administration and negotiation of individual water service and agreements on division of water. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: maintained in manual form in file folders.

Retrievability: indexed by name of individual or landowner.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: none—no official schedule. In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual landowners.

INTERIOR/LBR-40

System name: Water Sales and Delivery Contracts—Interior Reclamation-40.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a, c, g, j), 4(a thru j), 5(a thru d), 6(a thru i), 7(a thru k), 8(a thru h), 9(c) in Appendix.

Categories of individuals covered by the system: Individuals who purchase excess water, water from unassigned reservoir space for irrigation or domestic use.

Categories of records in the system: Requests for water, contracts for individuals to receive water and pertinent correspondence.

Authority for maintenance of the system: (1) The Reclamation Project Act of June 17, 1902 (Ch. 1093, 32 Stat. 388), and acts amendatory thereof and supplementary thereto, particularly the Reclamation Project Act of August 4, 1939 (Ch. 418, 53 Stat. 1187). (2) Reclamation Extension Act of August 13, 1914. (3) The Omnibus Adjustment Act of May 25, 1926. (4) Section 2 of the Rivers and Harbors Act of August 26, 1937 (Ch. 832, 50 Stat. 844). (5) Reclamation Project Act of 1939, (6) Flood Control Act of 1944, Section 8.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) administration and negotiation of water sales contracts

with individual landowner; (b) to sell water from Corps of Engineers dam and reservoir project. Disclosures outside the Department of the Interior may be made to State of California Water Resources Control Board for settlement of water rights; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom record is maintained.

INTERIOR/LBR-41

System name: Permits—Interior, Reclamation—41.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3(a thru j), 5(a thru d), 6(a thru i), 7(a thru k) in Appendix.

Categories of individuals covered by the system: (1) Individual who permits Reclamation employees to enter on his land. (2) Individual with permits to enter Bureau land or facilities.

Categories of records in the system: Written permission to enter private lands or Reclamation lands and facilities; permission to erect and maintain structures.

Authority for maintenance of the system: (1) Reclamation Project Act of June 17, 1902, as amended, and supplemental laws, 43 U.S.C. 371, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To allow Reclamation employees to perform required work on private lands. (2) To allow individuals to erect and maintain structures, on Bureau facilities or land. (3) Land status information, proof of permit and legal applications. (4) Transfer to U.S. Department of Justice in event of litigation involving the records or the subject matter of the records. (5) Transfer, in the event there is indicated a violation or potential violation of a statute, regulation, rule, order or license, whether civil, criminal, or regulatory in nature, to the appropriate agency or agencies, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, order or license violated or potentially violated.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a

written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom record is maintained and County Recorders.

INTERIOR/LBR-42

System name: Recordable Contracts—Interior, Reclamation—42.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3 (c, g), 4 (a thru j), 7 (a thru e), 8 (a thru h), 9 (c, d) in Appendix.

Categories of individuals covered by the system: Individual landowner who wishes to receive irrigation water from a Reclamation project.

Categories of records in the system: Appraisal and reappraisal documents; contracts agreeing to sell land at appraisal price; miscellaneous correspondence and data supporting appraisals and reappraisals.

Authority for maintenance of the system: (1) Interior Appropriation Act for 1927-277, 44 Stat. 453; (2) Omnibus Adjustment Act, Sec. 46, 44 Stat. 636; (3) Columbia Basin Project Act; Sec. 2, 14, 57 Stat. 14; 1048, 64 Stat. 1037; 1060, 64 Stat. 1074; (4) Water Delivery After Death of Spouse; Public Law 86-685, 74 Stat. 732; (5) Reclamation Act of 1902 and amendments; (6) Water Conservation and Utilization Act of October 14, 1940-54 Stat. 1119; (7) Small Reclamation Project Act; (8) Act of August 9, 1912; and (9) Act of July 11, 1956.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to determine value of excess land without reference to proposed construction of irrigation works; (b) to determine eligibility of land to receive water; (c) to establish eligibility of landowner to receive federally-financed project water. Disclosures outside the Department of the Interior may be made (1) to various counties for recording of agreement pertaining to sale of excess lands; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed in Appendix A.

Record access procedures: Same as Notification above.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom record is maintained.

INTERIOR/LWP-43

System name: Real Estate Comparable Sales Data Storage—Interior, WPRS—43

System location: This system of records is located only in the Regional Headquarters of the Mid-Pacific Region, 2800 Cottage Way, Sacramento, California 95825. See United States Directory of Federal Regional Structure, May 8, 1979.

Categories of individuals covered by the system: Individuals who own or lease property adjacent to or within the vicinity of property

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owned or leased by the Water and Power Resources Service (WPRS).

Categories of records in the system: Records contain data on the physical and nonphysical characteristics of properties having transferred ownership within the vicinity of Federal reclamation projects. Ownership transfers are defined herein as a transfer by deed, agreements to sell or purchase, leases, and contracts. In addition to the property characteristics, the records contain the terms, names, addresses, and telephone numbers of the parties involved, plus other official recorded data.

Authority for maintenance of the system: (1) Reclamation Act of 1902, as amended and acts supplemental thereto, 43 U.S.C. 371, et seq., (2) Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4651, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To make available to the Department of the Interior, data concerning real estate which has transferred ownership within the vicinity of a reclamation project.

(2) For use as comparable data involving real estate appraisals in connection with acquisition programs, land disposals or leases of land owned by the United States, or appraisals of excess land in compliance with the acreage limitation.

(3) To make available to independent appraisers, which are under contract with the Water and Power Resources Service or the Department of Justice, comparable data for use in connection with an appraisal assignment.

(4) Transfer to the United States Department of Justice in the event of litigation involving the records or the subject matter of the records.

(5) Transfer, in the event there is indicated a violation or potential violation of a statute, regulation, rule, order, or license whether civil, criminal, or regulatory in nature, to the appropriate agency or agencies, whether Federal, State, local or foreign, charged with enforcing or implementing the statute, regulation, rule, order or license violated or potentially violated.

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

Storage: Maintained in manual, magnetic disk, magnetic tape, and printout form.

Retrievability: Records are indexed by Service assigned document control number and data field codes which identify property characteristics.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.51.

Retention and disposal: Data stored on magnetic media is retained as permanent record. Manual records are disposed of when superseded.

System manager(s) and address: The System Manager for this system of records is as follows: Regional Real Estate Officer, United States Department of the Interior, Water and Power Resources Service, 2800 Cottage Way, Sacramento, California 95825.

Notification procedure: Inquiries regarding the existence of records should be addressed to Regional Director, Water and Power Resources Service, Mid-Pacific Region, 2800 Cottage Way, Sacramento, California 95825. A written, signed request, stating that the requestor seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: Same as Notification above. See 43 CFR 2.63.

Record source categories: Individuals on whom records are maintained, County Recorder, Title Companies, and Appraisers.

INTERIOR/LBR-44

System name: Vendor Payment Records—Interior, Reclamation—44.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) Reclamation offices numbered 3, 4 (a thru i), 5 (a thru d), 7 (a thru k), 9 (a thru e) in Appendix.

Categories of individuals covered by the system: Individual who furnishes supplies or services. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

Categories of records in the system: Contains name, service rendered, payments made, and supporting records.

Authority for maintenance of the system: 40 U.S.C. 486(c), 31 U.S.C. 66a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of records are (a) for documentation to support disbursement of funds. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Complete file maintained in manual form in file folders.

Retrievability: By individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: In accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under location above. See 43 CFR 2.60.

Record access procedures: Same as Notification above. See 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom record is maintained.

INTERIOR/LBR-45

System name: Equipment, Supply and Service Contracts—Interior Reclamation—45.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) General Services Branch, Bureau of Reclamation, Engineering and Research Center, P.O. Box 25007, Bldg. 67, Denver Federal Center, Denver, Colorado 80225. (3) Reclamation offices numbered 4 (a thru i), 5 (a thru d), 6 (a thru i), 7 (a thru k), 9 (a, b, c) in Appendix.

Categories of individuals covered by the system: Individuals who have entered into contracts with the agency for equipment, supplies, and services. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

Categories of records in the system: Contracts for the procurement of equipment, materials, and services; including reports of compliance or noncompliance to labor and other laws governing contract administration.

Authority for maintenance of the system: Reclamation Act of June 17, 1902, as amended, 43 U.S.C. 371, et seq., 40 U.S.C. 486(c), 31 U.S.C. 66a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for administration of the contract. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

PRIVACY ACT SYSTEMS

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

Storage: Maintained in manual form in file folders.

Retrievability: Indexed by name of individual or by purchase order number.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: 3 years after final settlement. In accordance with approved retention and disposal schedules.

System manager(s) and address: From individuals.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60 for submission requirements.

Record access procedures: Same as Notification above. See 43 CFR 2.63 for submission requirements.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

INTERIOR/LBR-46

System name: Employee Trip Reports—Interior, Reclamation—46.

System location: (1) Division of General Services, Bureau of Reclamation, U.S. Department of the Interior, Washington, D.C. 20240. (2) General Services Branch, Bureau of Reclamation, Engineering and Research Center, P.O. Box 25007, Bldg. 67, Denver Federal Center, Denver, Colorado 80225. (3) Reclamation offices numbered 5 (a thru d), 7 (a thru k) in Appendix.

Categories of individuals covered by the system: Staff personnel who have been authorized to review construction, maintenance, land matters, administrative duties, etc.

Categories of records in the system: Reporting condition in other offices as well as field offices for informational or historical purposes.

Authority for maintenance of the system: 43 U.S.C. 373, 373a, 1457, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to document suggested improvements in operations or structure modifications. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Maintained in file folders and classified by the subject of purpose of the field trip.

Retrievability: By individual name.

Safeguards: Maintained with safeguards meeting requirements of 43 CFR 2.51.

Retention and disposal: In accordance with approved retention and disposal schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location above. See 43 CFR 2.60 for submission requirements.

Record access procedures: Same as Notification above. See 43 CFR 2.63 for submission requirements.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: From the employee taking the trip.

INTERIOR/LBR-47

System name: Employees' Compensation Records—Interior, Bureau of Reclamation—47.

System location: All offices listed in Appendix, except numbers 8(a thru h) and 9(a thru h).

Categories of individuals covered by the system: Reclamation employees.

Categories of records in the system: Copies of time and attendance reports and copies of information concerning injuries to Federal employees.

Authority for maintenance of the system: 5 U.S.C. 301, 3101, 8101, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for reference to reply to employee requests. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: complete file maintained in manual form in file folders.

Retrievability: by individual's name.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: in accordance with approved Retention and Disposal Schedules.

System manager(s) and address: Chief, Division of General Services, U.S. Department of the Interior, Bureau of Reclamation, Washington, D.C. 20240.

Notification procedure: An individual may inquire whether or not the system contains a record pertaining to him by addressing a written request to the head of the appropriate office listed under Location (above) at which he is (or was) employed. See 43 CFR 2.60 for submission requirements.

Record access procedures: Same as Notification above. See 43 CFR 2.63 for submission requirements.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individual on whom record is maintained.

INTERIOR DEPARTMENT

INTERIOR/FWS-1

System name: Labor Cost Information Records—Interior, FWS—1

System location: Denver Service Center, U.S. Fish and Wildlife Service, Department of the Interior, P.O. Box 25346, Denver Federal Center, Denver, Colorado 80225.

Categories of individuals covered by the system: All employees of the U.S. Fish and Wildlife Service.

Categories of records in the system: Contains time and cost data by organization, by employee.

Authority for maintenance of the system: Budget and Accounting Procedures Act of 1950, 64 Stat. 832.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to serve as a tool in the financial and manpower management of service programs. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; and (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

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

Storage: maintained on microfilm (one microfilm for each biweekly pay period) with a computer printout produced quarterly and distributed to managers at field stations, area offices and Regional and Washington Office divisions and offices.

Retrievability: by organization, by employee.

Safeguards: maintained in accordance with the provisions of 43 CFR 2.51.

Retention and disposal: made in accordance with FPMR 101-11.4 dated August 1, 1974.

System manager(s) and address: Director, Denver Service Center, U.S. Fish and Wildlife Service, Department of the Interior, P.O. Box 25346, DFC, Denver, Colorado 80225.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Time and Attendance Records maintained by Timekeepers.

42 FR 19081 (4-11-77)

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INTERIOR/FWS-2

SYSTEM NAME:

Travel Records—Interior, FW-2.

SYSTEM LOCATION:

Finance Center, U.S. Fish and Wildlife Service, Department of the Interior, P.O. Box 25346, Denver Federal Center, Denver, Colorado 80225. (2) Input documents supplied by all facilities of the U.S. Fish and Wildlife Service. (See Appendix for addresses.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have performed official travel for the U.S. Fish and Wildlife Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains authorizations to perform travel, travel advance records, and vouchers claiming reimbursement for expenses incurred in the performance of travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701-5709; 5 U.S.C. 5721-5733 and 20 U.S.C. 905(a); 5 U.S.C. 5722 and 5 U.S.C. 5742(b); and 5 U.S.C. 4111(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to form the legal basis for the disbursement of federal funds. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; and (5) to Federal, state, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit, (6) to other Federal agencies to effect salary and administrative offsets; (7) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor, or to consumer reporting agencies to prepare a commercial credit report for use by the Department.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made to consumer reporting agencies as defined in the Fair Credit Reporting Act 15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

Indexed by name of traveler.

SAFEGUARDES:

Maintained in accordance with the provisions of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Made in accordance with FPMR 101-11.4.

SYSTEM MANAGER(S) AND ADDRESS:

Manager, Finance Center U.S. Fish and Wildlife Service, Department of the Interior, P.O. Box 25346, DFC, Denver, Colorado 80225.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Office initiating the travel authorization and individual on whom the record is maintained.

INTERIOR-FWS-3

SYSTEM NAME:

Security File—Interior, FWS-3.

SYSTEM LOCATION:

Office of Safety and Security, U.S. Fish and Wildlife Service, Department of the Interior, Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Occupants of critical-sensitive and non-critical sensitive positions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains notice of level of security clearance granted to the individual or notice of favorable full-field report as well as SF-86 supplied by individual, as appropriate.

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:

The primary uses of the records are to (a) document security clearances granted to individuals, and (b) to document suitability determinations for federal employment. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; and (5) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM.

STORAGE:

File maintained in individual folders.

RETRIEVABILITY:

Folders identified by employee name.

SAFEGUARDS:

Folders contained in locked cabinet.

RETENTION AND DISPOSAL:

Destroyed when clearance requirement no longer exists or when employee separates.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Office of Safety and Security, U.S. Fish and Wildlife Service, Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records

pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information supplied by individual and the Office of Personnel Management.

INTERIOR DEPARTMENT

INTERIOR/FWS-4

SYSTEM NAME:

Tort Claim Records—Interior, FWS-4

SYSTEM LOCATION:

(1) Division of Contracting and General services, U.S. Department of the Interior, Fish and Wildlife Service Washington, D.C. 20240; (2) regional offices of Fish and Wildlife Service. (See Appendix for regional addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Claimants for damages to personal property or personal injury.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains information regarding the individual who is required to evaluate a claim for damage to personal property or personal injury, i.e., name, address, insurance company, estimates of repair costs, accident reports by Government officials, law enforcement officials, attorneys, hospital and doctors' reports and bills for service, statements from witnesses.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Tort Claims Act (28 U.S.C. 2671-2680).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is for evaluation by tort claims officers, attorneys in the Office of the Solicitor, Department of the Interior. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to other Federal agencies to effect salary and administrative offsets; (5) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor, or to consumer reporting agencies to prepare a commercial credit report for use by the Department.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures, pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in paper form, in "Tort Claim files."

RETRIEVABILITY:

By name of claimant.

SAFEGUARDES:

Maintained in compliance with provisions of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Disposed four years after settlement of claim. Record copies held by Office of the Solicitor, Department of the Interior.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Contracting and General Services, U.S. Fish and Wildlife Service, Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors with respect to records located in the office for which each is responsible. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors, with respect to records located in the office for which each is responsible, the request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual submitting claim; investigative reports, including statements from witnesses; medical reports.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The Privacy Act does not entitle an individual to access to information compiled in reasonable anticipation of a civil action or proceeding.

INTERIOR/FWS-5

SYSTEM NAME:

National Wildlife Refuge Special Use Permits—Interior, FWS-5.

SYSTEM LOCATION:

Regional offices of the Fish and Wildlife Service, and individual national wildlife refuges.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for special use permits and cooperative farm agreements on Service lands.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains the name, address of cooperative/permittees, types of special uses, period of use, and any special conditions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The National Wildlife Refuge System Administration Act of 1966 (16 U.S.C. 686dd-ee). See 50 CFR Parts 29 and 32.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is identification of personnel having special use permits and cooperative farming agreements on National Wildlife Refuges. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor, or to consumer reporting agencies to prepare a commercial credit report for use by the Department.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made to consumer reporting agencies as defined in the Fair Credit Reporting Act 15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on paper in files.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Records are maintained in accordance with the provisions of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Special use permits and cooperative farming agreements are usually maintained not more than one year following the period of use.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Refuge Management, U.S. Fish and Wildlife Service, Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors with respect to records located in regional or field offices. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors with respect to records located in regional or field offices. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained.

PRIVACY ACT SYSTEMS

interests, participation in, expenditures, and statistics regarding the use of fish and wildlife resources.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services Act of 1949, as amended; the Fish and Wildlife Act of 1956 (16 U.S.C. 741a-742l); the Federal Aid in Wildlife and Fish Restoration Acts of 1937 and 1950, as amended, 16 U.S.C. 777-777k, 660-669i.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USES AND THE PURPOSE OF SUCH USES:

The primary use of the records is the development of statistical analyses to assist State and Federal governments in managing wildlife resources. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ASSESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Magnetic tape.

RETRIEVABILITY:

Indexed by identification number.

SAFEGUARDS:

Maintained in accordance with the provisions of 43 CFR 2.51.

RETENTION AND DISPOSAL:

For each survey that uses this system, the records will be maintained until summary analyses are completed, after which the names and address will be destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Program Plans, Fish and Wildlife Service, U.S. Department of the Interior, Washington, D.C. 20240.

NOTIFICATIONS PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained.

Interior/FWS-7

SYSTEM NAME:

Water Development Project and/or Effluent Discharge Permit Application Review—Interior, FWS—7

SYSTEM LOCATION:

(1) Division of Ecological Services, Fish and Wildlife Service, U.S. Department of the Interior, Washington, D.C. 20240. (2) All regional, area, and field offices of the Division of Ecological Services. (See Appendix for addresses.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who apply for permits from other regulatory agencies including the Corps of Engineers, and the Environmental Protection Agency. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains some public notices or permit applications from regulatory agencies which give name, address, and description of work that the applicant is requesting authorization to perform. In order to adequately evaluate the proposed project's effect on fish and wildlife resources, additional project information is at times requested and therefore on file. Environmental impact statements and environmental assessments on some proposed projects also are on file.

INTERIOR/FWS-6

SYSTEM NAME:

Hunting and Fishing Survey Records—Interior, FWS-6

SYSTEM LOCATION:

Division of Program Plans, Fish and Wildlife Service, U.S. Department of the Interior, Washington, D.C. 20240

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals participating in hunting, fishing and nonconsumptive wildlife activities, and who voluntarily respond to fishing and hunting survey questionnaires.

CATEGORIES OF RECORDS IN THE SYSTEM:

Survey forms and questionnaires containing information on attitudes,

INTERIOR DEPARTMENT

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Fish and Wildlife Coordination Act, as amended (16 U.S.C. 661-666c; 48 Stat. 401).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to review and comment on permit applications. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license. (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM.

STORAGE:

Maintained on paper in file folders.

RETRIEVABILITY:

Indexed by State, name of applicant, and public notice number.

SAFEGUARDS:

Maintain records in accordance with provisions of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Varies in each location but generally held from two to five years and then either sent to Records Center or destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Ecological Services, Fish and Wildlife Service, U.S. Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors, with respect to records located in regional or field offices. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager, with respect to records located in the

Washington office, and to regional directors with respect to records located in regional or field offices. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Regulatory agency from which permit is requested, State, and the individual on whom the record is maintained.

INTERIOR/FWS-8

SYSTEM NAME:

Fish Disease Inspection Report—Interior, FWS—8.

SYSTEM LOCATION:

(1) Division of Fish Hatcheries, Fish and Wildlife Service, U.S. Department of the Interior, Washington, D.C. 20240. (2) Regional offices of Fish and Wildlife Services. (See Appendix for Regional addresses.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Commercial trout farmers who request that their fish be inspected for known fish diseases. The majority of the commercial trout farmers are business establishments, however, there may be some private individuals involved. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Name and address of requester and information concerning disease.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

18 U.S.C. 42-44, 3054, 3112, 62 Stat. 687, 83 Stat. 281, Fish and Wildlife Act of 1956, 16 U.S.C. 742a-742l; Fish and Wildlife Coordination Act, 16 U.S.C. 661-666c.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of fish disease inspection records maintained in the system is to certify the disease status of populations of fish in the case of transferring, marketing, or distribution control. Disclosures outside the Department of the Interior may be made (1) to do the appropriate agency or agencies, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation or potential violation of a statute, regulation, rule, order or license, whether civil, criminal or regulatory; or charged with enforcing or implementing the statute, rule, regulation, order or license violated or potentially violated; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM.

STORAGE:

Maintained on Standard Form 3-226.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Records maintained in accordance with the provisions of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Indefinite.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Fish Hatcheries, Fish and Wildlife Service, U.S. Department of the Interior, Washington, D.C. 20240

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors with respect to records located in the office for which each is responsible. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

PRIVACY ACT SYSTEMS

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors with respect to records located in the office for which each is responsible. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual or entity that requests the inspection.

INTERIOR/FWS-9

SYSTEM NAME:

Farm Pond Stocking Program—
Interior. FWS—9.

SYSTEM LOCATION:

Regional offices of the Fish and Wildlife Service and National Fish Hatcheries.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for stocking private farm ponds with fish.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address, size of pond, species of fish requested and other information needed to evaluate application.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Ponds are stocked in conjunction with the Agricultural Stabilization and Conservation Programs of the Department of Agriculture. Fish and Wildlife Coordination Act, 16 U.S.C. 661-666c.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to insure that the stocking policy is maintained and to keep track of where various species have been stocked. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule,

regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

The records are maintained on 3½ x 9 inch cards.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Records are maintained in accordance with the provisions of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroyed after ten years.

SYSTEM MANAGER(S) AND ADDRESS:

Regional directors (See Appendix for addresses).

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the System Managers, with respect to records located in regional or field offices. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager, with respect to records located in regional or field offices for which each is responsible. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained.

INTERIOR DEPARTMENT

INTERIOR/FWS-10

SYSTEM NAME:

National Fish Hatchery Special Use Permits—Interior, FWS-10.

SYSTEM LOCATION:

Regional offices of Fish and Wildlife Service and National Fish Hatcheries where records are maintained.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have made application for special use permits on National Fish Hatcheries.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains the name and address of permittees, types of special uses, period of use, and any special conditions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

CFR 70.71, 16 U.S.C. 480k-3; 16 U.S.C. 664 See 50

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to limit and control the use of the property at the National Fish Hatcheries. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor, or to consumer reporting agencies to prepare a commercial credit report for use by the Department.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ASSESSING, RETAINING, AND DISPOSING OF RECORDS IN SYSTEM:

STORAGE:

Maintained on paper in files.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Records are maintained in accordance with the provisions of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroyed after one year following period of use.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Hatcheries and Fishery Resource Management Fish and Wildlife Service, U.S. Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURES:

Inquiries regarding the existence records shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors with respect to records located in the office or facility for which each is responsible. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors with respect to records located in the office or facility for which each is responsible. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained.

INTERIOR DEPARTMENT

INTERIOR/FWS-11

SYSTEM NAME:

Real Property Records—Interior,
FWS-11.

SYSTEM LOCATION:

Regional Offices, U.S. Fish and
Wildlife Service (see appendix for
addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Landowners, tenants and permittees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of individual files, i.e.,
title file; case file; and correspondence
file. Along with this material is the
corresponding tract appraisal report.
The title file contains title evidence,
original instrument of conveyance, copy
of acquisition contract, title curative and
closing data, title opinions, survey
description and plat, payment vouchers,
and appraisal summary. The case file
contains a copy of the acquisition
contract, copy of instrument of
conveyance, closing data, survey
description and plat, payment vouchers
and appraisal summary. The
correspondence file contains all general
correspondence, negotiator's contacts
and all material in connection with
relocation assistance permits or
outgrants when appropriate. The
appraisal report consists of the property
description, local market data including
comparable sales information, location
maps and an analysis of value.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Land acquisition and disposal
authorities are as follows: Migratory
Bird Conservation Act, as amended (16
U.S.C. 715 et seq.); Migratory Bird
Hunting Stamp Act, as amended (16
U.S.C. 718 et seq.); Fish and Wildlife Act
of 1956, as amended (16 U.S.C. 742a et
seq.); Fish and Wildlife Coordination
Act, as amended (16 U.S.C. 661-666c);
Recreational Use of Conservation Areas
Act, as amended (16 U.S.C. 460k-460k-
4); Colorado River Storage Project Act,
as amended (43 U.S.C. 620g);
Endangered Species Act of 1973 (16
U.S.C. 1531-1543); National Wildlife
Refuge System Administration Act, as
amended (16 U.S.C. 668dd-668ee); Act of
May 19, 1948 (PL 80-547), as amended
(16 U.S.C. 667b-667d); Federal Property
and Administrative Services Act of 1949,
as amended (41 U.S.C. 471 et seq.); and
the Uniform Relocation Assistance and
Real Property Acquisition Policies Act
of 1970 (40 U.S.C. 4901 et seq.).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are
(a) transfer of pertinent documents to
authorized title companies or
abstractors to obtain title evidence for
closings; (b) transfer of pertinent
documents to Regional Solicitors and
the U.S. Department of Justice for title
opinions and condemnation purposes;
(c) for use of appraisal information in
negotiations; (d) for permit and outgrant
purposes; (e) reporting lands as excess
to the General Services Administration
for transfer or disposal. Disclosures
outside the Department of the Interior
may be made (1) to the Department of
Justice when related to litigation or
anticipated litigation; (2) of information
indicating a violation or potential
violation of a statute, regulation, rule,
order or license, to appropriate Federal,
State, local or foreign agencies
responsible for investigating or
prosecuting the violation or for enforcing
or implementing the statute, rule,
regulation, order or license; (3) to a
Member of Congress from the record of
an individual in response to an inquiry
made at the request of that individual;
(4) to title companies or abstractors; (5)
to the General Services Administration;
(6) to provide addresses obtained from
the Internal Revenue Service to debt
collection agencies for purposes of

locating a debtor to collect or
compromise a Federal claim against the
debtor, or to consumer reporting
agencies to prepare a commercial credit
report for use by the Department.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

*Disclosures pursuant to 5 U.S.C.
552a(b)(12):* Disclosures may be made to
consumer reporting agencies as defined
in the Fair Credit Reporting Act (15
U.S.C. 1681a(f)) or the Federal Claims
Collection Act of 1966 (31 U.S.C.
3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Title File-in legal size binders. Case
and Correspondence Files-in letter size
file folders.

RETRIEVABILITY:

By name of individual.

SAFEGUARDS:

Maintained with safeguards in
accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Title File-stored as permanent records
in GSA records center. Case and
Correspondence Files-maintained until
case is closed, then retired to GSA
records center and destroyed after two
years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Realty, Fish and
Wildlife Service, U.S. Department of the
Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquires regarding the existence of
records shall be addressed to the
System Manager, with respect to records
located in the Washington office, and to
regional directors, with respect to
records located in the offices for which
each is responsible. A written, signed
request stating that the requester seeks
information concerning records
pertaining to him is required. See 43 CFR
260.

RECORD ACCESS PROCEDURES:

A request for access shall be
addressed to the System Manager with
respect to records located in the
Washington office, and to regional
directors, with respect to records
located in the office for which each is
responsible. The request must be in
writing and be signed by the requester.
The request must meet the content
requirements of 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be
addressed to the System Manager and
must meet the content requirements of
43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Public records, other governmental
contracts, community contacts, and
named individuals.

48 FR 54717 (12-6-83)

INTERIOR/FWS-13

System name: North American Breeding Bird Survey—Interior, FWS—13.

System location: Patuxent Wildlife Research Center, Laurel, Maryland.

Categories of individuals covered by the system: Volunteers from general public (about 1,500 people).

Categories of records in the system: Birds observed along roadsides at predetermined locations.

Authority for maintenance of the system: Fish and Wildlife Act of 1956 (16 U.S.C. 742a-742i; 70 Stat. 1119).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is the annual monitoring of migratory bird populations to determine trends in their abundance. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute,

regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Magnetic tapes or disks and 8 x 10 1/2 inch original data sheets.

Retrievability: by computer or hand sort.

Safeguards: records maintained in accordance with the provisions of 43 CFR 2.51.

Retention and disposal: none have been disposed of in the nine years of the survey. They are a historic record of bird abundance.

System manager(s) and address: Director, Migratory Bird and Habitat Research Laboratory, Patuxent Wildlife Research Center, Laurel Maryland.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

42 FR 19086 (4-11-77)

INTERIOR/FWS-14

System name: Great Lakes Commercial Fisheries Catch Re Interior, FWS--14.

System location: Great Lakes Fishery Laboratory, Ann Arbor, Michigan.

Categories of individuals covered by the system: Commercial fishermen operating on any of the Great Lakes. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

Categories of records in the system: Complete record of daily fishing operations including time, location, vessel name, gear used names of fishermen, and weights and values by weight of fish of each species.

Authority for maintenance of the system: Fish and Wildlife Act of 1956 (16 U.S.C. 742a-742i; 70 Stat. 1119).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to determine population levels of species of fish of commercial, recreational and esthetic interest and (b) to determine effects of man's activities on these species. Disclosures outside the Department of the Interior may be made (1) to the National Marine Fisheries Service, U.S. Department of Commerce, for economic evaluations of Great Lakes commercial fisheries and for publication in its Standard Statistical Digests and related media as provided in a cooperative agreement, (2) to the Departments of Natural Resources or Conservation of the States of Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania and Wisconsin for resource assessment, effective fishery management, economic and social considerations, regulatory purposes, and for ongoing biological research, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (5) the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Manual and Computer: Records kept in storage cabinets, 11 x 17 inch questionnaires, 11 x 14 inch computer printouts, punched cards and magnetic tape.

Safeguards: Basic record kept as long as required to extract impersonal data; records are accessed at various times to obtain data for new analyses. A limited number may be retained (for up to five years) at a GSA Records Center.

System manager(s) and address: Director, Great Lakes Fisheries Laboratory.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

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

42 FR 19086 (4-11-77)

INTERIOR/FWS-17

System name: Diagnostic-Extension Service Records—Interior, FWS-17

System location: (1) Eastern Fish Disease Laboratory, R.D. 1, Box 17, Kearneysville, West Virginia 25430. (2) Fish Farming Experimental Station, P.O. Box 860, Stuttgart, Arkansas 72160. (3) National Fish and Wildlife Health Laboratory, University of Wisconsin, Department of Veterinary Science, 1655 Linden Drive, Madison, Wisconsin 53703. (4) Western Fish Disease Laboratory, Bldg. 204, Naval Support Activity, Seattle, Washington 98115.

Categories of individuals covered by the system: Federal, State employees involved in fish and wildlife production and fishery wildlife management, private fish farmers, fish hobbyists.

Categories of records in the system: Results of diagnostic examinations, related information and recommendations.

Authority for maintenance of the system: Fish and Wildlife Act of 1956 (16 U.S.C. 742a-742i; 70 Stat. 1119), Fish and Wildlife Coordination Act (16 U.S.C. 661-666c).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) internal use for identifying regional and national fish and wildlife disease patterns, occurrence and importance (b) as an aid in developing research priorities and (c) for comparison of pathologi-

cal agents, disease pathology. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: bound books, forms in file folders.

Retrievability: by accession number.

Safeguards: as prescribed in 43 CFR 2.51.

Retention and disposal: indefinite.

System manager(s) and address: Appropriate laboratory Director.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individuals, companies, or their representatives on whom the records are maintained; Federal and State employees.

INTERIOR/FWS-19

SYSTEM NAME:

Endangered Species Licensee System—Interior, FWS—19.

SYSTEM LOCATION:

(1) Division of Law Enforcement, U.S. Fish and Wildlife Service, Washington, D.C. 20240;

(2) Regional Offices of the Fish and Wildlife Service (See Appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who request a license to import or export fish and/or wildlife or products thereof. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains name, address, date of birth, height, weight, color of hair and eyes, business phone number, occupation and social security number of individual requesting license. Businesses are identified by type, name and title and phone number of principal officer and State of incorporation, if applicable.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Endangered Species Act of 1976 (16 U.S.C. 1538(d); 87 Stat. 884).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify licensees authorized to import or export fish and/or wildlife or products thereof. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a

statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license: (3) publication in the **Federal Register**, as required by law. (4) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor, or to consumer reporting agencies to prepare a commercial credit report for use by the Department.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in folders, and on computer media or printouts.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Maintained in segregated area secured by a locking device in accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Indefinite.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Law Enforcement, U.S. Fish and Wildlife Service, Washington, D.C. 20240.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the specific exemption authority provided by 5 U.S.C. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b) which exempts this System from the provisions of 5 U.S.C. 522a(c)(3) (d), (e)(1), (e)(4) (G), (H) and (I) and (f) and the portions of 43 CFR Part 2, Subpart D which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 50432 (October 29, 1975).

INTERIOR DEPARTMENT

INTERIOR/FWS-20

SYSTEM NAME:

Investigative Case File System-
Interior, FWS-20.

SYSTEM LOCATION:

(1) Division of Law Enforcement, U.S. Fish and Wildlife Service, Washington, D.C. 20240;

(2) Regional Offices of the Fish and Wildlife Service (See Appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Subjects of investigation relative to violation of fish and wildlife laws.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains name and address, place and date of birth plus other available data identifying the subjects of investigation in violation of the fish and wildlife laws as well as other information incident to these investigations all of which carry criminal sanctions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Assault Act (18 U.S.C. 111), Bald Eagle Act (16 U.S.C. 668-668d), Black Bass Act (16 U.S.C. 851-856), Lacey Act (18 U.S.C. 42-44), National Wildlife Refuge System Administration Act (16 U.S.C. 668dd-668ee), Migratory Bird Hunting Stamp Act (16 U.S.C. 718-718h), Migratory Bird Treaty Act (16 U.S.C. 703-711), Endangered Species Act (16 U.S.C. 1531-1543), Marine Mammal Act (16 U.S.C. 1361-1407), Upper Mississippi Refuge Act (16 U.S.C. 721-731), Bear River Refuge Act (16 U.S.C. 690), Fish and Wildlife Recreation Act (16 U.S.C. 460k-460k-4), Airborne Hunting Act (16 U.S.C. 742j), and Tariff Classification Act (19 U.S.C. 1527).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to include all investigative and enforcement information reported to and investigated by the Division of Law Enforcement, U.S. Fish and Wildlife Service. Disclosures outside the Department of the Interior may be made:

(1) To the U.S. Department of Justice when related to litigation or anticipated litigation;

(2) Of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for

investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order or license, (3) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the

debtor, or to consumer reporting agencies to prepare a commercial credit report for use by the Department.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders and on computer media or printouts.

RETRIEVABILITY:

Indexed by name.

SAFEGUARD:

Maintained in segregated area secured by a locking device in accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Indefinite.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Law Enforcement,
U.S. Fish and Wildlife Service,
Washington, D.C. 20240.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the general exemption authority provided by 5 U.S.C. 552a(j)(2), Department of the Interior has adopted a regulation, 43 CFR 2.79(a), which exempts the system from all of the provisions of 5 U.S.C. 552a and the regulations in 43 CFR, Part 2, Subpart D, except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), (11) and (i) of 5 U.S.C. 552a and the portions of the regulations in 43 CFR, Part 2, Subpart D implementing these subsections. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 28, 1975). Under the specific

exemption authority provided by 5 U.S.C. 552a(k), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H), and (I) and (f) and the portions of 43 CFR, Part 2, Subpart D which implement these provisions. The reason for adoption of this regulation are set out at 40 FR 50432 (October 29, 1975).

PRIVACY ACT SYSTEMS

INTERIOR/FWS-21

SYSTEM NAME:

Permits System—Interior, FWS-21.

SYSTEM LOCATION:

(1) Division of Law Enforcement, U.S. Fish and Wildlife Service, Department of the Interior, Washington, D.C. 20240.

(2) Regional Offices of the Fish and Wildlife Service (See Appendix for addresses).

(3) Federal Wildlife Permit Office, U.S. Fish and Wildlife Service, Department of the Interior, Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for permits to conduct certain activities in areas of fish and wildlife. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains the name, address, date of birth, height, weight, color of hair and eyes, business phone number, occupation and social security number of persons applying for permit. Business agencies and institutions are identified by type, name, title and phone number of principal officer and State of incorporation, if applicable. Contains information on location of the activity and a briefing of the type of the proposed activity. May also include the qualifications, education background and experience of the applicant.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C. 668a, 16 U.S.C. 1539, 16 U.S.C. 704-711, 16 U.S.C. 1371, 18 U.S.C. 42-44, and 19 U.S.C. 1527.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USES AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify holders of permits which authorize otherwise illegal activity having to do with fish and/or wildlife. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of

information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies, responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule,

regulation order or license; (3) publication in the Federal Register, as required by law; (4) To provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor, or to consumer reporting agencies to prepare a commercial credit report for use by the Department.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures Pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made to consumer reporting agencies as defined in the Fair Credit Reporting Act 15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders; and on computer media or printouts.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Maintained in segregated area secured by a locking device in accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Indefinite.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Law Enforcement, or Chief, Wildlife Permit Office, U.S. Fish and Wildlife Service, Washington, D.C. 20240.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the specific exemption authority provided by 5 U.S.C. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts the system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I) and (f) and the portions of 43 CFR, Part 2, Subpart D which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 26, 1975).

INTERIOR/FWS-22

SYSTEM NAME:

U.S. Deputy Game Warden—Interior, FWS-22.

SYSTEM LOCATION:

Regional offices of the Fish and Wildlife Service. (See Appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for U.S. Deputy Game Warden Commissions.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains the name, address, date and place of birth, social security number, height, weight, color of hair and eyes of applicants for U.S. Deputy Game Warden Commissions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Fish and Wildlife Act of 1956 (16 U.S.C. 742a-742j; 70 Stat. 1119).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are to identify holders of and applicants for U.S. Deputy Game Warden commissions. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; and, (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Maintained in segregated area secured by a locking device in accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroyed after commission expires.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Personnel Management and Organization, U.S. Fish and Wildlife Service, Room 3455, Main Interior Building, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors, with respect to records located in the office for which each is responsible. A written signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors, with respect to records located in the office for which each is responsible. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals on whom the file is being maintained.

INTERIOR/FWS-23

SYSTEM NAME:

Motor Vehicle Permit Log—Interior, FWS—23.

SYSTEM LOCATION:

(1) Division of Personnel Management and Organization, U.S. Fish and Wildlife Service, Washington, D.C. 20240. (2) Regional offices (See Appendix for Regional addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees who require Government Vehicle Operator Permit.

CATEGORIES OF RECORDS IN THE SYSTEM:

Log reflecting employee name, driver's license number, duty station location, date of issue of permit and date permit expires.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Service Act of 1949, (40 U.S.C. 471), as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is a ready reference of names of holders of motor vehicle permits and date when permit must be renewed. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; and, (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained as simple log in loose-leaf binder.

RETRIEVABILITY:

Maintained by date and in alphabetical order.

SAFEGUARDS:

Log maintained as information system for personnel staff with normal non-security confidential procedures meeting requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Maintenance of a log on a continuing basis consistent with need of the individual to have a current permit.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Personnel Management and Organization, U.S. Fish and Wildlife Service, Room 3455,

Main Interior Building, 18th and C Streets, NW., Washington, D.C., 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors, with respect to records located in the office for which each is responsible. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager, with respect to records located in the Washington office, and to Regional directors, with respect to records located in the office for which each is responsible. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR DEPARTMENT

INTERIOR/FWS-25

SYSTEM NAME:

Contract and Procurement Records—
Interior. FWS-25.

SYSTEM LOCATION:

(1) Division of Contracting and General Services, Fish and Wildlife Service, U.S. Department of the Interior, Washington, D.C. 20240. (2) Regional offices of Fish and Wildlife Service. (See Appendix for regional addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals submitting unsolicited proposals or replying to solicitations for bids. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains information regarding the individual which would be required to evaluate contract proposals, i.e., name, age, education, experience, references, and possible other pertinent information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Act of 1949, as amended 40 U.S.C. 741-745; Fish and Wildlife Act of 1956, 16 U.S.C. 742a-742i; 70 Stat. 1119.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is evaluation by contracting officers and technical representatives of operating (requesting) Division or Office placing name and address on bidders list for use in sending out future solicitations. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule,

regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional Office made at the request of that individual, (4) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or

compromise a Federal claim against the debtor, or to consumer reporting agencies to prepare a commercial credit report for use by the Department.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on paper form, in either the "Bidders Mailing List" file or a "Contract Folder".

RETRIEVABILITY:

By name and contract number.

SAFEGUARDS:

Records maintained in compliance with provisions of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Bidders Mailing List—until individual requests withdrawal or solicitation returned unanswered. Destroyed immediately. Contract Files: Four years after closing of file.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Contracting and General Services, Fish and Wildlife Service, U.S. Department of the Interior, Washington, D.C. 20240, and regional directors (See Appendix for regional addresses).

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager, with respect to records located in the Washington Office, and to regional directors, with respect to records located in the office for which each is responsible. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

A request for access may be addressed to the System Manager, with respect to records located in the Washington Office and to regional directors, with respect to records located in the office for which each is responsible. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual submitting proposals for consideration.

application, records and reports on the harvest of migratory birds, including types of birds, location, related data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Migratory Bird Treaty Act of July 3, 1918 (16 U.S.C. 703-711; 40 Stat. 755).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records maintained in the system are (a) data are routinely used by biologists and/or law enforcement offices of the U.S. Fish and Wildlife Service, Canadian Wildlife Service, Mexican Department Fauna Silvestre, and State and Provincial Conservation Agencies to further understanding, protection, management and utilization of the North American migratory bird resource; (b) portions of the data files including name and address listings are used for research purposes and for guidance, planning and coordination of research on migratory birds; (c) reports of summarized and analyzed data originating from banding and surveys are analyzed and published by the U.S. Fish and Wildlife Service and other cooperating agencies; studies containing analyzed migratory bird population and harvest data also appear in the technical literature involving the records or the subject matter of the records. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information that may aid investigations or indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit; (6) to the Canadian Wildlife Service, Environmental Management Service, Department of the Environment, Ottawa, Ontario, Canada K1A 0H3 and Mexico Direccion General Fauna Silvestre,

INTERIOR/FWS-26

SYSTEM NAME:

Migratory Bird Population and Harvest Systems—Interior, FWS-26.

SYSTEM LOCATION:

(1) Office of Migratory Bird Management, U.S. Fish and Wildlife Service, U.S. Department of the Interior, Patuxent Wildlife Research Center, Laurel, Maryland 20811. (2) Minor portions of the files comprising the system are found in the Washington Office, Regional Offices, and field offices of the U.S. Fish and Wildlife Service; offices of State conservation agencies, and other Federal and State agencies; universities; national, regional and local conservation organizations; and individuals who contribute to the collection of population and harvest information which is eventually transferred to the Office of Migratory Bird Management, Laurel, Maryland, for storage.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The system contains information on: (1) Persons applying for bird banding permits. (2) Persons issued bird banding permits. (3) Persons reporting upon banded birds encountered in the wild. (4) Persons participating in migratory bird population surveys. (5) Persons submitting harvest data for migratory game birds taken under hunting regulations. (6) Unidentified persons observed in the field hunting migratory game birds.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application forms for bird banding permits, including name, address, and related information to evaluate the

INTERIOR DEPARTMENT

FWS-26 (cont.)

Aquiles Serdan 28-70, Pisa, Mexico 3, DF, Mexico, as part of cooperative agreements; (7) routinely or upon request all or portions of the files, including name and address listings, are supplied to cooperators and researchers in other Federal, State, and local agencies; members of national, regional or local conservation organizations, university researchers and private individuals who establish a bona fide need for the information; (8) to contributors of band recovery information related to the bander and banding of the banded bird they reported, likewise, contributors of survey and harvest information are sometimes supplied with reports of populations and harvest surveys to which they had contributed. (Routine uses (1) and (2) apply only to those individuals in nos. (1) and (2) of the above paragraph 'Categories of individuals covered by the system,' and not to individuals who supply voluntary information to aid the Service in migratory bird management and research.)

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records comprising the various files of the system are maintained on paper forms and correspondence, punched and/or interpreted cards, magnetic computer tape, computer printouts or listings, magnetic disc packs, microfilm and microfiche cards. Summarized information is found in unpublished and published reports.

RETRIEVABILITY:

The files comprising the system are indexed in various way depending upon the nature and use of the record. Files may be arranged by type of survey, species of migratory birds, cooperators, time periods, geographical areas, and biological characteristics of the banded, observed, or harvested bird. Most of the files are oriented to the migratory bird resource and its utilization; the identity of the individual person is retained only for edit, banding authority compliance; response, and acknowledgment purposes. In the banding files the identity of the bander is permanently obtainable through interpretation of the permit number. Inasmuch as banding and other surveys of migratory birds and their harvest are based upon statistical sampling of a larger universe, the identity of individuals is usually deleted early in the analysis.

SAFEGUARDS:

Records comprising the system are stored within the fenced and locked premises of the Patuxent Wildlife Research Center, Laurel, Maryland. The records themselves are stored within a locked building and the master computer files are retained in a locked vault. Only authorized individuals have access to these records. Magnetic tape files containing records of banded birds are stored for computer processing at the Washington Computer Center of the Department of the Interior. Current versions of banding tape files are stored in a locked, fire and explosion proof vault. Backup versions are stored in a library that must be entered through two locked doors. All requests for data, beyond those routinely supplied to cooperators, are reviewed by the Assistant Chief, Office of Migratory Bird Management, Laurel, Maryland. Care is taken to insure that the requesting individual has a legitimate need for the information and that the information which is supplied is limited to his specific needs. Furthermore, care is taken to protect the proprietary rights of researchers to first use of data arising from their personal banding efforts; persons requesting data generated by other researchers are instructed to secure clearance for use of the data with the original bander. Policies regarding the release and use of bird banding data are developed in consultation with the Canadian Wildlife Service and other cooperators. Means for developing improved safeguards for the computer record files at Laurel, and policies regarding release of data from the files maintained there is presently under study.

RETENTION AND DISPOSAL:

Some records are maintained only for a few days until the data can be transferred to other media, such as computer tapes or microfilm, for permanent storage. Because of the great scientific value attached to some of the files, such as those comprising the North American Bird Banding Program, source documents of banding are retained indefinitely; this is done to facilitate the possible correction and edit of those records. In contrast, source documents for other files are periodically destroyed by recycling. Computer tabulations are retained for five years or until such time as they have been updated. A system to catalog computer files is being developed; this system will insure that obsolete files are destroyed while insuring the retention of those required for current or future use.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Office of Migratory Bird Management, U.S. Fish and Wildlife Service, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

An individual desiring to know whether the system contains information relating to himself may address his inquiry to the System Manager. An individual seeking information about the system should provide his complete name and address, and if possible, indicate the nature of the data file (banding, population surveys, migratory game bird harvests, etc.) in which he is most interested.

RECORD ACCESS PROCEDURES:

Inquiries concerning access to and correction of records in the system may be directed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 42 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

The files comprising the Migratory Bird Populations and Harvest System evolve from several diverse groups of people. These may be generally categorized as (1) persons applying for authority to band birds, (2) persons granted authority to band birds, (3) persons reporting encounters with banded birds, (4) persons supervising or participating in various population surveys of migratory birds, (5) persons purchasing migratory bird hunting stamps, and (6) persons who hunt migratory game birds or otherwise utilize the migratory game bird resource.

INTERIOR/FWS-27

System name: Correspondence Control System—Interior, FWS—27.

System location: Office of the Director, U.S. Fish and Wildlife Service, Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

Categories of individuals covered by the system: U.S. Senators and Representatives, Governors of States, members of the public.

Categories of records in the system: Correspondence.

Authority for maintenance of the system: 5 U.S.C. 301, 43 U.S.C. 1467, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to provide control for prompt handling of priority correspondence by the U.S. Fish and Wildlife Service. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

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

Storage: Maintained in manual form in file folders.

Retrievability: Indexed alphabetically by name of congressman or letter writer and number assigned to correspondence.

Safeguards: Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: Copies are destroyed after one year.

System manager(s) and address: Chief, Correspondence Services Office, U.S. Fish and Wildlife Service, Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

Notification procedure: Same as above. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester and must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment may be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

Record source categories: Individual from whom incoming letter was received.

INTERIOR DEPARTMENT

INTERIOR/FWS-28

SYSTEM NAME:

Avitrol Authorization Records—
Interior, FWS-28.

SYSTEM LOCATION:

Wildlife Services Office, U.S. Fish and
Wildlife Service, 11 North Pearl Street,
P.O. Box 150, Albany, New York 12201.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Aerial applicators of Avitrol for
treating corn to prevent blackbird
damage in cornfields.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains name, address, home and
business telephone number, type of
aircraft, New York State applicator's
registration number and signature of
applicant affirming that he or she has

read and understands the
Environmental Protection Agency
registration label. The applicant also
agrees to submit to the State Supervisor,
Division of Wildlife Services, prior to
treatment, a list of the number and
location of fields to be treated.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Act of March 2, 1931 (46 Stat. 1468, 7
U.S.C. 426-426b; Federal Insecticide,
Fungicide and Rodenticide Act as
amended (7 U.S.C. 135-135k); and
Migratory Bird Treaty Act of 1918, as
amended (16 U.S.C.) 703-711; 40 Stat.
755.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is for
documentation of the qualifications for
aerial applicators of Avitrol-treated
grain to prevent blackbird damages
while minimizing the hazard to non-
target species of birds. Disclosures
outside the Department of the Interior
may be made, (1) to the U.S. Department
of Justice when related to litigation or
anticipated litigation, (2) of information
indicating a violation or potential
violation of a statute, regulation, rule,
order or license, to appropriate Federal,
State, local or foreign agencies
responsible for investigating or
prosecuting the violation or for enforcing
or implementing the statute, rule,
regulation, order or license, and (3) from
the record of an individual in response
to an inquiry from a Congressional
office made at the request of that
individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM.

STORAGE:

Maintained on a letter size form.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Records are maintained in a standard
office filing cabinet and office is locked
when personnel are not present.

RETENTION AND DISPOSAL:

Made in accordance with FPMR 101-
11.4, dated August 1, 1974.

SYSTEM MANAGER(S) AND ADDRESS:

State Supervisor, U.S. Fish and
Wildlife Service, 11 North Pearl Street,
P.O. Box 150, Albany, New York 12201.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of
records shall be addressed to the
System Manager. A written, signed
request stating that the requestor seeks
information concerning records
pertaining to him is required. See 43 CFR
2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be
addressed to the System Manager. The
request must be in writing and be signed
by the requester. The request must meet
the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be
addressed to the Systems Manager and
must meet the content requirements of
43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is
maintained.

46 FR 18379 (3-24-81)

INTERIOR DEPARTMENT

INTERIOR/FWS-29

SYSTEM NAME:

Animal Damage Control Non-Federal Personnel Records—Interior, FWS—29.

SYSTEM LOCATION:

(1) Division of Wildlife Management, U.S. Fish and Wildlife Service, Department of the Interior, Washington, D.C. 20240; (2) regional offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

State employees, cooperative employees paid by a cooperator, and private corporation employees (in Idaho). The number of individuals covered are: State-159, Cooperative-221, Corporation-6 (in Idaho).

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Supervisor's Record or Employees (Non-Federal)—Recruitment forms, medical forms, security records, life and health insurance forms, military service records, motor vehicle exam records, education and skills records, training records, disciplinary and suspension records, letters of commendation; (2) Payroll Records—Time and attendance records, State retirement records, social security records, workman's compensation insurance records, leave records, salary and expense cost records; (3) Travel Expense and Mileage Report; (4) Animal Damage Control Records—Hunter and trapper (district field assistant) records on animals taken, weekly itinerary and report of activity of trappers and hunters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Act of March 2, 1931 (48 Stat. 1468; 7 U.S.C. 426-428(b)); Federal Insecticide, Fungicide and Rodenticide Act as amended (7 U.S.C. 135-135); and Migratory Bird Treaty Act of 1981, as amended (18 U.S.C. 703-711; 40 Stat. 755).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:

The primary uses of the records are to (a) serve as a tool for the State supervisors in the financial and manpower management of Animal Damage Control programs (b) form the legal basis for the disbursement of funds

and (c) forms basis for preparation of statistical reports. Disclosures outside the Department of the Interior may be made, (1) for administrative uses by cooperating Federal, State, county, and local governmental units, and cooperating private organizations and associations, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to other Federal agencies to effect salary and administrative offsets; (6) to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor, or to a consumer reporting agencies to prepare a commercial credit report for use by the Department.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in folders in files.

RETRIEVABILITY:

By employee name.

SAFEGUARDS:

Records and forms are maintained in a standard office filing cabinet and office is locked when authorized personnel are not present.

RETENTION AND DISPOSAL:

Non-record administrative material disposed 30 days after employment terminates or in compliance with State regulations on disposal of payroll records subject to audit.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Wildlife Management, U.S. Fish and Wildlife Service, Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

Inquiries regarding existence of records shall be addressed to the Chief, Division of Wildlife Management, with respect to records located in the Washington Office, or to regional directors with respect to records located in the office for which each is responsible. A written signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

A written request for access signed by the requester shall be addressed to the appropriate State Supervisor. The request must meet the content requirement of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the Systems Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR DEPARTMENT

INTERIOR/NPS-1

SYSTEM NAME:

Special Use Permits—Interior, NPS-1.

SYSTEM LOCATION:

Substantially all Regional and Park Offices of the National Park Service (See Appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Visitors to National Parks who receive special use permits.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains permittees' names, tracts numbers, addresses, terms, and conditions of permits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

18 U.S.C. 1 and 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is for (1) Park management. Disclosures outside the Department of the Interior may be made: (1) To the United States Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to

appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation of, or enforcing or implementing the statute, rule, regulation, order, or license; (3) from the record of an individual in response to an inquiry from a Congressional Office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

Indexed by tract number or permittee's name.

SAFEGUARDS:

Stored in lockable metal file cabinets or unlocked cabinets in secured rooms or buildings on either United States Government-owned or leased facilities.

RETENTION AND DISPOSAL:

Ordinarily disposed of one year after termination of special use permit.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director, Park Operations, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURES:

To determine whether the records are maintained on you in this system, write to the Systems Manager or to the offices cited under "Records Location." (See 43 CFR 2.60)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager or the offices cited under "Records Location." Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63)

CONTESTING RECORD PROCEDURE:

To request corrections or the removal of material from your files, write the Systems Manager. (See 43 CFR 2.71)

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

48 FR 51696 (11-10-83)

PRIVACY ACT SYSTEMS

INTERIOR/NPS—2

SYSTEM NAME:

Land Acquisition and Relocation
Files—Interior, NPS—2.

SYSTEM LOCATION:

All project offices and Regional land
offices of the National Park Service (See
Appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Owners and tenants of land within
National Parks.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains property owners' and
tenants' names, assigned tract numbers,
addresses, title evidence, appraisals,
negotiator's reports, property plats, all
documents relative to acquisition of
properties by direct purchase, donation,
or condemnation proceedings, general
correspondence, and relocation claims
with supporting documents and
payments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C. 1, 44 U.S.C. 3101, and 42
U.S.C. 4851.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is for:
(1) Land acquisition and relocation
purposes. Disclosures outside the
Department of the Interior may be made:
(1) To authorized title companies and
closing agents for title policies and
closings, (2) to the United States
Department of Justice for preliminary
and final title opinions and
condemnation proceedings, (3) to the
United States Department of Justice
when related to litigation or anticipated
litigation, (4) of information indicating a
violation or potential violation of a
statute, regulation, rule, order, or
license, to appropriate Federal, State,
local, or foreign agencies responsible for
investigating or prosecuting the
violation, or for enforcing or
implementing the statute, rule,
regulation, order, or license, (5) from the
record of an individual in response to an
inquiry from a Congressional Office at
the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C.
552a(b)(12). Disclosures may be made
from this system to consumer reporting
agencies as defined in the Fair Credit
Reporting Act (15 U.S.C. 1681a(f)) or the
Federal Claims Collection Act of 1966
(31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file
folders.

RETRIEVABILITY:

Indexed by tract and generally cross-
indexed alphabetically by landowner's
name.

SAFEGUARDS:

Stored in lockable metal file cabinets
or unlocked cabinets in secured rooms
or buildings on either United States
Government-owned or leased facilities.

RETENTION AND DISPOSAL:

Pertinent land acquisition documents
retired to park superintendent's offices
and Land Resources Division,
Washington, when land acquisition
matters complete and remainder of file
disposed of. Reserved tract relocation
files retained at Regional Lands Offices.
Pertinent relocation documents filed
with the National Park Service, Finance
Office and remainder of files disposed
of one year after all claims are
processed for payment.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Land Resources Division,
National Park Service, United States
Department of the Interior, Washington,
D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are
maintained on you in this system, write
to the Systems Manager or to the
Regional Land Offices cited under
"Records Location." (See 43 CFR 2.60)

RECORD ACCESS PROCEDURES:

To see your records, write the
Systems Manager or the land acquisition
offices cited under "Records Location."
Describe as specifically as possible the
records sought. If copies are desired,
indicate the maximum you are willing to
pay. (See 43 CFR 2.83)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal
of materials from your files, write the
Systems Manager. (See 43 CFR 2.71)

RECORD SOURCE CATEGORIES:

Title companies, mapping contractors,
contract appraisers, individuals on
whom tract files are maintained.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The Privacy Act does not entitle an
individual to have access to any
information compiled in reasonable
anticipation of a civil action or
proceeding.

INTERIOR DEPARTMENT

INTERIOR/NPS-3

SYSTEM NAME:

Land Acquisition Management Information System—Interior, NPS—3.

SYSTEM LOCATION:

Division of Land Resources, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Owners of land within National Parks.

CATEGORIES OF RECORDS IN THE SYSTEM:

Management and monitoring of active land acquisition projects. Contains records for each tract acquired, scheduling, and progress data, landowners' names and addresses, and descriptive data on each tract.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

18 U.S.C. 1, 44 U.S.C. 3101, and 42 U.S.C. 4651.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is for:

- (1) Land acquisition statistics for the National Park Service personnel, Congressional, or public information. Disclosure outside the United States Department of the Interior may be made: (1) To the United States Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license, (3) Disclosures from the record of an individual may be made in response to an inquiry from a Congressional Office at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1968 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Computerized.

RETRIEVABILITY:

Indexed by tract number but retrievable by tract number or landowner's name.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Maintained until superseded by updated or revised version.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Branch of Coordination and Control, Division of Land Resources, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether records are maintained on you in this system, write to the Systems Manager. (See 43 CFR 2.60)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. (See 43 CFR 2.71)

RECORD SOURCE CATEGORIES:

Project and Regional Offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The Privacy Act does not entitle an individual to have access to any information compiled in reasonable anticipation of a civil action or proceeding.

48 FR 51698 (11-10-83)

PRIVACY ACT SYSTEMS

INTERIOR/NPS-4

SYSTEM NAME:

Travel Records—Interior, NPS-4.

SYSTEM LOCATION:

(1) Office of the Chief of Finance, National Park Service, United States Department of the Interior, Washington, D.C. 20240. (2) All Regional Offices of the National Park Service. (3) Input documents prepared in substantially all facilities of the National Park Service (See Appendix for Regional and other office addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

National Park Service employees who travel on official business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Traveler's name, address, social security number, organization number, amounts of travel funds advanced, and/or vouchered, and itinerary.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq., 16 U.S.C. 1, 44 U.S.C. 3101, FPM R 101-7, GAO Titles 5 and 7.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is for:
(1) Travel advance control, control of GTR's and preparation of travel authorization, and vouchers. Disclosures outside the Department of the Interior may be made: (1) To the United States Department of Justice when related to litigation or anticipated litigation. (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a (b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on prescribed standard forms.

RETRIEVABILITY:

Travel advance cards, outstanding GTR's, and itineraries are filed alphabetically. Travel authorizations and vouchers are filed numerically, but cross-referenced on the preceding documents.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Travel records are retained in office of origin three years, then sent to Federal Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Finance, Washington Office et al. (See System Location).

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager. (See 43 CFR 2.60)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.71)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. (See 43 CFR 2.71)

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained and respective travel office.

48 FR 51698 (11-10-83)

INTERIOR DEPARTMENT

INTERIOR/NPS-5

SYSTEM NAME:

Retirement Record—Interior, NPS-5.

SYSTEM LOCATION:

Office of the Chief of Finance,
National Park Service, United States
Department of the Interior, Washington,
D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and former employees of
the National Park Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Federal employment history,
and retirement contribution of all
National Park Service employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 8301, et seq., 16 U.S.C. 1 and
44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is: (1) To keep current the employee's Federal employment history and retirement contribution. Disclosures outside the Department of the Interior may be made: (1) To the Civil Service Retirement System, (2) to another Federal agency for the record of an employee who has transferred to that agency, (3) to the United States Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a (b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1906 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on SF-2806.

RETRIEVABILITY:

Filed alphabetically.

SAFEGUARDS:

Maintained with safeguards meeting requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

The original SR-2806 is retained until termination of the National Park Service employment. Upon retirement or upon transfer to a Federal agency outside Interior, the original SF-2806 is sent to OPM and a reference copy is kept for five years. Upon transfer within Interior, the original SF-2806 is sent to the receiving agency and a reference copy is kept for five years.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Finance, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in the system, write to the Systems Manager. (See 43 CFR 2.60)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. (See 43 CFR 2.71)

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained, and pay and personnel records.

48 FR 51699 (11-10-83)

INTERIOR/FNP-6

System name: Audiovisual Performances Selection Files—Interior, NPS-6

System location: Division of Audiovisual Arts, Harpers Ferry Center, National Park Service, Harpers Ferry, West Virginia 25425.

Categories of individuals covered by the system: Actors, actresses, and narrators who have been used in NPS productions.

Categories of records in the system: Voice samples and photographs

Authority for maintenance of the system: 16 U.S.C. 1, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is (1) to evaluate voice and photographic quality and to select performers and narrators for NPS productions. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

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

Storage: Maintained on magnetic tape and in a manual photo index file.

Retrievability: Indexed by name of individual.

Safeguards: Maintained in accordance with the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: Destroyed when replaced by more recent tape or photograph.

System manager(s) and address: Chief, Division of Audiovisual Arts, Harpers Ferry Center, National Park Service, Harpers Ferry, West Virginia 25425.

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Individual on whom record is maintained.

42 FR 19073 (4-11-77)

INTERIOR DEPARTMENT

INTERIOR/NPS-7

SYSTEM NAME:

National Park Service Historical Library—Interior, NPS-7.

SYSTEM LOCATION:

Harpers Ferry Center, National Park Service, Harpers Ferry, West Virginia 25425.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Present and retired employees of the National Park Service and its Associates.

CATEGORIES OF RECORDS IN THE SYSTEM:

Interviews of historical recollections.

AUTHORITY FOR MAINTENANCE IN THE SYSTEM:

16 U.S.C. 1, 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is: (1) Historical Research. Disclosures outside the Department of the Interior may be made: (1) To the United States Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license, (3) Disclosures from the record of an individual may be made in response to an inquiry from a Congressional Office at the request of that individual, and (4) Subject to restrictions imposed by the donor (i.e. the interviewee), disclosure of this material may be made to historical researchers.

POLICIES AND PRACTICES FOR STORAGE, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on magnetic tapes or paper documents.

RETRIEVABILITY:

Indexed by name of person interviewed.

SAFEGUARDS:

Maintained in accordance with requirements of 43 CFR 2.51 for manual and automated records.

RETENTION AND DISPOSAL:

Retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Historical Library, Harpers Ferry Center, National Park Service, Harpers Ferry, West Virginia 25425.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager. (See 43 CFR 2.60)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. (See 43 CFR 2.71)

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained and recollections of others.

48 FR 51699 (11-10-83)

INTERIOR DEPARTMENT

INTERIOR/FNP-10

System name: Central Files—Interior, NPS-10.

System location: Mail and Records, Office Services Branch, National Park Service, U.S. Department of the Interior, Washington, D.C.

Categories of individuals covered by the system: Members of Congress, NPS employees, and private citizens who have corresponded with the Park Service.

Categories of records in the system: Cross-reference copies of replies to correspondence received in the Washington Office from individuals on any given subject.

Authority for maintenance of the system: 16 U.S.C. 1 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is (1) to use a cross-reference in locating original correspondence, and to determine the action office that replied. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, or license.

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

Storage: maintained manually in the folders.

Retrievability: By name of individual.

Safeguards: maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records. Branch employees service requesters during duty hours.

Retention and disposal: records are retired to the Federal Records Center four years after the close of each two year filing period.

System manager(s) and address: Chief, Branch of Mail and Records (Same as Location).

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Individual on whom record is maintained.

INTERIOR/FNP-12

System name: U.S. Park Police Personnel Photograph File—Interior, NPS-12.

System location: Inspection Branch, United States Park Police Headquarters, 1100 Ohio Drive, S.W., Washington, D.C. 20242.

Categories of individuals covered by the system: All U.S. Park Police Officers.

Categories of records in the system: Photograph, name and physical description of U.S. Park Police Officers.

Authority for maintenance of the system: P.L. 80-447, as amended by P.L. 91-383, Section 4.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is (1) for management to aid in the investigation of personnel complaints. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

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

Storage: In a 5 x 8 Cardex File.

Retrievability: By individual name.

Safeguards: maintained with safeguards meeting requirements of 43 CFR 2.51 for manual records.

Retention and disposal: after an Officer leaves the Park Police his photograph is properly disposed of.

System manager(s) and address: Chief of Police, United States Park Police (See Location).

Notification procedure: To determine whether the records are maintained on you in this system, write to the Systems Manager.

Record access procedures: To see your records, write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay.

Contesting record procedures: To request corrections or the removal of material from your files, write the Systems Manager.

Record source categories: Personnel files and ID photographs.

42 FR 19075 (4-11-77)

42 FR 19075 (4-11-77)

Interior/NPS-13

SYSTEM NAME:

Concessioners—Interior, NPS-13.

SYSTEM LOCATION:

(1) Division of Concessions, National Park Service, United States Department of the Interior, Washington, D.C. 20240.
 (2) All Regional Offices and area offices with the above functions (See appendix for addresses)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are the National Park Service concessioners (System also contains records on corporations and other business entities holding concession contracts which are not subject to the Privacy Act).

CATEGORIES OF RECORDS IN THE SYSTEM:

Concessioners' names, addresses, types of services provided.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C. 20.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is: (1) To maintain a mailing list of concessioners for management information.

Disclosures outside the Department of the Interior may be made: (1) To the United States Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license, (3) from the record of an individual in response to an inquiry from a Congressional Office made at the request of that individual, and (4) to the general public, upon request.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on word processing system on floppy disks; printed listings maintained in booklet entitled "National Parks Visitor Facilities and Services," for distribution.

RETRIEVABILITY:

Indexed by park and concessioners name.

SAFEGUARDS:

Maintained with safeguards meeting requirements of 43 CFR 2.51 for computerized records.

RETENTION AND DISPOSAL:

Maintained on current basis; printed listings updated bi-annually.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Branch of Contracts, Division of Concessions, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write the Systems Manager. (See 43 CFR 2.60)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. (See 43 CFR 2.71)

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/NPS-14

SYSTEM NAME:

Concessioner Financial Statement and Audit Report Files, Interior, NPS-14.

SYSTEM LOCATION:

(1) Division of Concessions, National Park Service, United States Department of the Interior, Washington, D.C. 20240.
 (2) All Regional Offices and area offices with the above functions (See appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are the National Park Service Concessioners (System also contains records, not subject to the Privacy Act, on corporations and other business entities holding concession contracts).

CATEGORIES OF RECORDS IN THE SYSTEM:

Concessioners names and address, annual financial reports, audit reports, and related financial data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C. 20.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is: (1) To management for contract compliance and information. Disclosures outside the Department of the Interior may be made: (1) To the United States Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license, (3) from the record of an individual in response to an inquiry from a Congressional Office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a (b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders for most recent five years. Prior years are stored on microfiche.

RETRIEVABILITY:

Indexed by park and concessioner's name.

SAFEGUARDS:

Maintained with safeguards meeting requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Paper records are destroyed after microfiching. Microfiche is retained until obsolete and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Branch of Financial Management, Division of Concessions, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether records are maintained on you in this system, write to the Systems Manager. (See 43 CFR 2.60)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. (See 43 CFR 2.71)

RECORD SOURCE CATEGORIES:

The National Park Service Concessioners, Office of Inspector General.

PRIVACY ACT SYSTEMS

INTERIOR/NPS-15

SYSTEM NAME:

Concessions Management Files—
Interior, NPS-15.

SYSTEM LOCATION:

(1) Division of Concessions, National Park Service, United States Department of the Interior, Washington, D.C. 20240.
(2) All Regional Offices and area offices with the above functions (See appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The National Park Service concessioners and prospective concessioners (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the systems which pertain to individuals may reflect personal information, however, only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence and related data concerning award of contracts, negotiation of contracts, and operations pursuant to contracts.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C. 20.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is: (1) To management for contract compliance and interpretation. Disclosures outside the Department of the Interior may be made: (1) to the United States Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on microfiche.

RETRIEVABILITY:

Indexed by park and concessioner's name.

RETENTION AND DISPOSAL:

Paper records are destroyed after microfiching. Microfiche are retained until obsolete and then destroyed.

SAFEGUARDS:

Maintained with safeguards meeting requirements of 43 CFR 2.51 for computerized records.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Branch of Contracts, Division of Concessions (See Location).

NOTIFICATION PROCEDURE:

To determine whether records are maintained on you in this system, write to the Systems Manager. (See 43 CFR 2.60)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. (See 43 CFR 2.71)

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, park and Regional Offices.

48 FR 51701 (11-10-83)

INTERIOR/NPS-17

SYSTEM NAME:

Employee Financial Irregularities,
Interior, NPS-17.

SYSTEM LOCATION:

Office of the Chief of Finance,
National Park Service, United States
Department of the Interior, Washington,
D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and former employees of
the National Park Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

National Park Service employees or
former employees with actual or
claimed employment related financial
irregularities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C. 1 and 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is: (1) To aid management in seeking recovery of funds stolen or otherwise misappropriated. Disclosures outside the Department of the Interior may be made: (1) To the United States Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation, or for enforcing or implementing the statute, rule, regulation, order, or license.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a (b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on letter memos, memos for record, and investigation reports conducted by park Administration, Secretary's Office, U.S. Secret Service, or FBI.

RETRIEVABILITY:

Cases filed alphabetically.

SAFEGUARDS:

Maintained with safeguards meeting requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Case file is maintained 10 years after final disposition.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Finance, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained and correspondence from financial organizations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the specific exemption authority provided by 5 U.S.C. 552a(k)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552 a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f), and the portions of 43 CFR, Part 2, Subpart D which implement these provisions. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 28, 1975).

INTERIOR/NPS-18

SYSTEM NAME:

Collection, Certifying and Disbursing Officers, and Imprest Fund Cashiers, Interior, NPS-18.

SYSTEM LOCATION:

(1) Office of the Chief of Finance, National Park Service, United States Department of the Interior, Washington, D.C. 20240; (2) all Regional Offices and area offices with the above functions (see Appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the National Park Service with the above funds handling titles.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address, title, and dates of appointment and cancellation of same.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C. 1 and 44 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is: (1) The control of funds handling appointments. Disclosures outside the Department of the Interior may be made: (1) To the United States Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on letter memorandums or prescribed standard forms in OPF's and in responsible office files.

RETRIEVABILITY:

OPF's are filed alphabetically, and respective office files are in title sequence.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.61 for manual records.

RETENTION AND DISPOSAL:

Standard retention procedure is followed for OPF copies. Individual office files are maintained for active appointments only.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Finance (see System location).

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in the system, write to the Systems Manager. (See 43 CFR 2.60.)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63.)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. (See 43 CFR 2.71.)

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained.

INTERIOR/NPS-19

SYSTEM NAME:

Law Enforcement Files: Statistical Reporting System, incident card reference and related files—Interior, NPS-19.

SYSTEM LOCATION:

(1) United States Park Police, 1100 Ohio Drive, SW., Washington, D.C. 20242. (2) New York Field Office, Bldg. #275, Floyd Bennet Field, Brooklyn, N.Y. 11234. (3) San Francisco Field Office, Fort Mason, San Francisco, CA 94123. (4) National Park areas and Regional Offices (See Appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual complainants in criminal cases, individuals investigated or arrested for criminal or traffic offenses, or involved in motor vehicle accidents, or certain types of non-criminal incidents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name of individual, date and case number of incident, report of incident, and fingerprint information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

16 U.S.C. 1.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are: (1) To identify incidents in which individuals were involved, (2) to retrieve the report for information for the

individual involved, such as accident reports and reports of found property, (3) to aid National Park Service Law enforcement officers on a need to know basis, (4) as the basis for criminal investigations conducted by the United States Park Police, and commissioned law enforcement employees, and (5) to assist local and Regional law enforcement agencies working in areas contiguous to areas under the jurisdiction of the NPS. Disclosures outside the Department of the Interior may be made: (1) To law enforcement officers from other agencies in their work on a need to know basis, (2) to the United States Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation a statute, regulation rule, order or license, to appropriate Federal, State, local, or

foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license, (4) to local and Regional law enforcement agencies for the purpose of inclusion in automated fingerprint data systems.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681 a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual records, magnetic disk, diskette, and computer tapes.

RETRIEVABILITY:

(1) Manually, by name of individual and park, and (2) automated, by name and incident number.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual and automated records.

RETENTION AND DISPOSAL:

Records are maintained for various lengths of time, depending of the seriousness of the incident. Records are retired to the Federal Records Center or purged, depending on the nature of the document.

SYSTEM MANAGER(S) AND ADDRESS:

(1) Commander, Information Management Section, U.S. Park Police, National Park Service, United States Department of the Interior, Washington, D.C. 20242. (2) Associate Director, Park Operations, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

RECORD SOURCE CATEGORIES:

Incident information obtained from individual on whom information is maintained, witnesses, and investigating officials.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the general exemption authority provided by 5 U.S.C. 552a(j)(2), the Department of the Interior has adopted a regulation, 43 CFR 2.79(a), which exempts this system from all of the provisions of 5 U.S.C. 552a and the regulations in 43 CFR, Part 2, Subpart D, except subsections (b), (c), and (1), and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i) of 5 U.S.C. 552a and the portions of the regulations in 43 CFR Part 2, Subpart D implementing these subsections. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 26, 1975).

PRIVACY ACT SYSTEMS

INTERIOR/NPS-21

SYSTEM NAME:

Visitor Statistical Survey Forms—
Interior, NPS-21.

SYSTEM LOCATION:

Various National Park Service areas
within the National Park Service system
(See Appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Visitors to the National Park Service
administered areas who have
participated in surveys conducted
during their visits to the areas or via
mail, or telephone as a result of their
visit.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, some addresses, some
telephone numbers, and information
obtained during the surveys on
completed questionnaires or by in-
person or telephone interviews, or both.
The survey information includes
experiences, ideas, and expressions
collected voluntarily from the visitors on
what they think of the area's resources,
facilities, and area programs. The
responses are treated confidentially and
are used only to compile statistical
information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Paperwork Reduction Act of 1980, 44
U.S.C. 3501 et seq. Federal Records Act
of 1950, 44 U.S.C. 2904 and 3102, and 5
CFR Part 1320.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records are: (1)
To evaluate existing management
programs through statistical analysis of
the replies furnished by the visitors, (2)
to develop new thrusts that might be
suggested by the visitors' comments.
Disclosures outside the Department of
the Interior may be made: (1) To the
United States Department of Justice
when related to litigation or anticipated
litigation, (2) of information indicating a
violation or potential violation of a
statute, regulation, rule, order or license,
to appropriate Federal, State, local, or
foreign agencies responsible for
investigating or prosecuting the
violation or for enforcing or
implementing the statute, rule,
regulation, order, or license, and (3) from
the record of an individual in response
to an inquiry from a Congressional
Office made at the request of that
individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Usually maintained in file folders.

RETRIEVABILITY:

Sometimes filed alphabetically by
name.

SAFEGUARDS:

Maintained with safeguards meeting
the requirements of 43 CFR 2.51 for
manual records.

RETENTION AND DISPOSAL:

When personal data included,
questionnaires and interview sheets are
usually destroyed after aggregation of
responses so that individual
identification will no longer be possible.
Others are retained until final
completion of the survey and then
destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Administrative Services
Division, National Park Service, United
States Department of the Interior,
Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are
maintained on you in the system, write
to the offices cited under "RECORDS
LOCATION." (See 43 CFR 2.60)

RECORD ACCESS PROCEDURES:

To see your records, write to the
offices cited under "RECORDS
LOCATION." Describe as specifically as
possible the records sought. If copies are
desired, indicate the maximum you are
will to pay. (See 43 CFR 2.63)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal
of material from your files, write the
Systems Manager. (See 43 CFR 2.71)

RECORD SOURCE CATEGORIES:

Individual on whom the record is
maintained.

48 FR 51705 (11-10-83)

INTERIOR DEPARTMENT

INTERIOR/NPS-22

SYSTEM NAME:

Motor Vehicle Operations Program—Interior, NPS-22.

SYSTEM LOCATION:

National Park Service, Department of the Interior, Washington, D.C. 20240. All Regional Offices (See Appendix for addresses) of the National Park Service.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

National Park Service employees who are assigned United States Government

Motor Vehicle Operator Permits for temporary use.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information identifying the employee such as: Name, sex, birth date, color of hair, color of eyes, height, weight, birthplace, social security number, accident summary, accident reports, driver's license number, date issued, date license expires, types of vehicles operated, corrective lenses, or any other impairments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 211j of the Federal Property and Administrative Services Act of 1949, as amended (68 Stat. 1128; 40 U.S.C. 491(j)) and the related Motor Vehicle Operator Regulations and Standards issued by the Office of Personnel Management.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are:
(1) Authorize a person to operate a Government vehicle. Disclosures outside the Department of the Interior may be made: (1) To the United States Department of Justice when related to litigation or anticipated litigation, (2) of information indicting a violation or potential violation of a statute, regulation, rule, order, or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) to a Federal agency where necessary to obtain information relevant to the issuance of an operator's permit, (4) from the record of an individual responding to an inquiry from a Congressional Office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

STORAGE:

A computer program is maintained with four printouts listing individual permit holders by card number, organization code, alphabetical list, and permit date of expiration. These printouts are accessible by the System Manager.

RETRIEVABILITY:

Permit information can be retrieved by number of card issued, name, or organization code of agency.

SAFEGUARDS:

Completed forms maintained in official Personnel Folder in locked cabinets.

RETENTION AND DISPOSAL:

Permits are issued for a period of three years, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Engineering and Safety Services Division, Chief, Branch of Safety, National Park Service, Washington, D.C. 20240, for Washington Office employees; and (2) Administrative Officer, appropriate Regional Office listed in the Appendix for Regional Office employees.

NOTIFICATION PROCEDURE:

All inquiries should be addressed to System manager for Washington Office employees and the appropriate Regional Office for Regional employees (See 43 CFR 2.60).

RECORD ACCESS PROCEDURES:

Requests for access should be addressed as follows: (1) Washington Office employees should contact the System Manager. (2) Regional employees should contact the appropriate Administrative Officer at the location listed in the Appendix (See 43 CFR 2.63).

CONTESTING RECORD PROCEDURES:

Petitions for correction should be addressed as follows: (1) Washington Office employees should contact the System Manager; (2) Regional employees should contact the appropriate Administrative Officer at the location listed in the Appendix (See 43 CFR 2.71).

RECORD SOURCE CATEGORIES:

Individual, Agency Officials, local, and State authorities.

PRIVACY ACT SYSTEMS

INTERIOR/EGS-2

System name: Authorized Cashier, Alternate Cashier, Certifying Officer and Cashier and Collection Officers—Interior and GS-2.

System location: Geological Survey, National Center, Reston, Virginia 22092.

Categories of individuals covered by the system: Authorized Cashiers, Alternate Cashiers, Certifying Officers and Cashiers—Collection Officers' assigned to perform these functions in the conduct of Survey financial business.

Categories of records in the system: Up-to-date records including name and address showing authorizations for certain persons to perform the functions of cashier, alternate cashier, certifying officer, and cashier—collection officer.

Authority for maintenance of the system: 31 U.S.C. 66a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to maintain records of authorizations for individuals to perform the functions of cashiers, alternate cashier, certifying officer and cashier-collection officers. Disclosures outside the Department of the Interior may be made to: (1) The U.S. Treasury to maintain Treasury records on these functions; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (6) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

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

Storage: maintained in manual form in file folders.

Retrievability: by name of individual.

Safeguards: access limited to those personnel who have requirement for access.

Retention and disposal: retained and disposed of according to GSA General Records Schedules.

System manager(s) and address: Chief, Branch of Financial Management, Geological Survey, National Center, Reston, Virginia 22092.

Notification procedure: A written and signed request from the requester seeking information about him or herself is required and is submitted to the System Manager.

Record access procedures: Requests for access should be addressed to the System Manager and meet the requirements of 43 CFR 2.63

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individuals and supervisors.

42 FR 19054 (4-11-77)

DEPARTMENT OF THE INTERIOR

INTERIOR/USGS-3

SYSTEM NAME:

Accounts Receivable-Interior, GS-3.

SYSTEM LOCATION:

Geological Survey, National Center,
Reston, Virginia 22092.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Debtors owing money to the Geological Survey, including employees, former employees, business firms, institutions and private individuals. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the Privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address, SSN, ID number, amount owed, invoice or bill number, reason for the debt, and any other information on debts owed to the Bureau.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701-09; FPMR 101-7;
Treasury Fiscal Requirements Manual;
Pub. L. 97-365.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to bill persons and firms owing money to the Geological Survey. Disclosures outside the Department of the Interior may be made to: (1) The Office of Personnel Management for reporting purposes; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual;

(5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit; (6) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual form in file folders.

RETRIEVABILITY:

By individual name and Social Security number.

SAFEGUARDS:

Handling by authorized personnel only.

RETENTION AND DISPOSAL:

Retained until payment received and account audited, then disposed of in accordance with Records Control Schedule.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Branch of Financial Management, Geological Survey,
National Center, Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

A written and signed request from the requester seeking information about him/her is required and is submitted to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed to the System Manager and must meet the requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Petitions for amendment should be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Subject individual, contracting officer, accounting records.

INTERIOR/EGS-4

SYSTEM NAME:

Employee Counseling Services Program Records—Interior, GS-4

SYSTEM LOCATION:

This system of records is located with the contractor providing counseling services.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U.S. Geological Survey employees and their families who seek, are referred, and/or receive assistance through the Employee Counseling Services Program (ECSP).

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in this system include documentation of visits to employee counselors [Federal, State, local government, or private] and the problem assessment, recommended plan of action to correct the major issue, referral to community or private resource for assistance with personal problems, referral to community or private resource for rehabilitation or treatment, results of referral, and other notes or records of discussions held with the employee made by the ECSP counselor. Additionally, records in this system may include documentation of treatment by a therapist or at a Federal, State, local government, or private institution.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 U.S.C. 290dd-1; 42 U.S.C. 290ee-1.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

These records are used by the Employee Counseling Services Program Counselor to document the nature of an individual's work performance problem and progress made to correct the problem. The primary uses of these records are: (1) For the ECSP counselor to document the nature of an individual's work performance problem and progress made to correct the problem, and, (2) record an individual's participation in, and the results of, community or private referrals for solution of personal problems, rehabilitation, or treatment programs.

These records and information may be used:

(1) To disclose information to qualified personnel for the purpose of conducting scientific research, management audits, financial audits, or program evaluation, but such personnel may not identify, directly or indirectly,

any individual patient in any report or otherwise disclose patient identities in any manner (when such records are provided to qualified researchers employed by DOL all patient identifying information will be removed).

Note.—Disclosures of information pertaining to an individual with a history of alcohol or drug abuse must be limited in compliance with the restrictions of the confidentiality of Alcohol and Drug Abuse Patient Records Regulations, 42 CFR Part 2. Disclosure of records pertaining to the physical and mental fitness of employees are, as a matter of Department policy, afforded the same degree of confidentiality.

POLICIES AND PRACTICES FOR STORAGE, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM.

STORAGE:

These records are maintained in file folders.

RETRIEVABILITY:

These records are retrieved by the name of the individual on whom they are maintained.

SAFEGUARDS:

These records are maintained in locked file cabinets with access strictly limited to those persons employed by the contractor(s) who are directly involved in the Geological Survey's Employee Counseling Services Program alcohol and drug abuse prevention function as that term is defined in 42 CFR Part 2.

RETENTION DISPOSAL:

Records are maintained for three to five years after the employee or family member's last contract with the ECSP prevention function or until the employee's separation or transfer, whichever comes first. Records are destroyed by shredding or burning.

SYSTEM MANAGER(S) AND ADDRESS:

Program Coordinator, Employee Counseling Services Program, Branch of Personnel, U.S. Geological Survey, 12201 Sunrise Valley Drive, Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

Geological Survey employees wishing to inquire whether this system of records contains information about them should contact the U.S. Geological Survey Employee Counseling Services Program Coordinator. Individuals must furnish their name and date of birth for their records to be located and identified.

RECORD ACCESS PROCEDURES:

Same as notification above. An individual must also follow the Department Privacy Act Regulations regarding verification of identity and access to records (See 43 CFR 2.62).

CONTESTING RECORDS PROCEDURES:

Geological Survey employees wishing to request amendment to these records should contact the U.S. Geological Survey Employee Counseling Services Program Coordinator. An individual must follow the Department's Privacy Act Regulations regarding verification of identity and amendment of records (See 43 CFR 2.70).

RECORD SOURCE CATEGORIES:

Information in this system of records comes from the individual to whom it applies, the supervisor of the individual if the individual was referred by a supervisor, the Employer Counseling Services Program staff who records the counseling session, and therapists or institutions used as referrals or providing treatment.

49 FR 48617 (12-13-84)

INTERIOR/USGS-5

SYSTEM NAME:

Contract Files-Interior, GS-5.

SYSTEM LOCATION:

The primary location of this system of records is in the Branch of Procurement and Contracts, Geological Survey, National Center, Reston, VA 22092. These records are also maintained in several Survey administrative field offices. A listing of these locations may be obtained from the System Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have contracts with the Geological Survey. (The records contained in this system which pertain to individuals contain principally proprietary information concerning sole proprietorships. Some of the records in the system which pertain to individuals may reflect personal information, however. Only the records reflecting personal information are subject to the privacy Act. The system also contains records concerning corporations and other business entities. These records are not subject to the Privacy Act.)

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of contract information, from inception of requirement, through contract award, contract administration and completion of the contract. Copies of contractor and technical and cost proposals, documentation pertaining to the award, contract, miscellaneous correspondence, and information on debts owned by a contractor as a result of overpayment, default, disallowed costs or other contractual obligation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 481.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is in awarding and administering contracts through their completion. Disclosure outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office

made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee; or the issuance of a security clearance, license, contract, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

By name of individual contractor and by contract number.

SAFEGUARDS:

Proprietary technical and cost information maintained separately in locked cabinet.

RETENTION AND DISPOSAL:

Retained and disposed of according to GSA General Records Schedule.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Procurement Policy Section, Branch of Procurement and Contracts, Geological Survey, Department of the Interior, National Center, Reston, VA 22092.

NOTIFICATION PROCEDURES:

A written and signed request stating that the requester seeks information concerning records pertaining to him must be addressed to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Requests for access shall be addressed to the System Manager, signed by the requester and meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information comes from the individual contractor.

50 FR 27694 (7-5-85)

PRIVACY ACT SYSTEMS

INTERIOR/USGS-6

SYSTEM NAME:

RELOS Records—Interior, GS-6.

SYSTEM LOCATION:

Branch of Administrative Services,
Geological Survey, National Center,
Reston, Virginia 22092.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Survey employees in the Washington Metropolitan Area.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names of individual employees, social security numbers, office telephones, location codes, room numbers, mail stop numbers, organization codes, parking permit numbers, names of individuals who qualify for preferential parking due to handicap or position.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3101, 40 U.S.C. 483(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of these records are:
(a) To prepare the bureau telephone directories; (b) to issue parking permits; (c) to prepare space occupancy reports. Disclosure outside the Department of the Interior may be made: (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of security clearance, license, contract, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual and computerized form.

RETRIEVABILITY:

By name or social security number.

SAFEGUARDS:

Records kept in locked cabinets for use of Branch of Administrative Services personnel only.

RETENTION AND DISPOSAL:

Retained until obsolete, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Branch of Administrative Services, Geological Survey, National Center, Reston, Virginia 22092.

NOTIFICATION PROCEDURES:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the individual seeks information concerning his/her records is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals on whom the records are maintained.

50 FR 27695 (7-5-85)

INTERIOR DEPARTMENT

INTERIOR/EGS-7

SYSTEM NAME:

Personal Property Accountability
Records—Interior-GS-7.

SYSTEM LOCATION:

(1) Branch of General Services,
Geological Survey, National Center,
Reston, Virginia 22092. (2)

Administrative offices in all or
substantially all field locations. (For a
listing of specific locations, contact the
System Manager.)

**CATEGORIES OF INDIVIDUALS COVERED BY THE
SYSTEM:**

Survey employees who are
accountable for government owned
controlled property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of assignment of an internal
identification number and
acknowledgement of receipt by
employees. Records of transfers to other
accountable employees. Inventory
records containing employee social
security numbers and duty stations.

**AUTHORITY FOR MAINTENANCE OF THE
SYSTEM:**

40 U.S.C. 483(b).

**ROUTINE USES OF RECORDS MAINTAINED IN
THE SYSTEM, INCLUDING CATEGORIES OF
USERS AND THE PURPOSES OF SUCH USES:**

The primary uses of the records are to:
(a) Maintain control over bureau owned
and controlled property; (b) to maintain
up-to-date inventory of the property and
to record accountability for the property.
Disclosure outside the Department of
the Interior may be made: (1) To the U.S.
Department of Justice when related to
litigation or anticipated litigation; (2) of
information indicating a violation or
potential violation of a statute,
regulation, rule, order or license, to
appropriate Federal, State, local or
foreign agencies responsible for
investigating or prosecuting the
violation or for enforcing or
implementing the statute, rule,
regulation, order or license; (3) from the
record of an individual in response to an
inquiry from a Congressional office
made at the request of that individual;
(4) to a Federal agency which has
requested information relevant or
necessary to its hiring or retention of an
employee, or issuance of a security
clearance, license, contract, grant or
other benefit; (5) to Federal, State or
local agencies where necessary to
obtain information relevant to the hiring
or retention of an employee, or the
issuance of a security clearance, license,
contract, grant or other benefit.

**POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING, RETAINING, AND
DISPOSING OF RECORDS IN THE SYSTEM:**

STORAGE:

Records are both manual and
computerized.

RETRIEVABILITY:

By employee social security number.

SAFEGUARDES:

Access by authorized employees only.

RETENTION AND DISPOSAL:

Disposed of in accordance with GSA
records schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Branch of General Services,
Geological Survey, National Center,
Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the
System Manager. See 43 CFR 2.80.

RECORD ACCESS PROCEDURES:

Same as above. See 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be
addressed to the System Manager and
must meet the content requirements of
43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual employees.

INTERIOR/EGS-9

SYSTEM NAME:

National Research Council Grants Program—Interior, GS—9.

SYSTEM LOCATION:

(1) Office of the Chief Geologist, Geologic Division, Reston, Virginia 22092 (2) National Research Council, 2101 Constitution Avenue, N.W., Washington, D.C. 20418.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for grants made through the National Research Council, who are assigned to the U.S. Geological Survey, Geologic Division under this program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains name, grade, title, organization, and place of birth of person being granted access. Also file of SF 171 and college transcripts for for each individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

43 U.S.C. 31 et seq., 5 U.S.C. 3101.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to evaluate individuals being considered for grants made through the National Research Council. Disclosures outside the Department of the Interior may be made: (1) To the National Research Council for evaluation purposes; (2) to the U.S. Department of Justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the Statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a congressional office made at the request of that individual; (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (6) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the insurance of a security clearance, license, contract, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual system maintained in cardex and legal files showing data on Research Associates assigned to U.S. Geological Survey, Geologic Division under this program.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records disposed of periodically as prescribed under records control system.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief Geologist, U.S. Geological Survey, National Center, Mail Stop 912, Reston, Virginia 22092.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the specific exemption authority of 5 U.S.C. 552a(k)(5), the Department of the Interior has adopted a regulation (43 CFR 2.79(2)) which exempts this system from the provisions of 5 U.S.C. 552(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) to the extent that the system consists of investigatory material compiled solely for the purpose of determining suitability, eligibility or qualifications for federal civilian employment. The reasons for adoption of this regulation are set out at 40 FR 37217 (August 28, 1975).

48 FR 2212 (1-18-83)

INTERIOR DEPARTMENT

INTERIOR/EGS-11

SYSTEM NAME:

Security—Interior, GS-11.

SYSTEM LOCATION:

(1) Office of the Chief Geologist, Geologic Division, Reston, Virginia 22092, (2) Central and Western Regional Offices of the Geologic Division. (Addresses may be obtained from the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Geologic Division employees who have been granted security clearances.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record of Security Clearance, for Division personnel; contains name, grade, organization, social security number, and place and date of birth and type of security clearance of person being granted access.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10501.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to keep current records on security clearances in the Geologic Division. Disclosure outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or

foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual systems maintained in locked cardex and legal size files.

RETRIEVABILITY:

Indexed by individual name.

SAFEGUARDS:

Maintained with security meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records on former employees disposed under prescribed procedures.

SYSTEM MANAGER(S) AND ADDRESS:

Administrative Officer, Geologic Division, U.S. Geological Survey, National Center, Mail Stop 912, Reston, Virginia 22092.

NOTIFICATION PROCEDURES:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

48 FR 2213 (1-18-83)

INTERIOR DEPARTMENT

INTERIOR/EGS-13

SYSTEM NAME:

Manuscript Processing-Interior, GS-13.

SYSTEM LOCATION:

(1) Office of Scientific Publications, Geologic Division, Reston, Virginia 22092. (2) Central and Western Regional offices of the Geologic Division. (Addresses may be obtained from the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Geologic Division authors of Geo-Science publications.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains record by author or title on publication plans, status and location of all manuscript maps and reports in preparation or published by Geologic Division employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

43 U.S.C. 31, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to maintain knowledge of and track publication plans, status of manuscript maps and reports in preparation being entered by Geologic Division employees. Disclosure outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary for its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form on cards.

RETRIEVABILITY:

Indexed by author and Geographic area.

SAFEGUARDS:

Maintained in accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Indefinite retention.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief, Office of Scientific Publications, Geologic Division, Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Same as above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Same as above. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Authors.

47 FR 863 (1-7-82)

PRIVACY ACT SYSTEMS

INTERIOR/USGS-14

SYSTEM NAME:

Travel Files—Interior, GS-14.

SYSTEM LOCATION:

Geological Survey, National Center,
Reston, Virginia 22092.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Geological Survey.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, addresses, social security numbers; destination; itineraries; modes and purposes of travel; dates; expenses including advances; amounts claimed and reimbursed; travel orders; vouchers; receipts and passport record cards and information pertaining to an amount owed on an outstanding or delinquent travel advance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, 31 U.S.C. 3512.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are to:

- (a) Account for travel advances; (b) compute vouchers to determine amounts claimed and reimbursed; (c) account for travel orders; maintaining records of modes and purposes of travel and itineraries; (d) maintain records of passports. Disclosure outside the Department of the Interior may be made to: (1) The U.S. Treasury Department for payments; (2) the U.S. Department of State for passports; (3) to the U.S. Department of Justice when related to litigation or anticipated litigation; (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (6) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract grant or other benefit; (7) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual and machine readable.

RETRIEVABILITY:

Filed by name, social security number or travel order number.

SAFEGUARDS:

Storage facilities are in secured premises with access limited to personnel whose official duties require access.

RETENTION AND DISPOSAL:

Retained according to GSA Federal Travel Regulations, and disposed of according to Records Control Schedule and GSA General Records Schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Branch of Financial Management, Geological Survey, National Center, Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

A written and signed request addressed to the System Manager is required from anyone seeking information concerning him or herself. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Requests for access should be addressed to the System Manager and meet the requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Subject individuals, supervisors and standard finance office references.

50 FR 23523 (6-4-85)

INTERIOR DEPARTMENT

INTERIOR/USGS-15

SYSTEM NAME:

Cartographic Information Customer Records-Interior, GS-15.

SYSTEM LOCATION:

(1) National Cartographic Information Center (NCIC), National Mapping Division, Geological Survey, Reston, VA 22092. (2) NCIC Field Offices (for specific locations contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have requested Cartographic Information directly from, or whose requests have been forwarded to the National Cartographic Information Center or its sponsored field centers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains name, address, customer's inquiry, response to inquiry, appropriate accounting entries, and information on debts owed the Bureau as a result of customer orders.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

(1) Executive Order 3206. (2) OMB Circular A-16. (3) 31 U.S.C. 3512.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is for reference by Survey and Survey contract employees in processing customer inquiries, orders, and complaints. Disclosure outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license; to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders, correspondence recorded on microfilm and key information recorded on magnetic tape in some instances.

RETRIEVABILITY:

Stored by account number, indexed by name and zip code.

SAFEGUARDS:

Maintained in GS areas occupied by GS personnel during working hours with building locked and/or guarded during off hours.

RETENTION AND DISPOSAL:

Original hard copy destroyed after three years or sooner if recorded on microfilm. Indexes and microfilm maintained at least three years (longer if useful to operations or if active).

SYSTEM MANAGER(S) AND ADDRESS:

Chief, National Cartographic Information Center (NCIC), National Mapping Division, GS, Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Same as above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Customers on whom record is maintained and GS or GS contract information researchers.

50 FR 27695 (7-5-85)

INTERIOR/EGS-16

SYSTEM NAME:

Office of Minerals Exploration (OME)
Financial Assistance Applications-
Interior, GS-16.

SYSTEM LOCATION:

Office of Minerals Exploration, U.S.
Geological Survey, Denver Federal
Center, MS 933, Denver, CO 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for financial assistance to explore mineral deposits.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information furnished by the applicant in support of a loan application including financial eligibility, rights in land to be explored, operating experience and background to conduct the proposed exploration work.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Law 86-701, 30 U.S.C. 642(e).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of these records is to evaluate applications for loans to conduct exploration projects. Disclosure outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in file folders in metal filing cabinets.

RETRIEVABILITY:

Indexed by name of individual applicant and by docket number assigned to each application.

SAFEGUARDS:

Maintained in accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Complete file is retained until decision is reached on denial or approval. If denied or after period of contract obligation for royalty payments to the Government has expired—a period of ten years or more—file should be stripped of non technical material and placed in permanent storage. Discarded material is destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Office of Minerals Exploration,
Geological Survey, U.S. Department of
the Interior, Denver Federal Center, MS
933, Denver, CO 80225.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Same as above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Same as the above. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Applicant on whom the file is maintained.

INTERIOR DEPARTMENT

INTERIOR/USGS-18

SYSTEM NAME:

Computer Services Users—Interior,
GS-18.

SYSTEM LOCATION:

U.S. Geological Survey, Information
Systems Division, National Center, Mail
Stop 801, Reston, Virginia 22092.

**CATEGORIES OF INDIVIDUALS COVERED BY THE
SYSTEM:**

Users of Computer Services.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, computer user number, work
location, and information on debts owed
to the Bureau as a result of computer
services billed to users or customers.

**AUTHORITY FOR MAINTENANCE OF THE
SYSTEM:**

31 U.S.C. 3512.

**ROUTINE USES OF RECORDS MAINTAINED IN THE
SYSTEM, INCLUDING CATEGORIES OF USERS
AND THE PURPOSES OF SUCH USES:**

The primary use of the records is: (a)
To bill computer users; (b) to mail
information to computer users.
Disclosure outside the Department of
the Interior may be made: (1) To the U.S.
Department of Justice when related to
litigation or anticipated litigation; (2) of
information indicating a violation or
potential violation of a statute,
regulation, rule, order or license, to
appropriate Federal, State, local or
foreign agencies responsible for
investigating or prosecuting the
violation or for enforcing or
implementing the statute, rule,
regulation, order or license; (3) from the
record of an individual in response to an
inquiry from a Congressional office
made at the request of that individual;
(4) to a Federal agency which has
requested information relevant or
necessary to its hiring or retention of an
employee, or issuance of a security
clearance, license, contract, grant or
other benefit; (5) to Federal, State or
local agencies where necessary to
obtain information relevant to the hiring
or retention of an employee, or the
issuance of a security clearance, license,
contract, grant or other benefit.

**DISCLOSURE TO CONSUMER REPORTING
AGENCIES:**

*Disclosures pursuant to 5 U.S.C.
552a(b)(12).* Pursuant to 5 U.S.C.
552a(b)(12), disclosures may be made to
a consumer reporting agency as defined
in the Fair Credit Reporting Act (15
U.S.C. 1681a(f)) or the Federal Claims
Collection Act of 1966 (31 U.S.C.
3701(a)(3)).

**POLICIES AND PRACTICES FOR STORING,
RETRIEVING, ACCESSING, RETAINING, AND
DISPOSING OF RECORDS IN THE SYSTEM:**

STORAGE:

Records are maintained on magnetic
disk.

RETRIEVABILITY:

By individual user's name.

SAFEGUARDS:

Maintained with safeguards meeting
the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are periodically updated and
obsolete records are deleted from
magnetic disks.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Information Systems Division,
U.S. Geological Survey, Mail Stop 801,
National Center, Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of
records should be addressed to the
System Manager. A written, signed
request stating that the requester seeks
information concerning records
pertaining to him is required. See 43 CFR
2.60.

RECORD ACCESS PROCEDURES:

A request for access may be
addressed to the System Manager. The
request must be in writing and be signed
by the requester. The request must meet
the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be
addressed to the System Manager and
must meet the content requirements of
43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual users of computer services.

50 FR 27696 (7-5-85)

PRIVACY ACT SYSTEMS

INTERIOR/EGS-20

SYSTEM NAME:

Photo File System—Interior, GS-20.

SYSTEM LOCATION:

U.S. Geological Survey, Geologic Division, Office of Scientific Publications, National Center, Mail Stop 790, Reston, VA 22092.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U.S.G.S. employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Photographs.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 3101, 43 U.S.C. 1467.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to maintain photographs of USGS top level employees. Disclosure outside the Department of the Interior may be made: (1) To the public in presentations and publications; (2) to the U.S. Department of justice when related to litigation or anticipated litigation; (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

PIC cards 5 x 8.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Maintained in accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records maintained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Visual Information Services Group, Geologic Division, Office of Scientific Publications, MS 790, USGS National Center, Reston, VA 22092.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Photographs of individuals employed by the U.S.G.S.

found unsuitable for access to classified information because unfavorable information was developed during the conduct of their security investigations; (d) are selected employees fulfilling sensitive or critical-sensitive positions not requiring access to classified information; and (e) are selected employees fulfilling non-sensitive positions whose employment suitability investigation disclosed unfavorable or questionable information. (2) Former USGS employees who (a) have been granted access to classified information, and (b) unfavorable or questionable information was disclosed as a result of a security or employment suitability investigation.

CATEGORIES OF RECORDS IN THE SYSTEM

These records contain investigative information regarding an individual's character, conduct, and behavior in the community where he or she lives or lived; arrests and convictions for any violations against the law; reports of interviews with present and former supervisors, co-workers, associates, educators, etc.; reports about the qualifications of an individual for a specific position, reports of inquiries with or from law enforcement agencies, employers, and educational institutions attended; foreign affiliations which may affect his or her loyalty to the United States; and other information developed from the above.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM

Executive order 10450, as amended.

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 designated officials, officers, and employees of the USGS, DOI, OPM, DOE, CIA, FBI, and all other agencies and departments of the Federal Government who in the performance of their duties have an interest in the individual for employment purposes, including a security clearance or access determination, and a need to evaluate qualifications, suitability, and loyalty to the United States Government. (2) To all law enforcement agencies, whether Federal, State, or local, who are charged with the responsibility of investigating or prosecuting 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.

INTERIOR/EGS-23

SYSTEM NAME:

Personnel Investigations Records—Interior, GS-23.

SYSTEM LOCATION:

Security Office, Office of the Director, USGS National Center, 12201 Sunrise Valley Drive, Reston, VA 22092.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Current USGS employees who (a) have been granted access to classified information; (b) are selected applicants considered for access to classified information; (c) are selected applicants

PRIVACY ACT SYSTEMS

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

All investigative records are maintained in file folders stored in Class 5 security containers having manipulation resistant combination locks.

RETRIEVABILITY:

All records are indexed by surname in alphabetical order.

SAFEGUARDES:

The card index for this system of records is contained in a metal cabinet with a secure key locking device: the key is secured in a Class 5 security container. All containers and cabinets are further secured in a windowless room having one doorway which is secured by a key locking device. Both the key locking devices and combinations to the Class 5 security containers are under stringent security controls.

RETENTION AND DISPOSAL:

(a) The OPM investigative files are destroyed within 90 days after receipt by USGS. (b) All information supplementing the above OPM investigative files, originated by the USGS, is retained for two years following termination of awarded security clearance or employment, whichever occurs first, and is then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer/Alternate Security Officer, USGS, 12201 Sunrise Valley Drive, Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

Written inquiries to the System Manager are required and must include the following information in order to positively identify the individual whose records are requested: (1) full name, (2) date of birth, (3) place of birth, (4) any available information regarding the type of record requested. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

An individual can obtain information on the procedures for gaining access to and contesting the records from the above System Manager. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Same as above. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information contained in this system is obtained from the following categories of sources: (1) Applications and other personnel and security forms furnished by the individual. (2) Results

of investigations and other record material furnished by Federal agencies. (3) Notices of personnel actions initiated within the USGS.

INTERIOR/EGS-24

SYSTEM NAME:

Employee Work Report Edit and Individual Employee Production Rates—Interior, GS-24.

SYSTEM LOCATION:

(1) U.S. Geological Survey, National Mapping Division, National Center, Stop 511, 12201 Sunrise Valley Drive, Reston, Virginia 22092. (2) Eastern Mapping Center, National Mapping Division, National Center, Stop 567, 12201 Sunrise Valley Drive, Reston, Virginia 22092. (3) Mid-Continent Mapping Center, National Mapping Division, USGS Building, 1400 Independence Road, Rolla, Missouri 65401. (4) Rocky Mountain Mapping Center, National Mapping Division, Box 25046, Stop 510, Denver, Colorado 80225. (5) Western Mapping Center, National Mapping Division, 345 Middlefield Road, Menlo Park, California 94025. (6) Office of Plans and Production Control, National Center, Stop 580, 12201 Sunrise Valley Drive, Reston, Virginia 22092.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Production employees in Mapping Centers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains name, social security number, cost and production rates, hours, and miles by individual production employee in each of the offices listed above, as well as GS professionals (geologists, hydrologists, etc.) who conducted research and investigations for which results are published in GS reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 3010, 43 U.S.C. 31, 1467.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is for analysis of cost and production rate for individual employees and for units of National Mapping Division. Disclosure outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies, responsible for investigating or prosecuting the violation or for enforcing or

implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefits; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained on punched cards, magtape, and disc.

RETRIEVABILITY:

By name.

SAFEGUARDES:

Access restricted to authorized persons only from locked storage.

RETENTION AND DISPOSAL:

Records maintained for a period of 1 to 5 years and then destroyed in accordance with existing regulations for this class of records.

SYSTEM MANAGER(S) AND ADDRESS:

(1) Chief, Branch of Management Systems and Reports, Office of Program Management, National Mapping Division, National Center, Stop 511, 12201 Sunrise Valley Drive, Reston, Virginia 22092. (2) Chief, Program Management Branch, Eastern Mapping Center, National Mapping Division, National Center, Stop 567, 12201 Sunrise Valley Drive, Reston, Virginia 22092. (3) Chief, Branch of Program Management, Mid-Continent Mapping Center, National Mapping Division, USGS Building, 1400 Independence Road, Rolla, Missouri 65401. (4) Chief, Branch of Plans and Production, Rocky Mountain Mapping Center, National Mapping Division, Box 25046, Stop 510, Denver, Colorado 80225. (5) Chief, Branch of Plans and Production, Western Mapping Center, National Mapping Division, 345 Middlefield Road, Menlo Park, California 94025. (6) Chief, Office of Plans and Production Control, National Center, Stop 580, 12201 Sunrise Valley Drive, Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

A request for notification shall be addressed to the appropriate System

INTERIOR DEPARTMENT

Manager. See 43 CFR 2.60 for submission requirements.

RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the appropriate System Manager. See 43 CFR 2.61 for submission requirements.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager. See 43 CFR 2.71 for submission requirements.

RECORD SOURCE CATEGORIES:

Data from work report prepared by individuals.

listed in Appendix A of the National Water Data Exchange (NAWDEX) including Geological Survey personnel and personnel of state-governmental, local-governmental, other public, and private organizations serving as NAWDEX Local Assistance Centers in processing requests for water or water-related data, and (3) Users of NAWDEX including Federal, state-governmental, local-governmental, other public, and private organizations and private citizens in identifying sources of water and water-related data or services and transmitting requests for the acquisition of desired data or services. (4) Transfer to the U.S. Department of Justice in the

event of litigation or potential litigation involving the records or the subject matter of the records. (5) Transfer, in the event there is indicated a violation or potential violation of a statute, regulation, rule, order or license, whether civil, criminal or regulatory in nature, to the appropriate agency or agencies, whether Federal, state, local or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, order or license violated or potentially violated.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in computerized form on punch cards, magnetic disks or magnetic tape, printed lists, and a published directory available for public dissemination;

RETRIEVABILITY:

Retrievable by name, a unique identifier, geographical identifiers, and types of data or services available from the individual;

SAFEGUARDS:

Computer files are password protected to prevent unauthorized use, and all entry of information is made by Geological Survey personnel of the NAWDEX Program Office only;

RETENTION AND DISPOSAL:

Records retained indefinitely unless cancelled by a reported individual.

SYSTEM MANAGER(S) AND ADDRESS:

Program Manager, National Water Data Exchange, U.S. Geological Survey, 421 National Center, Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

Any individual may inquire about information stored on themselves by submitting a written request to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Requests for access should be writing addressed to the System Manager. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment must be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information stored may be obtained from the individual on whom the record is maintained, organizations, or other individuals, with whom the individual identified in the record is associated, NAWDEX personnel, and NAWDEX-contracted information researchers.

INTERIOR/EGS-25

SYSTEM NAME:

Water Data Sources Directory—Interior, GS-25

SYSTEM LOCATION:

(1) National Water Data Exchange (NAWDEX), Water Resources Division, U.S. Geological Survey, Reston, VA 22092. (2) NAWDEX Assistance Centers (for addresses contact the System Manager).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are sources of water or water-related data and services and to whom requesters can be referred to obtain water data held or services provided by them.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains, name, address and telephone number of individuals who are sources of water or water-related data or information and other water-related services.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The Water Data Sources Directory is maintained under the authority of 43 U.S.C. 31 (28 Stat. 398), OMB Cir. A-67, and 5 U.S.C. 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Referenced by (1) Geological Survey and Geological Survey contractor personnel in processing requests for water or water-related data, (2) Personnel of Local Assistance Centers

PRIVACY ACT SYSTEMS

INTERIOR/EGS-26

SYSTEM NAME:

National Water Data Exchange User Accounting System—interior, GS-26

SYSTEM LOCATION:

(1) National Water Data Exchange (NAWDEX), Water Resources Division, U.S. Geological Survey, Reston, VA 22092. (2) NAWDEX Assistance Centers (for addresses contact the System Manager).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have requested water data from or to whom information has been sent by the National Water Data Exchange and its Local Assistance Centers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains name, address, and telephone number, types of data requested, type of response made, types and volumes of data provided and appropriate cost accounting procedures.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The User Accounting System is maintained under authority of 43 U.S.C. 31 (Stat. 398), OMB Cir. A-67, and 5 U.S.C. 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

(1) By Geological Survey and Geological Survey contractor personnel in processing user requests for data. (2) By personnel of Local Assistance Centers of the National Water Data Exchange (NAWDEX) including Geological Survey personnel and personnel of state-government, local-governmental, other public, and private organizations serving as NAWDEX Local Assistance Centers in processing user requests for data. (3) By the personnel in (1) and (2) above for verification of responses referred to other organizations for data acquisition, program planning and accounting, cost effectiveness computations, and follow-up on quality of service provided. (4) Transfer to the U.S. Department of Justice in the event of litigation or potential litigation involving the records or the subject matter of the records. (5) Transfer, in the event there is indicated a violation or potential violation of a statute, regulation, rule, order or license, whether civil, criminal or regulatory in

nature, to the appropriate agency or agencies, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, order or license violated or potentially violated.

the individual on whom the record is maintained.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders and on magnetic computer storage devices;

RETRIEVABILITY:

Indexed by geographic location of requester and cross-indexed by name of requester, in chronological order, and by request record number.

SAFEGUARDS:

Maintained in areas occupied by NAWDEX personnel during working hours with building locked and/or guarded during off-duty hours. Computer files are password protected to restrict unauthorized use;

RETENTION AND DISPOSAL:

Original hard copy destroyed after a period not to exceed five years. Computerized file copy destroyed after a period not to exceed five years. All records may be retained longer, with permission of subject individual requester transactions.

SYSTEM MANAGER(S) AND ADDRESS:

Program Manager, National Water Data Exchange (NAWDEX), U.S. Geological Survey, 421 National Center, Reston, Virginia 22092.

NOTIFICATION PROCEDURE:

A written and signed request to the System Manager stating that the requester seeks information concerning records pertaining to himself or herself is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

Same as above. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment must be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained or individuals or organization requesting data be sent to

INTERIOR/EBM-2

SYSTEM NAME:

Travel Advance File—Interior.
Mines—2.

SYSTEM LOCATION:

U.S. Bureau of Mines, Division of
Finance, Building 20, Denver Federal
Center, Denver, Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Bureau of Mines employees who have active travel advances or who have closed travel advances.

CATEGORIES OF RECORDS IN THE SYSTEM:

File consists of signed forms whereon employees request travel advances for the purpose of paying travel expenses incurred in the performance of official government business. These forms also include repayments against any advances, whether by claims offset on travel vouchers or remittances by checks, money orders, etc., and records of overpayments and/or debts owed the Federal Government.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4111(b), 5701-5709, 5721-5733, 5742(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to provide an accounting record of obligations due to the U.S. Government from employees authorized cash advances to defray expenses incurred in official travel. Payments to the traveler and repayments to the Government are reflected in the record; (b) to serve as a backup authority and manually reconciled file to the entries for travel expenses in the automated Finance system; (c) computer data are reported to each Bureau office as part of the detailed composition of monthly expense reports applicable to charges made to cost accounts within the Finance system. Only data pertinent to individual Bureau offices are available to that office. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation involving the records or the subject matter of the records; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or

foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit; (6) to other Federal agencies for the purpose of collecting debts owed to the Federal government by administrative or salary offset.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552b(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1908 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in cardboard boxes in the Division of Finance.

RETRIEVABILITY:

Files are stored alphabetically by fiscal year.

SAFEGUARDS:

Open files are kept by the Travel Advance Clerk for active usage. Closed records are kept in boxes in the vault. Files are accessible during working hours only by personnel from the Division of Finance. Office is locked during periods of non-work.

RETENTION AND DISPOSAL:

Records retained for 3 years, then destroyed. Disposition is in accordance with General Records Schedule, FPMR 101-11.4.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Finance, U.S. Bureau of Mines, Building 20, Denver Federal Center, Denver, Colorado 80225.

NOTIFICATION PROCEDURE:

Inquires regarding the existence records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him/her is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information for this system originates with the traveler who specifies in the need of a travel advance. The request is concurred in by signature of a responsible supervisory official. All entries on the file are as a result of actions taken by the individual to liquidate his travel advance.

INTERIOR/EBM-3

SYSTEM NAME:

Travel Voucher and Authorizations—
Interior, Mines—3.

SYSTEM LOCATION:

U.S. Bureau of Mines, Division of
Finance, Building 20, Denver Federal
Center, Denver, Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons traveling for or in behalf
of the Bureau of Mines on official
business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Voucher file consists of pair travel
vouchers which reimburse travelers for
expenses incurred in connection with
official travel. Travel authorization file
consists of record copies of
authorizations for travel for which no
travel voucher have been submitted for
payment, and records of overpayments
and/or debts owed the Federal
Government.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are
(a) as backup entry data for obligations
and disbursements in the automated
Finance system of the Bureau of Mines;
(b) computer data are reported to each
Bureau office as part of the detailed
composition of monthly expense reports
applicable to charges made to cost
accounts within the Finance system.
Only data pertinent to individual Bureau
offices are available to that office; (c)
vouchers are used to determine
allowability of expenses within the law
authorizing payment of travel expenses.
The documents are used to determine
which expenses incurred by the traveler
can be paid and are sometimes used to
report to other Federal agencies
summarizations of those types of
allowable expenses. Usually, the
individual's name is not used in outside
reporting but the date is. Disclosures
outside the Department of the Interior
may be made (1) to the U.S. Department
of Justice when related to litigation or
anticipated litigation involving the
records of the subject matter of the
records; (2) of information indicating a
violation or potential violation of a
statute regulation, rule, order or license,
to appropriate Federal, state, local or
foreign agencies responsible for
investigating or prosecuting the

violation or for enforcing or
implementing, the statute, rule,
regulation, order or license; (3) from the
record of an individual in response to an
inquiry from a Congressional office
made at the request of that individual;
(4) to a Federal agency which has

requested information relevant or
necessary to its hiring or retention of an
employee, or issuance of a security
clearance, license, contract, grant or
other benefit; (5) to Federal, state, or
local agencies where necessary to
obtain information relevant to the hiring
or retention of an employee, or the
issuance of a security clearance,
contract, license, grant or other benefit;
(6) to other Federal agencies for the
purpose of collecting debts owed to the
Federal government by administrative
or salary offset.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C.
552a(b)(12). Pursuant to 5 U.S.C.
552a(b)(12), disclosures may be made to
a consumer reporting agency as defined
in the Fair Credit Reporting Act (15
U.S.C. 1681a(f)) or the Federal Claims
Collection Act of 1966 (31 U.S.C.
3701(A)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in steel filing
cabinet in the Division of Finance.

RETRIEVABILITY:

Vouchers are filed by voucher number
in sequence of payment within the
overall numbering sequence of the
Finance system. Authorizations are filed
alphabetically by name awaiting
payment of travel voucher.
Authorization becomes part of the
voucher packet at time of payment.

SAFEGUARDS:

Files are maintained with safeguards
meeting the requirements of 43 CFR 2.51
in the Division of Finance and are
available only to Division of Finance of
Finance personnel.

RETENTION AND DISPOSAL:

Records are retained for 3 years, then
destroyed. Disposition is in accordance
with General Records Schedule, FPMR
101-11.4.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Finance, Bureau of
Mines, Building 20, Denver Federal
Center, Denver CO 80225.

NOTIFICATION PROCEDURE:

Inquires regarding the existence of
records should be addressed to the
System Manager. A written, signed
request stating that the requester seeks
information concerning records
pertaining to him/her is required. See 43
CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be
addressed to the System Manager. The
request must be in writing and be signed
by the requester. The request must meet
the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be
addressed to the System Manager and
must meet the content requirements of
43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information for these files is based on
an authorization signed by the traveler
in the form of a request. Travel vouchers
are submitted by the traveler after
incurring expenses for official travel and
is a request for payment based on his
record of official expenses.

INTERIOR/EBM-4

SYSTEM NAME:

Property Control—Interior, Mines—4.

SYSTEM LOCATION:

(1) Bureau of Mines, U.S. Department of the Interior, 2401 E Street, N.W., Washington, D.C. 20241. (2) All field facilities of the Bureau of Mines (See Appendix for addressees).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees who have custody or responsibility for Bureau of Mines property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains information indicating what property, including equipment, motor vehicle operator's license, keys, motor pool vehicles, transportation request books, and parking spaces, for which the employee has custody or responsibility. In addition, all other records directly related to the property control function.

The system also includes information on employee inventions which is maintained by name of invention, name of employee, and case number, and records on debts owed the Federal government due to loss or misuse of property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. 483(b)(1).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

The primary uses of the records are (a) identification, assignment, and control of Bureau property; (b) assistance in locating carpools;

Disclosures outside of the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order or license; (3) to other Federal agencies for the purpose of collecting debts owed to the Federal government by administrative or salary offset.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act. (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1906 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders or card indexes, a limited quantity on computer tape.

RETRIEVABILITY:

Indexed by employee name or control number.

SAFEGUARDS:

Security will be provided to meet the requirements of 43 CFR 2.51 for manual records.

RETENTIONAL AND DISPOSAL:

Records are destroyed 3 years after files are close.

SYSTEM MANAGER(S) AND ADDRESS:

Chief Division of Property and General Services, Bureau of Mines, 2401 E Street, NW., Washington, D.C. 20241.

NOTIFICATION PROCEDURE:

System Manager, or with respect to records maintained at field facilities, the administrative officer of the facility. A written and signed request stating that the requester seeks information concerning records pertaining to him/her is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager or, with respect to records maintained at field facilities, the administrative officer of the facility. The request must be in writing and signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Employees. Property control information required for accountability purposes.

INTERIOR DEPARTMENT

INTERIOR/EBM-5

SYSTEM NAME:

Personnel Identification—Interior,
Mines—5.

SYSTEM LOCATION:

(1) Bureau of Mines, U.S. Department of the Interior, 2401 E Street, N.W., Washington, D.C. 20241. (2) All field facilities of the Bureau of Mines (See Appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of the Bureau of Mines and contractor employees requiring access to Bureau facilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records concerning identification and location of employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 3101; 43 U.S.C. 1457.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to provide identification cards to employees; (b) locator information provided for use by management to contact employees. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card indexes, manually.

RETRIEVABILITY:

Indexed by employee name and identification card number.

SAFEGUARDS:

Security will be provided to meet requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Destroyed 3 months after return of identification credential.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Property and General Services, Bureau of Mines, 2401 E Street, N.W., Washington, D.C. 20241.

NOTIFICATION PROCEDURE:

System Manager, or with respect to records maintained at field facilities, the administrative officer of the facility. A written and signed request stating that the requester seeks information concerning records pertaining to him/her is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager or, with respect to records maintained at field facilities, the administrative officer of the facility. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Employees. Information necessary to prepare the identification card and locator index.

48 FR 45314 (10-4-83)

INTERIOR DEPARTMENT

INTERIOR/EBM-6

SYSTEM NAME:

Safety Management Information System—Interior, Mines-6.

SYSTEM LOCATION:

(1) Bureau of Mines, U.S. Department of the Interior, 2401 E Street, N.W., Washington, D.C. 20241. (2) All field facilities of the Bureau of Mines retain copies of source documents. (See Appendix for addresses).

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees, contractors, concessioners and public visitors to Bureau facilities who have been involved in an accident resulting in personal injury, and/or property damage or associated with a health hazard, radioactive materials, and radiation producing media in performance of job related duties or while a visitor.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains the name, social security number (employee only), occupational data and location of accident; data elements about the accident for analytical purposes; and descriptive narrative concerning the reason for the loss producing event. Also copies of records of initial, re-examination, annual and terminal health physical of employees in potentially hazardous health and radiation situations. In addition, all other records directly related to employee health and safety.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

(1) 5 U.S.C. 7901, (2) 28 U.S.C. 2761-2860, (3) 31 U.S.C. 240-243, (4) Executive Order 12196 (1980), (5) 29 CFR 1960, (6) Federal Employees Compensation Act, as amended, 5 U.S.C. 81.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) provide summary data of injury, illness, and property loss information to bureau management in a number of formats for analytical purposes in establishing programs to reduce or eliminate loss producing problem areas. (b) provide listings of individual cases to Bureau management to insure that accidents occurring are reported through the Bureau Safety Management Information System for forwarding to the Department of the Interior Safety

Management Information System and (c) adjudicating tort and employees claims. Disclosure outside the Bureau of Mines may be made (1) to a Federal, State or local government agency that has partial or complete jurisdiction over the claim or related claims; (2) to provide the Department of Labor through the Department of the Interior quarterly summary listings of fatalities and disabling injuries and illnesses in compliance with 29 CFR 1960.6; (3) to the U.S. Department of Justice, when related to litigation or anticipated litigation; (4) of information indicating a violation or potential violation of statute, regulation, rule, order or license, to appropriate Federal, State or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; and (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in book format and file folders.

RETRIEVABILITY:

Listed by name or control number of the individual.

SAFEGUARDS:

Security is provided to meet the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Upon completion of work project or employee separation, health records are transferred to the Official Personnel Folder. Source documents are to be retained at the field level for five years following the end of the calendar year to which the record relates.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Safety Management Staff, U.S. Bureau of Mines, 2401 E Street, NW., Washington, D.C. 20241.

NOTIFICATION PROCEDURE:

To determine whether records are maintained on you in this system, write to the System Manager. See 43 CFR 2.60.

RECORDS ACCESS PROCEDURES:

A request for access should be addressed to the System Manager. Describe as specifically as possible the records sought. If copies are desired indicate the maximum you are willing to pay. See 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

To request correction or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Supervisors of employees involved in accidents. Investigative reports by supervisors, safety professionals or other management officials or any combination thereof. Additionally, physicians generate health records on employees.

Interior/EBM-7

SYSTEM NAME:

Personnel Security Files—Interior,
Mines—7.

SYSTEM LOCATION:

U.S. Bureau of Mines, Department of
the Interior, 2401 E Street, NW.,
Washington, D.C. 20241.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Mines employees and former employees whose duties have been designated critical-sensitive and noncritical sensitive for national security purposes and/or whose duties have been designated ADP-I, II, and III. Executive Reservists whose duties have been designated critical-sensitive and noncritical sensitive.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains a record of requirement, basis, level and date of clearance; and a briefing and/or debriefing statement, as appropriate.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450, as amended, Executive Order 11179, as amended, and Federal Personnel Manual 732.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM:

The primary use of the records is to identify individuals who have national security clearances and/or ADP access clearances and their level of clearance. Disclosures outside the Department of the Interior may be made (1) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (2) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit; (3) to the U.S. Department of Justice when related to litigation or anticipated litigation; (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Maintained in a safe having a three-position dial-type, manipulation proof, combination lock, in the same manner as defense classified material.

RETENTION AND DISPOSAL:

Records are held in active status until the individual is debriefed or terminated. Records are destroyed by fire, shredder, disintegrator or pulverizer not later than five years after separation or transfer of the individual or upon notification of death.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Director, U.S. Bureau of
Mines, 2401 E Street, NW., Washington,
D.C. 20241.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records write the System Manager. Describe as specifically as possible the records sought. If copies are desired indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request correction or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained as well as data furnished by other Federal agencies on the person concerned.

INTERIOR/EBM-9

System name: Distribution Center and Film Borrower Record Cards—Interior, Mines—9.

System location: Bureau of Mines, U.S. Department of the Interior, Branch of Production and Distribution, Room 359, 4800 Forbes Avenue, Pittsburgh, Pa. 15213.

Categories of individuals covered by the system: Officials of schools and other organizations borrowing Bureau of Mines motion pictures; officials of cooperating film distribution centers.

Categories of records in the system: Information pertaining to loan of films, shipment dates, number of showings, audience size, etc., used in connection with distribution of Bureau of Mines informational motion pictures.

Authority for maintenance of the system: 30 U.S.C. 1, 3, 5-7.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are for (a) reference by Bureau of Mines film distribution personnel in determining locations of films out on loan, (b) scheduling film shipments, and returns, and (c) checking borrower's treatment of films borrowed in the past. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

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

Storage: Paper cards kept in office files.

Retrievability: Indexed by name.

Safeguards: Stored and used in government office building protected by uniformed guards.

Retention and disposal: Cards used until all spaces filled, then destroyed after 12 months.

System manager(s) and address: Chief, Branch of Production and Distribution, Bureau of Mines, 4800 Forbes Avenue, Pittsburgh, Pa. 15213, (412) 621-4500.

Notification procedure: Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information pertaining to him/her is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Borrowers' film loan requests; correspondence from film distribution centers.

INTERIOR DEPARTMENT

INTERIOR/OSM-2

SYSTEM NAME:

Travel Advance File—Interior, OSM-2

SYSTEM LOCATION:

U.S. Department of the Interior, Office of Surface Mining, Division of Financial Management, Building 20, Denver Federal Center, Denver, Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Office of Surface Mining Reclamation and Enforcement (OSM) employees who have outstanding or repaid travel advances.

CATEGORIES OF RECORDS IN THE SYSTEM:

File consists of signed forms whereby employees request fund advances for the purpose of paying travel expenses incurred in the performance of official government business. An automated computer system lists all outstanding advances and records repayments whether by offset against travel vouchers or remittances by checks, money orders, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Secs. 4111(b), 5701-5709, 5721-5733, 5742(b).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are: (a) To provide an accounting record of obligations due to the U.S. Government from employees' authorized cash advances to defray expenses incurred in official travel. Payments to the traveler and repayments to the Government are reflected in this record; (b) to serve as a backup authority to the entries for travel expenses in the automated Finance system; (c) computer data are reported to each OSM office as part of the

detailed composition of monthly expense reports applicable to charges made to cost accounts within the Finance system. Only data pertinent to individual OSM offices are available to that office. Disclosures outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigations involving the records or the subject matter of the records; (2) of information indicating a violation or potential violation of statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation, or for

enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit; (5) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant, or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Currently, active travel advance requests are maintained in file boxes by name of traveler; inactive records are maintained in travel folders by name of traveler; computer printouts are maintained in binders.

RETRIEVABILITY:

Files are stored alphabetically by name of travelers.

SAFEGUARDS:

Files are maintained in a locked room during periods of non-work and are accessible during working hours only to personnel from the Division of Financial Management, Office of Surface Mining.

RETENTION AND DISPOSAL:

Records retained for 3 years, then destroyed. Disposition is in accordance with General Records Schedule, FPMR 101-11.4.

SYSTEM MANAGER AND ADDRESS:

Chief, Division of Financial Management, Office of Surface Mining, Building 20, Denver Federal Center, Denver, Colorado 80225. *Mailing address:* Office of Surface Mining, P.O. Box 25065, Denver Federal Center, Denver, Colorado 80225.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required (see 43 CFR 2.60).

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information for this system originates with the traveler who specifies the need of a travel advance. The request is concurred in by signature of a responsible supervisory official. All entries on the file are as a result of actions taken by the individual to liquidate his/her travel advance.

Interior/OSM-3

SYSTEM NAME:

Travel Vouchers and Authorizations—Interior, OSM-3

SYSTEM LOCATION:

U.S. Department of the Interior, Office of Surface Mining, Division of Financial Management, Building 20, Denver, Federal Center, Denver, Colorado 80225.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All persons traveling for or in behalf of OSM on official business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Voucher file consists of paid travel vouchers which reimburse travelers for expenses incurred in connection with official travel. Travel authorization file consists of record copies of authorizations for travel for which no travel vouchers have been submitted for payment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Sec. 5701 et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

(a) As backup entry data for obligations and disbursements in the automated Finance system of OSM; (b) computer data are reported to each OSM office as part of the detailed composition of monthly expense reports applicable to charges made to cost accounts within the Finance system. Only data pertinent to individual OSM offices are available to that office; (c) vouchers are used to determine allowability of expenses within the law, authorizing payment of travel expenses. The documents are used to determine which expenses incurred by the traveler can be paid and are sometimes used to report to other Federal agencies summarizations of those types of allowable expenses. Usually, the individual's name is not used in outside reporting but the data is. Disclosures outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation involving the records or the subject matter of the records; (2) of information indicating a violation or potential violation of a statute, Regulation, rule Order or license, to appropriate Federal, State, local or foreign agencies

responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit; (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant, or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1968 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained in steel filing cabinet in the Division of Financial Management, Office of Surface Mining.

RETRIEVABILITY:

Vouchers are filed by travel authorization number. Authorizations are filed alphabetically by traveler awaiting payment of the travel voucher. Authorization becomes part of the voucher packet at the time of payment.

SAFEGUARDS:

Files are maintained with safeguards meeting the requirements of 43 CFR 2.51, and are available only to personnel of the Division of Financial Management, Office of Surface Mining.

RETENTION AND DISPOSAL:

Records retained for 3 years, then destroyed. Disposition is in accordance with General Records Schedule, FPMR 101-11.4.

SYSTEMS MANAGER AND ADDRESS:

Chief, Division of Financial Management, Office of Surface Mining, Building 20, Denver Federal Center, Denver, Colorado 80225. *Mailing address:* Office of Surface Mining, P.O. Box 25065, Denver Federal Center, Denver, Colorado 80225.

NOTIFICATION PROCEDURES:

Inquiries regarding the existence of records should be addressed to the System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required (see CFR 2.60).

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the Systems Manager. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirement of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information for these files is based on an authorization signed by the traveler in the form of a request. Travel vouchers are submitted by the traveler after incurring expenses for official travel and are a request for payment based on his record of official expenses.

INTERIOR DEPARTMENT

Interior/OSM-4

SYSTEM NAME:

Property Control—Interior, OSM-4.

SYSTEM LOCATION:

U.S. Department of the Interior, Office of Surface Mining, 1100 L Street, NW., Washington, D.C. 20005, and its field facilities. *Mailing address:* Office of Surface Mining, South Interior Building, Room 10, 1951 Constitution Avenue, NW., Washington, D.C. 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees who have custody or responsibility for OSM property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Contains information indicating what property, including equipment, motor vehicle operator's license, keys, motor pool vehicles, transportation request books, and parking spaces, for which the employee has custody or responsibility. A list is maintained of inventory by name as a cross-reference to case numbers. In addition, all other records directly related to the property control function.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. Section 483(b)(1); 5 U.S.C. 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are: (a) Identification, assignment, and control of OSM property; (b) assistance in locating carpools. Disclosures outside of the Department of Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, or local or foreign agencies responsible for investigating or prosecuting the violation, or for enforcing or implementing the statute, rule, regulation, order or license.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders or card indexes, a limited quantity is stored on computer tape.

RETRIEVABILITY:

Indexed by employee name or control number.

SAFEGUARDS:

Security is provided to meet the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records maintained as long as property remains with the agency. Upon completion of the use period, vital records are transferred to the Official Personnel Folder or Federal Records Center, and all other records are destroyed.

SYSTEM MANAGER AND ADDRESS:

Chief, Division of Management Services, Office of Surface Mining, 1100 L Street, NW., Washington D.C. 20005. *Mailing address:* Office of Surface Mining, South Interior Building, Room 10, 1951 Constitution Ave., NW., Washington, D.C. 20240.

NOTIFICATION PROCEDURES:

Contact the System Manager, or with respect to records maintained at field facilities, the administrative officer of the facility. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed to the System Manager, or with respect to records maintained at field facilities, the administrative officer of the facility. The request must be in writing and signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Employees, Property control information required for accountability purposes.

Interior/OSM-5

SYSTEM NAME:

Personnel Identification—Interior, OSM-5.

SYSTEM LOCATION:

(1) Office of Surface Mining, South Interior Building, Room 10, 1951 Constitution Ave., NW., Washington, D.C. 20240. (2) All field facilities of OSM.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of OSM.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records concerning identification and location of employees.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Secs. 301, 3101; 43 U.S.C. Sec. 1457.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are: (a) To provide identification cards to employees; (b) locator information provided for use by management to contact employees in case of an emergency. Disclosures outside the Department of the Interior may be made: (1) To the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Card indexes, manually.

RETRIEVABILITY:

Indexed by employee name and identification card number.

SAFEGUARDS:

Security is provided to meet the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Records retained until employee leaves Agency rolls. After use period, appropriate records transferred to Federal Records Center; identification cards destroyed 3 months after return to issuing office.

SYSTEM MANAGER AND ADDRESS:

Chief, Division of Personnel, Office of Surface Mining, South Interior Building, Room 122, 1951 Constitution Avenue, NW., Washington, D.C. 20240.

NOTIFICATION PROCEDURES:

Contact the System Manager, or with respect to records maintained at field facilities, the administrative officer of the facility. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORDS ACCESS PROCEDURES:

A request for access may be addressed to the System Manager, or with respect to records maintained at the facilities, the administrative officer of the facility. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Employees. Information necessary to prepare the identification card and locator index.

INTERIOR DEPARTMENT

INTERIOR/OSM-6

System name: Safety Files—Interior, OSM-6.

System location: (1) Office of Surface Mining Reclamation and Enforcement (OSM), U.S. Department of the Interior, 18th and C Sts., NW., Washington, D.C. 20240. (2) All field facilities of OSM.

Categories of individuals covered by the system: Persons who have had an accident, injury, illness or fatality or are associated with a health hazard, radio-active materials, and radiation producing media in performance of job related duties or while a visitor.

Categories of records in the system: Contains records about accident, injury, illness, or fatality of an employee in a work related situation or a visitor. Also, records of initial, re-examination, annual, and terminal health physical of employees in potentially hazardous health and radiation situations. In addition, all other records directly related to employee health and safety.

Authority for maintenance of the system: (1) Occupational Safety and Health Act of 1970, as amended, 29 U.S.C. Sec. 668 and 5 U.S.C. Sec. 7902. (2) Executive Order 11807 (September 28, 1974). (3) Federal Employees Compensation Act, as amended, 5 U.S.C. Sec. 8101, et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) for managerial review of safety related work situations, and (b) for authenticating work related accident, injury, illness, or fatalities for employee compensation purposes. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

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

Storage: Maintenance in manual form in card index and file folders.

Retrievability: Indexed by name or control number of the individual.

Safeguards: Security will be provided to meet the requirements of 43 CFR 2.51 for manual records.

Retention and disposal: Upon completion of work project or employee separation, health records are transferred to the Official Personnel Folder. All other records are transferred to Federal Records Centers upon completion of case processing.

System manager(s) and address: Chief, Division Personnel, Office of Surface Mining Reclamation and Enforcement, U.S. Department of the Interior, 18th and C Sts., NW., Washington, D.C. 20240.

Notification procedure: System Manager, or with respect to records maintained at field facilities, the safety officer of the facility. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access may be addressed to the System Manager or, with respect to records maintained at field facilities, the safety officer of the facility. The request must be in writing and signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Individuals involved and physicians.

43 FR 13644 (3-31-78)

INTERIOR/OSM-7

System name: Personnel Security Files—Interior, OSM-7.

System location: Office of Surface Mining Reclamation and Enforcement (OSM), U.S. Department of the Interior, 18th and C Sts., N.W., Washington, D.C. 20240.

Categories of individuals covered by the system: OSM personnel who have been authorized access to classified information.

Categories of records in the system: Contains records concerning employees, including personal data submitted by the individual, information developed by investigatory authorities, and records of the requirement, basis, degree and data of clearances. Contains a security briefing statement signed by the employee.

Authority for maintenance of the system: Executive Order 10450, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the records is to identify OSM personnel who have security clearances and their degree of clearance. Disclosures outside the Department of the Interior may be made (1) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; (2) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or issuance of a security clearance, contract, license, grant or other benefit; (3) to the U.S. Department of Justice when related to litigation or anticipated litigation; (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

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

Storage: Maintained in manual form in file folders.

Retrievability: Indexed by name.

Safeguards: Maintained in a safe having a three-position dial-type, manipulation proof, combination lock, in the same manner as defense classified material.

Retention and disposal: Maintained until the individual has been debriefed or terminated. Destroyed by fire, shredder, disintegrator or pulverizer.

System manager(s) and address: Chief, Division of Personnel, Office of Surface Mining Reclamation and Enforcement, U.S. Department of the Interior, Washington, D.C. 20240.

Notification procedure: A written and signed request to the System Manager stating that the requester seeks information concerning record pertaining to him.

Record access procedures: A request for access shall be addressed to the System Manager. The request must be in writing and signed by the requester.

Contesting record procedures: A petition for amendment shall be addressed to the System Manager.

Record source categories: Individual on whom the record is maintained and investigations conducted by Federal, State or local agencies or other pertinent authorities.

INTERIOR/OSM-8

System name: Employment and Financial Interest Statements—States and other Federal agencies—Interior, OSM-8.

System location: (1) Office of Surface Mining Reclamation and Enforcement, 18th and C Streets, N.W., Washington, D.C. 20240.

Categories of individuals covered by the system: 1. The head of each State regulatory authority who is required to file a financial statement with the Director of the Office of Surface Mining Reclamation and Enforcement by 30 CFR 705.15; 2. Federal employees, other than Interior Department employees, who are required to file a financial interest statement by 30 CFR 706.11(b) and who file with the Director of the Office of Surface Mining Reclamation and Enforcement in accordance with 30 CFR 706.15(c); and 3. State em-

ployees, and Federal employees other than Interior Department employees, whose financial interest statements are referred to the Department of the Interior in accordance with 30 CFR 705.19(a)(3) 30 CFR 706.19(c).

Categories of records in the system: Contains Statements of Employment and Financial Interest forms for State employees (form OSM-705-1) and for Federal employees (form DI-212A) and similar forms used by Federal agencies other than the Department of the Interior. Also contains records of decisions, analysis of financial holdings, employee statements, pertinent comments from supervisors, heads of bureaus or offices, and the Solicitor's Office, and related records needed for processing.

Authority for maintenance of the system: Sections 201(c) and (f) and 517(g) of P.L. 95-87.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary uses of the records are (a) to review employee financial interests and determine employee compliance or non-compliance with the applicable statute and regulations; (b) to record the fact that the employee has been made aware of specifically directed legislation or regulations covering his organization and duties and that he or she is in compliance with such specific legislation or regulations; and (c) to provide an adequate system of records for auditors performing compliance audits. Disclosures outside the Department of the Interior may be made: (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, or local agencies responsible for investigating or prosecuting the violation or, (3) to a Congressional office from the record of an individual in response to an inquiry made at the request of that individual, (4) to Federal, State or local agencies where necessary to obtain information relevant to resolving prohibited financial interest situations or to litigation which may affect the hiring or retention of an employee.

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

Storage: Maintained in file folders;

Retrievability: Filed alphabetically by position or by employee name;

Safeguards: Maintained in locked file cabinet in a locked office

Retention and disposal: Records filed with the Department by regulation will be destroyed two years after the employee leaves the position requiring the filing of a financial interest statement. Records referred to the Department will be returned to the referring agency for disposal in accordance with that agency's disposal policy.

System manager(s) and address: Director, Office of Surface Mining, U.S. Department of the Interior, 18th and C Sts., N.W., Washington, D.C. 20240.

Notification procedure: Inquiries may be addressed to the System Manager as indicated above.

Record access procedures: A request for access may be addressed to the System Manager for information regarding the entire system or for specific information about a State or Federal office system. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment shall be addressed to the System Manager and must meet the requirements of 43 CFR 2.71.

Record source categories: Present or past Federal or State employees required to file Employment and Financial Interest Statements, employee's supervisors, bureau or office heads, Ethics Counselors or the Solicitor.

43 FR 10640 (3-14-78)

INTERIOR DEPARTMENT

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians or non-Indians having a need for Government-owned real or personal property for use in a Bureau program.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Records of accountability for Government-owned real or personal property loaned to individuals, and (2) records concerning individuals which have arisen as a result of that individual's misuse of or damage to Government-owned or Government-leased real or personal property.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 483(6).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify individuals responsible for government-owned real or personal property by agreement. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b) (12). Pursuant to 5 U.S.C. 552a (b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files.

RETRIEVABILITY:

(a) Indexed by individual name and cross-referenced by tribal name, contract or use permit number; (b) retrieved by manual search

SAFEGUARDS:

In accordance with 43 CFR 2.51

RETENTION AND DISPOSAL:

Destroy one year after property is returned.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration
Bureau of Indian Affairs, Department of
the Interior, 1951 Constitution Avenue,
N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained, Bureau of Indian Affairs employees, supervisors.

INTERIOR/BIA-2

SYSTEM NAME:

Safety Management Information—
Interior, BIA—2.

SYSTEM LOCATION:

(1) All Area, Agency and Field Offices of the BIA. (2) Director, Office of Administration, Bureau of Indian Affairs, Department of the Interior, 1951 Constitution Avenue, N.W., Washington, D.C. 20245. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Employee operators and incidental operators of government-owned vehicles and equipment. (2) Federal employees who have had an accident or incident. (3) Injured employees who submit claims for medical attention or loss of earning capability due to on-the-job injury. (4) Individuals filing tort claims against the U.S. Government.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Documents supporting the issuance of SF-46 Motor Vehicle Identification Cards to employees. (2) reports of accident/incident by agency, area, name

INTERIOR/BIA-1

SYSTEM NAME:

Property Loan Agreement Files—
Interior, BIA—1.

SYSTEM LOCATION:

All Area and Agency Offices (For a listing of specific locations, contact the Systems Manager.)

PRIVACY ACT SYSTEMS

of person involved and social security number. (3) employee claims case files pertaining to claims submitted to the Office of Workmen's Compensation, and (4) case files with supporting documents pertaining to tort claims filed by an individual against the U.S. Government, and (5) records concerning individuals which have arisen as a result of that individual's misuse of or damage to Government-owned or Government-leased motor vehicles, other equipment/facilities, and salary overpayments as a result of misuse of leave relating to Office of Workmen's Compensation claims deemed to be invalid.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7902, 28 U.S.C. 2671-2680, 31 U.S.C. 242-243.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide complete record-keeping on qualified motor vehicle operators in BIA, employee accidents or incidents, Federal employees compensation claims and adjudication of tort claims. Disclosures outside the U.S. Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (5) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files.

RETRIEVABILITY:

(a) Indexed alphabetically by name of employee. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, Department of the Interior, 1851 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or with respect to records maintained in the office for which he is responsible, the Agency or School Superintendent, the Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Claimants, individuals on whom the record is maintained.

INTERIOR/BIA-3

SYSTEM NAME:

Individual Indian Monies—Interior, BIA—3.

SYSTEM LOCATION:

(1) All Area and Agency Offices of the BIA or contractors processing IIM accounts for them. (2) Division of Accounting Management, Bureau of Indian Affairs, P.O. Box 2088, Albuquerque, NM 87103. For a listing of specific locations, contact the systems Manager.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who have money accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) General ledgers showing deposits and withdrawals from Indians' accounts and money folders with supporting documentation, and (2) records concerning overdrafts paid to individuals from the IIM account.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 151.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are to control individual Indian's money accounts and to disclose to them the status of those accounts. (b) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) granting of access or transfer to another Federal agency, a State or local government, Indian tribal group or to any individual or establishment that, under contract to the BIA or as the result of some form of legal transfer of the program to them, will have jurisdiction for the IIM program now under the jurisdiction of the BIA, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

48 FR 41099 (9-13-83)

INTERIOR DEPARTMENT

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: maintained in letter files, cardex, and binders for non-automated areas; Computer: maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed by name of identifying number. (b) Retrieved by manual search and through computer batch processes.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Closed files are transferred to the appropriate GSA Federal Records Center five years after probate and other actions are completed. Prior information on magnetic tape erased as updated information is added to the system.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, 1851 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, depositors in the accounts and claimants against the accounts.

INTERIOR/BIA-4

SYSTEM NAME:

Indian Land Records—Interior, BIA-4.

SYSTEM LOCATION:

(1) Land Records Improvement Program liaison Office Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (2) Title plants at the following five Area Offices of the

BIA: Portland, Billings, Anadarko, Aberdeen and Albuquerque. (3) Central Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians and Indian tribal groups that owners of land held in trust by the government.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Land description, current ownership, probate and title history of Indian trust lands, and (2) records concerning individuals which have arisen as a result of that individual's receipt of overpayment(s) relative to land disposal, leases, sales and rentals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 392.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify individual Indians' and Indian Tribal Groups' interest in lands held in trust, (b) land acquisition and disposal and tenure and management purposes, (c) adjudication of rights to the land or resources, (d) administration leases, sales, rentals, transfers, (e) land statistics for BIA personnel information uses, and (f) to answer questions regarding land rights. Disclosures outside the Department of the Interior may be made (i) to transfer or disclose to another Federal agency, a State or local government, or to any individual or establishment that has been appointed to act as trustee for Indian lands, (2) to the Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual or tribe in response to an inquiry from a Congressional office made at the request of that individual or authorized tribal official, (5) to title insurance and abstracting companies and attorneys for the purposes of determining ownership of an encumbrance against title.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

STORAGE:

Manual: basic legal documents in letter files at the five title plants and input documents and printed copies in letter files at the Albuquerque Office, the five title plants, and the Area, Agency and Field Offices. Computer: mag-tape and disk.

RETRIEVABILITY:

(a) Indexed by name of identification number of individual. Historical Index Computer files are in order by land location. Current owners are in order by land location and then by owner identification number. (b) Retrieved by manual search, use of computer printouts and batch inquiries of the computer.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained. Records permanently retained for historical index. Prior information on mag-tape and disk is erased as new data is added for the current owner files.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area or Field Office Director, or an Agency Superintendent See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63

PRIVACY ACT SYSTEMS

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Legal records such as titles, deeds, probates and birth notices.

INTERIOR/BIA-5

SYSTEM NAME:

Indian Land Leases—Interior, BIA-5.

SYSTEM LOCATION:

(1) Area, Agency and Field Offices of the BIA. (2) Division of Automatic Data Processing Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (3) Contractors, including Indian tribal groups and other federal agencies. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indian and Indian tribal groups that are owners of real property held in trust by the government, and individuals or groups that are potential or actual lessees of that property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Land description, heirship and current ownership of Indian trust lands and real property; identification of owners and lessees; water, surface and subsurface rights on that land; conservation, irrigation and land use projects; and information on all types of leases, including grazing, farming, minerals and mining, timber, business, etc; and records concerning individuals which have arisen as a result of that individual's receipt of overpayment(s) relative to the distribution of leased income.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 415.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to control leases on Indian trust lands and real property, (b) for the collection and distribution of lease income (c) protection of water, surface and subsurface rights on Indian trust lands, and (d) planning, and implementing conservation, irrigation and land use projects on Indian lands. Disclosures outside the Department of the Interior may be made, (1) to another Federal agency, a State or local government, Indian tribal group or contractor having jurisdiction of programs ordinarily the responsibility of

the BIA, (2) to the Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) to title insurance and abstracting companies and attorneys for the purposes of determining ownership of and encumbrances against title.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and maps.
Computer: mag-tape.

RETRIEVABILITY:

(a) Indexed by name of identification number of the individual. Computer file is in order by reservation and then by land lease numbers. (b) Retrieved by manual search, use of computer printouts, and batch inquiries of the computer.

SAFEGUARDS:

Most records are maintained in accordance with 43 CFR 2.51 for both manual and computer records. A program will be initiated to bring the safeguards for the remaining systems of records up to the same standards.

RETENTION AND DISPOSAL:

Records held two years after lease expiration and then transferred to the Federal Records Center. Records permanently retained on mag-tape. Prior information on mag-tape is erased as new data or changes are added.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for

which he is responsible, an Area or Field Office Director, or an Agency Superintendent See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained. Titles, deeds, birth and death notices, all types of land and water rights and usages documents.

INTERIOR/BIA-6

SYSTEM NAME:

Navajo-Hopi Joint Use Project—Interior, BIA-6.

SYSTEM LOCATION:

(1) Joint Use Administrative Office, 125 E. Birch St. Arizona Bank Bldg., Flagstaff, Arizona 86001. (2) Division of Automatic Data Processing Services, Bureau of Indian Affairs, 500 Gold Ave. SW., Albuquerque, NM 87103.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Navajo and Hopi Indians who are residents of the Joint Use Area in Arizona.

CATEGORIES OF RECORDS IN THE SYSTEM:

Census enumerations, and inventories and ownerships of property improvements (includes livestock inventories).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 631, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify improvements locations, ownership and residents of the Joint Use Administration. Disclosures outside the Department of the Interior may be made (1) for Tribal Government use in adjudicating land disputes, (2) to Relocation Commission to identify resident and location and ownership of improvements, (3) U.S. Federal Courts concerned with the project, (4) to the U.S. Department of Justice when related to litigation or anticipated litigation, (5) of information indicating a violation or

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potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (6) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and computer printouts at the JUA Office. Computer: disk files with mag-tape backup.

RETRIEVABILITY:

(a) Indexed by name of individual. (b) Retrieved by manual search. Computer listings are by name in alphabetical order, also location and individual assigned number. Records are accessed from disk by location and individual's assigned number or a real estate improvement number in a batch process mode.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Disk files are perpetual. Prior information on disk is erased as new data is added.

SYSTEM MANAGER(S) AND ADDRESS:

Project Officer, Joint Use Administrative Office, 125 E. Birch St., Arizona Bank Building, Flagstaff, Arizona 86001.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager or the Offices cited under "Systems Location". Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Navajo and Hopi residents of the Joint Use Area and enumeration surveyors who are interviewing claimants and physically examining property improvements.

INTERIOR/BIA-7

SYSTEM NAME:

Tribal Rolls—Interior, BIA

SYSTEM LOCATION:

(1) All Area, Agency and Field Offices of the BIA. (2) Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245. (3) Division of Automatic Data Processing Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who are applying for or have been assigned interests of any kind in Indian tribes, bands, pueblos or corporations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents supporting Individual Indians claims to interests in Indian tribal groups, including birth, marriage and death notices; records of actions taken (approvals, rejections, appeals); rolls of approved individuals; records of actions taken (judgement distributions, per capita payments, shares of stocks); ownership and census data taken using the rolls as a base; and records concerning individuals which have arisen as a result of that individual's receipt of funds or income to which that individual was not entitled or the entitlement was exceeded in the distribution of such funds.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 183.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to determine eligibility of individuals who participate in or enjoy benefits from an interest in a tribal group, and (b) provide lists of approved enrollees used to distribute funds or income, or as a base to gather census or ownership data for planning purposes. Disclosures outside the Department of the Interior may be made (1) to the Tribe, Band, Pueblo or corporation of which the individual to whom a record pertains is a member or a stockholder, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriated Federal, State, local or foreign agencies responsible for investigating or prosecuting the

violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (6) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a (b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and computer printouts. Computer: Disk files with mag-tape backup protection.

RETRIEVABILITY:

(a) Indexed by name, identification numbers, family numbers, etc. (b) Retrieved by manual search or computer inquiry.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained. Disk files are perpetual. Prior information on disk is erased as new data is added or changed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the

records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained. Birth, marriage and death certificates, and family and tribal histories.

INTERIOR/BIA-8

SYSTEM NAME:

Indian Social Services Case Files—Interior, BIA-8.

SYSTEM LOCATION:

All Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who apply and receive social services and direct assistance from the Bureau of Indian Affairs on Indian reservations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files and related card files giving history of social services and direct assistance to individual Indians; and records concerning individuals which have arisen as a result of that individual's receipt of payment or overpayment of direct assistance funds which the individual was not entitled and/or for the misuse of funds disbursed under the direct entitlement program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) provides permanent individual records on social services and direct assistance to individual Indians. (b) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) granting or access of transfer to another Federal agency, a State or local government Indian tribal group or to any individual or establishment that will have jurisdiction whether by contract to the BIA, by assumption of trust responsibilities or by other means, for social services programs now controlled by the BIA, (2) to the U.S. Department of

Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license to appropriate Federal, State, local or foreign Agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (6) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual; letter files; computer-maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed alphabetically by name of applicant and/or recipient. (b) Retrieved by manual search.

SAFEGUARD:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer inactive files to GSA Federal Records Center five years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager, or, with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. See 43 CFR 2.80.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.83.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-9.

SYSTEM NAME:

Traders License Files—Interior, BIA-9.

SYSTEM LOCATION:

All Area and Agency Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants requesting licenses to trade on Indian reservations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Case files containing application bond forms, copies of licenses and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 261.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individuals authorized to trade Indian reservations. Disclosures outside the Department of the Interior, may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, and (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual; letter files at Area and Agency Offices.

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RETRIEVABILITY:

(a) Indexed alphabetically by name of applicant. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer to the GSA Federal Records Center five years after case becomes inactive.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, for records maintained in the office for which he is responsible, an Agency Superintendent or an Area Director See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-10

SYSTEM NAME:

Indian Housing Improvement program—Interior, BIA-10.

SYSTEM LOCATION:

(1) Division of Housing Services, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245. (2) All Area and Agency Offices. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who qualify as housing improvement participants.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Housing applications, financial records, and engineering drawing material, and (2) records concerning individuals which have arisen as a result of that individual's receipt of Housing Improvement Program funds for which the individual did not meet prescribed eligibility criteria, or as a

result of the individual's misuse of funds for the purpose(s) disbursed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to maintain a management control of funds distributed to each individual and (b) to provide a progress report on housing improvements. Provides management with an automated information system for program planning, reporting and management utilization. disclosures outside the Department of the Interior may be made (1) disclosure or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now controlled by the BIA (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual letter files. Computer: Maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed by name of applicant. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Sts, N.W., Washington, D.C. 20245

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, the Agency Superintendent or the Area or Field Office Director. See 43 CFR 2.60

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request correction or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-11

SYSTEM NAME:

Indian Business Development Program (Grants)—Interior, BIA-11.

SYSTEM LOCATION:

(1) Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245. (2) Division of ADP Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (3) Area and Agency Offices. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Indian Business Grant applicants.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Grant application and supporting documents including financial transactions recording obligations and disbursements of grant funds, and (2) records concerning individuals which have arisen as a result of that individual's receipt of grant funds for which the individual did not meet prescribed eligibility criteria or as a result of the individual's misuse of funds for the purpose(s) disbursed.

PRIVACY ACT SYSTEMS

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

88 Stat. 77 (1974).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individual receiving grant. Disclosures outside the Department of the Interior may be made (1) transfer or disclosure to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now managed by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration in regard to participating funding packages between these agencies and BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files and computer printouts. Computer: mag-tape/disk.

RETRIEVABILITY:

(a) Indexed by individual's name or control number. (b) Retrieved by manual search and through batch inquiries of computer.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained. Prior information on mag-tape is erased as new data is added.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or an Agency Superintendent. (See 43 CFR 2.60.)

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager or the offices cited under "Systems Location". Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the Systems Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained. Legal records such as titles, deeds, probates and birth notices.

INTERIOR/BIA-12

SYSTEM NAME:

Indian Trust Land Mortgages—Interior, BIA-12

SYSTEM LOCATION:

Area and Agency Offices. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who mortgaged trust land to customary lenders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Mortgage records and supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 483(a).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to furnish lender with information on applicant and on status of land and (b) to maintain current information on payments and balances of loan. Disclosures outside the Department of the Interior may be made (1) to disclose or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now

managed by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration in regard to participating funding between those agencies and BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (6) to title insurance and abstracting companies and attorneys for the purposes of determining ownership of and encumbrances against title.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files.

RETRIEVABILITY:

(a) Indexed by individual's name. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area or Field Office Director, or any Agency Superintendent. (See 43 CFR 2.60.)

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63.)

CONTESTING RECORD PROCEDURES:

To request correction or the removal of material from your files, write the System Manager. (See 43 CFR 2.71.)

INTERIOR DEPARTMENT

RECORD SOURCE CATEGORIES:

Mortgage applicants.

INTERIOR/BIA-13

SYSTEM NAME:

Indian Loan Files—Interior, BIA—13.

SYSTEM LOCATION:

(1) Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, NW., Washington, D.C. 20245. (2) Division of ADP Services, Bureau of Indian Affairs, 500 Gold Ave., SW., Albuquerque, NM 87103. (3) Area and Agency offices. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants who applied for or received loans. Applicants who applied for or received guaranteed loans.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Loan applications and supporting documents, record of payment cards, guaranty agreements, eligibility certificates, default documents, and/or promissory notes, and (2) records concerning an individual's refusal to make required loan payments when it is determined by the United States that the individual has sufficient assets to pay and/or as a result of the individual's misuse of loan proceeds.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 482, 481, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to maintain a record of payments and unpaid balances and (b) to provide information on payments made for paying interest subsidy, credits obtained, service loans, and premiums paid by lenders. Disclosures outside the Department of the Interior may be made (1) disclosure or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now maintained by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration, in regard to participating funding between those agencies and BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the

violation or for enforcing or implementing the statute, rule, regulation, order or license, (5) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Manual: letter files, applications and computer printouts. Computer: mag-tape/disk.

RETRIEVABILITY:

Indexed by individual's name, control number or tribal name. (b) Retrieved by manual search and through batch inquiries.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroy seven years after loan is paid, cancelled, or otherwise disposed of. Prior information on mag-tape is erased as new data is added.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Street NW., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Systems Manager or, with respect to records maintained in the office for which he is responsible, an Area Director or an Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the Systems Manager or the offices cited under 'Systems Location'. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-14

SYSTEM NAME:

Travel Accounting System—Interior, BIA-14.

SYSTEM LOCATION:

(1) Division of Accounting Management, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (2) All Area, Agency, and Field Offices (including the Washington Office) of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are traveling at government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Travel authorization, advances and vouchers, and (2) records concerning an individual's inability to file a proper travel voucher within prescribed time lines to liquidate a travel advance, to repay the difference between an advance and an audited travel voucher, or as a result of an individual's misuse of funds advanced for official travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individuals who are authorized to travel and be reimbursed by the government. Disclosures outside the Department of the Interior may be made (1) disclosure or transfer to another Federal agency, a State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now controlled by the BIA and that require personal travel at program expense, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license

INTERIOR DEPARTMENT

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: Input documents and printed copies are maintained at the Albuquerque Office and at Area, Agency and Field Offices for individuals under their jurisdiction; Computer: maintained in computer translatable form on mag-tape.

RETRIEVABILITY:

(a) Indexed by name or identification number of traveler. (b) Retrieved by manual search or batch computer processing.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are retained in current status pending final action which is accomplished through batched computer processing. Historical records retained one year then transferred to Federal Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, the Agency or School Superintendent, or the Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-15

SYSTEM NAME:

Trip Reports—Interior, BIA—15

SYSTEM LOCATION:

Central Office, Area, Agency and Field Office of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal employees who are assigned to travel as part of their job.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Copies of reports to supervisors and management officials documenting employee travel, findings and recommendations, and (2) records concerning an individual's failure to submit a prescribed trip report to substantiate official travel when the individual was granted an advance for such travel and as a result of an official trip report that does not substantiate the travel authorized and the individual was advanced funds and/or reimbursed funds for authorized travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, 25 U.S.C.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide local files which identify staff officer trip reports by name of individual for each BIA program office. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual-letter files.

RETRIEVABILITY:

(a) Indexed alphabetically by name of traveler. (b) Retrieved by manual search.

SAFEGUARDES:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

As administrative copies, records are destroyed after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Secretary—Indian Affairs (Operations), U.S. Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20240.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the Agency Superintendent, the Area or Field Office director with respect to records maintained in the office for which he is responsible or to the System Manager in the Washington Office. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are will to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual travelers who prepare the reports.

INTERIOR/BIA-16

SYSTEM NAME:

Travel Files—Interior, BIA—16

SYSTEM LOCATION:

Central Office, Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal employees who are authorized to travel at government expense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of correspondence, requests, travel authorizations and orders, itineraries and similar papers pertaining to an employees travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701, et seq.

INTERIOR DEPARTMENT

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records are (a) to provide administrative copy files on each traveler for local office use. (b) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, and (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files: Computer: Maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

Indexed alphabetically by name of traveler. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

As administrative copies, records are destroyed after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration,
Bureau of Indian Affairs, 1951
Constitution Avenue, N.W., Washington,
D.C. 20242.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or with respect to records maintained in the office for which he is responsible, the Agency or School Superintendent, or the Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

PRIVACY ACT SYSTEMS

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 1, 1a, 13; 18 U.S.C. 3055; Act of May 10, 1939, 56 Stat. 693; 53 Stat. 520.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is to identify individuals who have been arrested on Indian Reservations and who have appeared in court for violations of 25 CFR regulations: Disclosures outside the Department of the Interior may be made to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract grant or other benefit, and (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee or the issuance of a security clearance, contract, license, grant or other benefit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders throughout Area and Agency offices.

RETRIEVABILITY:

Cross referenced by individual's name, case number and docket number.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Transfer to GSA Federal Records Center five years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the general exemption authority provided by 5 U.S.C. 552a(j)(1), the Department of the Interior has adopted a regulation, 43 CFR 2.79(a), which exempts this system from all of the provisions of 5 U.S.C. 552a and the regulations in 43 CFR Part 2, Subpart D, except subsections (b), (c) (1) and (2), (e)(4) (A) through (F), (e) (6), (7), (9), (10), and (11) and (i) of 5 U.S.C. 552a and the portions of the regulations in 43 CFR Part 2, Subpart D implementing these subsections. The reasons for adoption of this regulation are set out at 40 FR 37317 (August 28, 1975).

INTERIOR/BIA-19

SYSTEM NAME:

Indian Association Stock Purchase Records—Interior, BIA—19.

SYSTEM LOCATION:

Agency Offices (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Indian stockholders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records of purchase of stock in Indian associations by individuals.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 1, 1a, 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to identify individual Indians who have stocks in Indian Associations. Disclosures outside the Department of the Interior may be made (1) to another Federal agency, State or local government, an Indian tribal group or a contractor that will have jurisdiction over programs now managed by the BIA, (2) to the Economic Development Administration, Farmers Home Administration and Small Business Administration in regard to participating funding between these agencies and the BIA, (3) to the U.S. Department of Justice when related to litigation or anticipated litigation, (4) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (5) from the record of an individual in response

INTERIOR/BIA-18

SYSTEM NAME:

Law Enforcement Services—Interior, BIA-18.

SYSTEM LOCATION:

(1) All Area, Agency and Field Offices of the BIA. (2) Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Individuals violating laws on Indian Reservations and those who appear in court for violations of 25 CFR regulations. (2) Individuals primarily interested in Indian Affairs who advocate violence as a means of obtaining their goals.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation includes statements of witnesses, statutes involved, evidence seized, photographs, final disposition reports and related correspondence.

INTERIOR DEPARTMENT

to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Letter files.

RETRIEVABILITY:

(a) Indexed by individual's name. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Destroy three years after disposal of stocks.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area or Field Office Director, or an Agency Superintendent. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

INTERIOR/BIA-20

SYSTEM NAME:

Correspondence Files system—Interior, BIA-20.

SYSTEM LOCATION:

Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who correspond with or apply to the BIA Central Office on significant business or program matters.

CATEGORIES OF RECORDS IN THE SYSTEM:

Subject and case files pertaining to individual Indians and tribes on various BIA programs and subject matters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C. 3101, Reorganization Plan 3 of 1950, 25 U.S.C. 1a, 2.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USE:

The primary use of the record is to provide information for use by Department of the Interior; BIA; Indian Tribes; Indian Claims Commission; and the Indian Claims Division, Office of Finance, GSA. Disclosures outside the Department of the Interior may be made (1) to another Federal agency, a State or local government, an Indian Tribal Group or a contractor that will have jurisdiction over programs now controlled by the BIA, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, and (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual; letter files.

RETRIEVABILITY:

(a) Cross-indexed by name of person or firm name and subject. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are permanent and are transferred to the GSA Federal Records Center after four years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, Bureau of Indian Affairs, 1951 Constitution Avenue, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom the record is maintained.

INTERIOR/BIA-21

SYSTEM NAME:

Correspondence Control System—Interior, BIA-21.

SYSTEM LOCATION:

Office of the Commissioner, Bureau of Indian Affairs, Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20245.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

U.S. Senators and Congressmen, Governors of States, Indian leaders.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 43 U.S.C. 1457, 44 U.S.C. 3101, Reorganization Plan 3 of 1950, 25 U.S.C. 1a, 2.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide control for prompt handling or priority correspondence by the Bureau of Indian Affairs. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, and (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

Indexed alphabetically by name of congressman or letter writer.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Copies are destroyed after one year.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Assistant Secretary—Indian Affairs (Operations), Bureau of Indian Affairs, Department of the Interior, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager. See 43 CFR 2.80.

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual from whom incoming letter was received.

INTERIOR/BIA-22

SYSTEM NAME:

Indian Student Records—Interior, BIA-22.

SYSTEM LOCATION:

All Area and Agency Offices and BIA schools. (2) Indian Education Resources Center, Bureau of Indian Affairs, 123 Fourth Street, S.W., Albuquerque, NM 87103. (3) Division of ADP Services, Bureau of Indian Affairs, 500 Gold Ave., S.W., Albuquerque, NM 87103. (4) Washington, Computer Center, Department of the Interior, 18th and C Street, N.W., Washington, D.C. 20242. (For a listing of specific locations, contact the System Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students or potential students at BIA schools (including contact schools) and applicants for or recipients of BIA scholarships or educational grants.

CATEGORIES OF RECORDS IN THE SYSTEM:

Student case files, attendance and performance records, banking records and expenditures of tribal benefit funds.

and applications for grants and grant agreements; and records concerning and individual's misuse of BIA scholarship or educational grant funds or as a result of that individual's receipt of payment or overpayment of funds for which the individual was not eligible or entitled.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM.

25 U.S.C. 271, et seq.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the record is to provide permanent individual student records on all phases of the education of Indians in BIA schools or under Government Education Grants. Disclosures outside the Department of the Interior may be made to (1) another federal agency, a State or local government, Indian Tribal Group or to any individual or establishment that will have jurisdiction whether by contract to the BIA, by assumptions of Trust Responsibilities or by other means for school programs now controlled by the BIA; (2) to any domestic recognized school, whether public, private, parochial or other, of those portions of students' records specified by the requesting school as being necessary for the acceptance, placement or satisfactory performance of the student at the requesting school, (3) to an individual or establishment of those portions of students records specified by the requester as necessary for a decision concerning the hiring or retention of the student as an employee of the requester, (4) to a Federal, State or local agency maintaining civil, criminal or other relevant enforcement 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 by the requesting agency, (5) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit, (6) to persons having official involvement in conjunction with a student's application for or grant of financial aid, (7) to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, as amended, (8) to accreditation agencies in order to carry out their accrediting functions (9) to the Department of Health, Education and Welfare and other governmental

education officials when necessary to carry out their functions, (10) to an educational testing center or similar institution as part of validation research authorized by the school involved, (11), to the U.S. Department of Justice when related to litigation or anticipated litigation, (12) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulations, order or license, and (13) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b) (12); Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: Student case letter files at the schools; Computer: student identification data on mag-tape/disk.

RETRIEVABILITY:

(a) Indexed by name of student and filed by student identification number. (b) Retrieved by manual search and through batch inquiries of computer.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records permanently retained.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Education Programs, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Area Director, and Agency or School Superintendent or a School Principal. (See 43 CFR 2.80.)

RECORD ACCESS PROCEDURES:

To see your records, write the System Manager or the offices cited under "Records Location". Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. (See 43 CFR 2.63.)

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material for your files, write the System Manager. (See 43 CFR 2.63.)

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained, his parents, teachers, counselors, school principals doctors, etc.

INTERIOR/BIA-23

SYSTEM NAME:

Employment Assistance Case Files—Interior, BIA-23.

SYSTEM LOCATION:

Central Office, Area, Agency and Employment Assistance Program Contractors of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indians who are given assistance in connection with direct employment service or adult vocational training.

CATEGORIES OF RECORDS IN THE SYSTEM:

Applications for assistance, departure and arrival schedules, records documenting financial assistance, training plans, contact sheets recording counseling and guidance service, employment referral and placement records, and reports on progress. Case history of employment assistance for individual Indians; records on a individual's receipt of payment or overpayment of direct employment services or vocational training grant funds for which the individual was not entitled, payment exceeded entitlement or as a result of the individual's misuse of employment assistance funds granted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 13.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify individual Indians who are given direct employment or vocational training, and (b) to provide permanent records on Employment

Assistance to individual Indians. (c) Provides management with an automated information system for program planning, reporting and management utilization. Disclosures outside the Department of the Interior may be made (1) to another Federal agency, a State or local government, Indian Tribal Group or to any individual or establishment that will have jurisdiction whether by contact to the BIA, by assumption of Trust Responsibilities or by other means, for Employment Assistance Programs now controlled by the BIA, (2) to the U.S. Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule order or license, to appropriate Federal, State local or foreign agencies responsible for investigation or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (4) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual, (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract license, grant or other benefit.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures payment to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Manual: letter files. Computer: Maintained in computer translatable form on magnetic tape for automated areas.

RETRIEVABILITY:

(a) Indexed alphabetically by name of applicant and/or recipient. (b) Retrieved by manual search.

SAFEGUARDS:

In accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Transfer inactive files to GSA Federal Records Center five years after case is closed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Indian Services, Bureau of Indian Affairs, 18th and C Streets, N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

To determine whether the records are maintained on you in this system, write to the System Manager or, with respect to records maintained in the office for which he is responsible, an Agency Superintendent or an Area or Field Office Director. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

To see your records, write the officials listed in the Notification procedure. Describe as specifically as possible the records sought. If copies are desired, indicate the maximum you are willing to pay. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

To request corrections or the removal of material from your files, write the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained. Schools, law enforcement agencies, employers, doctors, other Bureau of Indian Affairs activities having dealings with the applicant, other whom applicant has dealt.

INTERIOR/BIA-24

SYSTEM NAME:

Timber Cutting and Fire Trespass Claims Case Files—Interior, BIA-24.

SYSTEM LOCATION:

Central Office, Area, Agency and Field Offices of the BIA. (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Indian landowners who have filed trespass claims for fire or cutting damage to Indian forest lands under Bureau of Indian Affairs supervision.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigation and Claims Case Files on trespass actions involving fire or cutting damage to Indian forestlands under Bureau of Indian Affairs supervision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

13 U.S.C. 1, 1A, 13; Act of May 10, 1939; 58 Stat. 520.

PRIVACY ACT SYSTEMS

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) to identify unauthorized timber cutting claims filed against trespassers and/or converters, (b) for property damage claims filed against careless or negligent originators of wildfire which trespasses Indian property, and (c) establishing amounts and types of timber trespassed and their value. Disclosures outside the Department of the Interior may be made (1) authorized legal representative of Tribal Groups or members if necessary for litigation, (2) to the Department of Justice when related to litigation or anticipated litigation, (3) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license.

POLICIES AND PRACTICES FOR STORING, RETRIEVING ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

Indexed by name of landowner.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for manual records.

RETENTION AND DISPOSAL:

Records are disposed of after claims have been settled or closed out in full.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Trust Responsibilities, Bureau of Indian Affairs, 18th and C Streets N.W., Washington, D.C. 20245.

NOTIFICATION PROCEDURE:

System Manager or with respect to records maintained in the office for which he is responsible, the Agency or the Area Office Director. A written and signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access may be addressed the same as the notification. The request must be in writing and be signed by the requester. The request

must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Indian landowners.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Under the general exemption authority provided by 5 U.S.C. 43 CFR 2.79(b), which exempts this system from the provisions of 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I) and (f) and the portions of 43 CFR Part 2, Subpart D which implement these subsections. The reasons for adoptions of this regulation are set out at 40 FR 50432 (October 29, 1975).

INTERIOR/BIA-25

SYSTEM NAME:

Integrated Records Management System—Interior, BIA-25

SYSTEM LOCATION:

(1) Division of Systems Operation, Bureau of Indian Affairs, 500 Gold Ave., SW., Albuquerque, New Mexico 87103;

(2) Central, Area, Agency and Field Offices. Schools of the BIA or contractors providing time-share services to the BIA: (For a listing of specific locations, contact the Systems Manager.)

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual Indian and Indian Tribal Groups that are owners of real property held in trust by the Government, individuals or groups that are potential or actual lessees of that property, individuals who have been assigned interests of any in Indian Tribes, Pueblos or corporations, and individual Indians who have money accounts.

CATEGORIES OF RECORDS IN THE SYSTEM:

Land description, current ownership, dower and life estate interest, information on all types of leases or other land uses including grazing, farming, minerals mining, timber and business, etc. Information on individuals including name, address, aliases, sex date of birth, tribal membership and blood quantum, etc. General ledgers showing deposits and withdrawals from Indian accounts.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

25 U.S.C. 151, 25 U.S.C. 392, 25 U.S.C. 415, and 25 U.S.C. 163.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are (a) To control individual Indians money accounts and disclose to them the status of those accounts.

(b) Identification of individual Indians and Indian Tribal groups with interest in lands held in trust.

(c) Control of leases on Indian trust lands and real property, and collection and distribution of lease income.

(d) Bill individual owners or lessees for irrigation.

(e) Determination of eligibility of individuals to participate in or enjoy benefits from an interest in or enjoy benefits from an interest in a tribal group.

(f) Lists of approved enrollees used to distribute funds or income, or as a base to gather consensus or ownership data for planning purposes. Disclosures outside the Department of the Interior may be made.

(1) To the Tribe, band, Pueblo or corporation of which the individual to whom a record pertains is a member or a stockholder.

(2) To a Federal, state or local agency maintaining civil, criminal or other relevant enforcement 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) 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's decision on the matter.

(4) To the U.S. Department of Justice in the event of litigation or potential litigation involving the records or the subject matter of the records.

(5) Transfer, in the event there is indicated a violation or a potential violation of a statute, regulation, rule, order or license whether civil, criminal or regulatory in nature, to the appropriate agency or agencies, whether federal, state, local or foreign, charged with the responsibility of enforcing or implementing the statute, rule, regulation, order or license violated or potentially violated.

**Re: Release of Documents to Oneida Tribe
July 21, 1997**

Page 2

- **Personal information maintained on Oneida Tribal members.**

We will address each category separately. Unfortunately, there may not be a "catch-all" answer to whether a category of records requested may be released. If there is not a "catch-all" answer, you should review the requested records pursuant to the standards set forth in FOIA, the Privacy Act, and, to the extent certain records are protected from public disclosure by law, whether the Tribe's "self-governance" status would affect disclosure. If, ultimately, certain records should be withheld, you still must disclose the "reasonably segregable nonexempt material."

Lastly, we note that: "a decision to withhold a requested record, to release a record that is exempt from disclosure, or to deny a fee waiver shall be made only after consultation with the office of the appropriate associate, regional, or field solicitor." 43 C.F.R. § 2.16(a)(4).

Solicitors' Opinions

Attorney-client information contained in federal records may be protected from disclosure to the public pursuant to FOIA Exemption 5. 5 U.S.C. § 552(b)(5). A Solicitor's opinion is a document drafted by the Solicitor's office providing advice to a client agency on a legal matter. If the opinion contains confidential information which was communicated by the client to its attorney it may be covered by the privilege. The information loses any confidential status it may have if it is shared with a third party. Because the privilege is designed to protect the client, it may be waived by the client. So, if the Solicitor's opinion has previously been released or contains nothing the BIA wants to keep confidential, you may waive the privilege and release the opinion. However, if you find a Solicitor's opinion that contains confidential information not yet shared with a third party, *and which the BIA as a client agency wishes to keep confidential*, you must begin the next stage of analysis: whether release of the information would cause harm to the agency.

The Department of the Interior follows the policy set by the Attorney General to withhold information falling within a FOIA exemption only if disclosure is prohibited by statute or the release of the information could foreseeably harm the agency. See 43 C.F.R. § 2.13(d). The Department of Justice (DOJ), Office of Information and Privacy, has listed some factors to be used in making a "foreseeable harm" determination such as the status of the decision and the age of the information. I have enclosed with this letter DOJ's guidance in applying the "foreseeable harm" standard.

A Solicitors' opinion may also contain "attorney work-product"; another category of information which may be protected by FOIA Exemption 5. This privilege protects documents and other memoranda prepared by an agency attorney in anticipation of litigation. While the privilege may still apply after litigation is ended, "an agency should no longer assert the privilege under the FOIA unless it determines that because of some special continuing sensitivity, disclosure would cause real harm to the interests of the attorney and his client even after the controversy in the