

**DEPARTMENT OF JUSTICE****[AAG/A Order No. 6-87]****Privacy Act of 1974; Systems of Records**

Pursuant to the Privacy Act of 1974 (5 U.S.C. 552a) and Office of Management and Budget (OMB) Circular No. A-130, the Department has completed a review of its Privacy Act "systems of records" (as defined by the Privacy Act) to identify minor changes that will more accurately describe these records. As a result, the Foreign Claims Settlement Commission republished its systems of records on August 10, 1987 (52 FR 29572); a number of Department components are republishing systems of records as set forth below; and others are postponing publication due to pending reorganizations and other changes which will contribute to more accurate reporting in the near future.

The systems notices are reprinted below following a table of contents, and changes to the systems of records have been italicized for public convenience. Included, for example, are changes to system locations and system manager addresses, retention and disposal schedules, and storage capabilities. Also modified is a routine use which was originally drafted to permit records disclosure to the National Archives and Records Service (NARS), General Services Administration (GSA), during records management inspections. The routine use is being modified in response to the enactment of Pub. L. 98-497 (44 U.S.C. 2102).

This public law renamed NARS as the "National Archives and Records Administration" (NARA), and established it as a separate agency which nonetheless shares its records management inspection responsibilities with GSA. Accordingly, the routine use has been modified to show that NARA and GSA are now separate agencies which share access to records during these inspections. Comments on the routine use may be addressed to J. Michael Clark, Assistant Director, General Services Staff, Justice Management Division, Department of Justice, Room 8402, 601 D Street NW., Washington, D.C. 20530. Please submit any comments by January 11, 1988.

Dated: November 24, 1987.

**Harry H. Flickinger,**  
Assistant Attorney General for  
Administration.

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**JUSTICE/ATR-003**

**SYSTEM NAME:**

Index of Defendants in Pending and Terminated Antitrust Cases.

**SYSTEM LOCATION:**

U.S. Department of Justice; 10th and Constitution Avenue, NW., Washington, DC 20530.

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

Individual defendants in pending and terminated criminal and civil cases brought by the United States under the antitrust laws.

This system contains an index reference to the case in which an individual (or corporation) is or was a defendant; included in information is proper case name, the judicial district and number of the case, and the date filed.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Authority for the establishment and maintenance of this index system exists under 28 U.S.C. 522 and 44 U.S.C. 3101.

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

Routine use of this cross index system is generally made by Department personnel for reference to proper case name. In addition a compilation of antitrust cases filed is prepared as needed showing the names of all defendants in pending civil and criminal Government antitrust cases. This compilation is utilized within the Department and occasionally distributed to other Government agencies for reference and statistical purposes.

A record maintained in this system, or any facts derived therefrom, may be disseminated in a proceeding before a court or adjudicative body before which the Antitrust Division is authorized to appear, when (1) the Antitrust Division, or any subdivision thereof; or (2) any employee of the Antitrust Division in his or her official capacity; or (3) any employee of the Antitrust Division in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (4) the United States, or any agency or subdivision thereof; or (5) the United States, where the Antitrust Division determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by the Antitrust Division to be arguably relevant to the litigation.

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

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

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

Information in the system is maintained on index cards.

**RETRIEVABILITY:**

Information in the system is retrieved by reference to the name of individual or corporate defendants in antitrust cases.

**SAFEGUARDS:**

Information contained in the system is unclassified and of a public nature. During working hours access to the index is monitored by Antitrust Division personnel; during non-duty hours the area in which the system is maintained is locked.

**RETENTION AND DISPOSAL:**

Indefinite.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, *Freedom of Information Act/Privacy Act Unit*; Antitrust Division; U.S. Department of Justice; 10th and Constitution Avenue, NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Address inquiries to the Assistant Attorney General; Antitrust Division; U.S. Department of Justice; Washington, DC 20530.

**RECORD ACCESS PROCEDURES:**

Requests for access to a record from this system shall be in writing and be clearly identified as a "Privacy Access Request". Included in the request should be the name of the defendant in pending or terminated Government antitrust litigation. Requesters should indicate a return address. Requests will be directed to the System Manager shown above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the index should direct their request to the System Manager and state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this index are complaints filed under the antitrust laws by the United States and from Department records relating to such cases.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/ATR-004****SYSTEM NAME:**

Statements by Antitrust Division Officials (ATD Speech File).

**SYSTEM LOCATION:**

U.S. Department of Justice, 10th and Constitution Avenue NW., Washington DC 20530.

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

Past and present employees of the Antitrust Division.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains an index record for each public statement or speech issued or made by employees of the Antitrust Division.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Authority for maintaining this system exists under 44 U.S.C. 3101.

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

This index is maintained for ready reference by Department personnel for the identification of the subject matter of and persons originating public statements by Antitrust Division employees; such reference is utilized in aid of compliance with requests from the public and within the agency for access to texts of such statements.

A record maintained in this system, or any facts derived therefrom, may be disseminated in a proceeding before a court or adjudicative body before which the Antitrust Division is authorized to appear, when (1) the Antitrust Division, or any subdivision thereof; or (2) any employee of the Antitrust Division in his or her official capacity; or (3) any employee of the Antitrust Division in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (4) the United States, or any agency or subdivision thereof; or (5) the United States, where the Antitrust Division determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by the Antitrust Division to be arguably relevant to the litigation.

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

unwarranted invasion of personal privacy.

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

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

Information contained in the index system is maintained on index cards.

**RETRIEVABILITY:**

This reference index utilizes name of present and former employees making or issuing statements as well as the subject matter or title of the statement.

**SAFEGUARDS:**

Information contained in the system is unclassified. During duty hours personnel monitor access to this index; the area is locked during non-duty hours.

**RETENTION AND DISPOSAL:**

Indefinite.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, *Freedom of Information Act/Privacy Act Unit*, Antitrust Division, U.S. Department of Justice, 10th and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Address inquiries to the Assistant Attorney General, Antitrust Division, U.S. Department of Justice, 10th and Constitution Avenue NW., Washington, DC 20530.

**RECORD ACCESS PROCEDURES:**

Request for access to a record from this system should be made in writing and be clearly identified as a "Privacy Access Request". Included in the request should be the name of the Antitrust Division employee making or issuing a public statement. Requesting should indicate a return address. Requests will be directed to the System Manager shown above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the index should direct their request to the System Manager and state clearly and

concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Sources of information maintained in the index are those records reflecting public statements issued or made by Antitrust Division employees.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/ATR-005**

**SYSTEM NAME:**

Antitrust Information Management System (AMIS)—Time Reporter.

**SYSTEM LOCATION:**

U.S. Department of Justice, 10th and Constitution Ave., NW., Washington D.C. 20530.

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

Employees of the Antitrust Division of the U.S. Department of Justice.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The file contains the employees' name and allocations of his/her work time.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The file will be established and maintained pursuant to the following authorities: 28 CFR 0.40(f), 28 U.S.C. 522, 31 U.S.C. 11, 31 U.S.C. 66a, 5 U.S.C. 301, and 2 U.S.C. 801.

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

The file is used by Antitrust Division personnel to keep track of resources and as a basis for determining Antitrust Division allocations of resources (professional time) to particular products and industries (e.g., oil, auto, chemicals) and to broad categories of resource use such as conspiratorial conduct, oligopoly and monopoly, civil cases, criminal cases, and proceedings before regulatory agencies. In addition, the file will be employed in the preparation of reports for the Division's budget requests and to the Attorney General and Congress.

A record maintained in this system, or any facts derived therefrom, may be disseminated in a proceeding before a court or adjudicative body before which the Antitrust Division is authorized to appear, when (1) the Antitrust Division, or any subdivision thereof; or (2) any employee of the Antitrust Division in his or her official capacity; or (3) any employee of the Antitrust Division in his

or her individual capacity where the Department of Justice has agreed to represent the employee; or (4) the United States, or any agency or subdivision thereof; or (5) the United States, where the Antitrust Division determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by the Antitrust Division to be arguably relevant to the litigation.

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

Release of information to the National Archives and Records Administration: A record from the system of records may be disclosed to the National Archives and Records Administration (NARA) for records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Records are maintained electronically in the AMIS computerized information system.

**RETRIEVABILITY:**

Information is retrieved by a variety of key words, including names of individuals.

**SAFEGUARDS:**

Information contained in the system is unclassified. It is safeguarded and protected in accordance with Department rules and procedures governing the handling of computerized information. Access to the file is limited to those employees whose official duties require such access.

**RETENTION AND DISPOSAL:**

Information contained in the file is retained *indefinitely*.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Information Systems Support Group, Antitrust Division, U.S. Department of Justice 555 4th Street NW., Room 11-854, Washington, D.C. 20001.

**NOTIFICATION PROCEDURE:**

Same as System Manager.

**RECORD ACCESS PROCEDURE:**

Same as Notification.

**CONTESTING RECORD PROCEDURES:**

Same as Notification.

**RECORD SOURCE CATEGORIES:**

Information on time allocation is provided by Antitrust Division section and field office chiefs.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/ATR-006**

**SYSTEM NAME:**

Antitrust Information Management System (AMIS)—Matter Report.

**SYSTEM LOCATION:**

U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

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

Professional employees (lawyers and economists) of the Antitrust Division of the U.S. Department of Justice and individual defendants and investigation targets involved in past and present Antitrust investigations and cases.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains the names of Division employees and their case/investigation assignments and the names of individual defendants/investigation targets as they relate to a specific case/investigation. In addition, information reflecting the current status and handling of Antitrust cases/investigations is included within this system.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The file is established and maintained pursuant to 28 CFR 40(f), 28 U.S.C. 522, and 44 U.S.C. 3101.

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

The file is used by Antitrust Division personnel as a basis for determining Antitrust Division allocation of resources to particular products and industries (e.g., oil, autos, chemicals), to broad categories of resource use such as civil cases, criminal cases, regulatory agency cases, and Freedom of Information Act requests. It is employed by the section chiefs, the Director and Deputy Director of Operations, and other Division personnel to ascertain the progress and current status of cases and investigations within the Division. In

addition, the files will be employed in the preparation of reports for the Division's budget requests and to the Attorney General and Congress.

A record maintained in this system, or any facts derived therefrom, may be disseminated in a proceeding before a court or adjudicative body before which the Antitrust Division is authorized to appear, when (1) the Antitrust Division, or any subdivision thereof; or (2) any employee of the Antitrust Division in his or her official capacity; or (3) any employee of the Antitrust Division in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (4) the United States, or any agency or subdivision thereof; or (5) the United States, where the Antitrust Division determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by the Antitrust Division to be arguably relevant to the litigation.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION:**

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

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

**STORAGE:**

Records are maintained electronically in the Information systems support

group's AMIS Computerized information system.

**RETRIEVABILITY:**

Information is retrieved by a variety of key words.

**SAFEGUARDS:**

Information contained in the system is unclassified. It is safeguarded and protected in accordance with Department rules and procedures governing the handling of computerized information. Access to the file is limited to those persons whose official duties require such access and employees of the Antitrust Division.

**RETENTION AND DISPOSAL:**

Information contained in the file is retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Information Systems Support Group; Antitrust Division; U.S. Department of Justice; 555 4th Street NW., Room 11-854, Washington, DC 20001.

**NOTIFICATION PROCEDURE:**

Address inquiries to the Assistant Attorney General, Antitrust Division, U.S. Department of Justice, 10th and Constitution Avenue, Washington, DC 20530.

**RECORD SOURCE CATEGORIES:**

Information for the monthly reports is provided by the Antitrust Division section and field office chiefs.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM-001**

**SYSTEM NAME:**

Central Criminal Division Index File and Associated Records.

**SYSTEM LOCATION:**

U.S. Department of Justice, Criminal Division, Bond Building, 1400 New York Avenue NW., Washington, DC 20530, and, Federal Records Center, Suitland, Maryland 20409.

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

Persons referred to in potential or actual cases and matters of concern to the Criminal Division and

correspondents on subjects directed or referred to the Criminal Division.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of alphabetical indices bearing individual names, and the associated records to which they relate, arranged either by subject matter or individual identifying number containing the general and particular records of all Criminal Division correspondence, cases, matters, and memoranda, including but not limited to investigative reports, correspondence to and from the Division, legal papers, evidence, and exhibits. The system also includes items classified in the interest of national security with such designations as confidential, secret, and top secret received and maintained by the Department of Justice. This system may also include records concerning subject matters more particularly described in other systems of records of the Criminal Division.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101 to implement all functions assigned to the Criminal Division in 28 CFR 0.55 through 0.64-2.

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

A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility for investigation or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record related to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or

grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purposes of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique

modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return; (13) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making provisions to which they were appointed by the President, in accordance with the provisions codified in 28 CFR 17.60; (14) a record relating to an actual or potential civil or criminal violation of title 17, United States Code, may be disseminated to a person injured by such violation to assist him in the institution or maintenance of a suit brought under such title.

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

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Paper documents are stored in file folders and in the Federal Records Center; selected summary data is stored

on manual index cards and on microfilm and on IBM System/38.

**RETRIEVABILITY:**

Summary data, e.g., names, file numbers, subjects, dates of correspondence, dates of receipt, due dates of assignments, docket numbers and/or synopses are retrieved from manual index cards microfilm, and a numerical listing maintained on IBM System/38.

File folders are retrieved through manual or automated indexes which are accessed through certain summary data, i.e., name or file and docket numbers.

**SAFEGUARDS:**

The records are safeguarded and protected in accordance with applicable Departmental rules. Security for the automated records include strictly controlled access codes and passwords. In addition, only authorized Criminal Division employees will have access to the system.

**RETENTION AND DISPOSAL:**

Currently there is an agreement with the Federal Records Center for retention and disposal after ten years applicable to approximately 20 percent of the Division records. All other paper records are currently retained indefinitely. A retention and disposal schedule for automated records will be under review in connection with a revised schedule for the paper records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General, Criminal Division, U.S. Department of Justice; 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). Inquiry concerning this system should be directed to the system manager listed above.

**RECORD ACCESS PROCEDURES:**

The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name of the individual involved, his birth date and place, or any other identifying number

or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Department officers and employees, and other federal, state, local, and foreign law enforcement and non-law enforcement agencies, private persons, witnesses, and informants.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM-002**

**SYSTEM NAME:**

Criminal Division Witness Security File.

**SYSTEM LOCATION:**

U.S. Department of Justice, Criminal Division, 10th Street and Constitution Avenue, N.W., Washington, D.C. 20530. In addition, some of the records contained in this system may be located at one or more of the Organized Crime and Racketeering Sections Field Offices listed in the appendix to the Criminal Division Systems of Records.

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

Persons who are potential or actual witnesses and/or informants, relatives, and associates of those individuals.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of the Witness Security Program files on all persons who are considered for admission or who have been admitted into the program. The files contain information concerning the individuals, the source and degree of danger to which they are exposed, the cases in which they are

expected to testify, relocation information and documentation, job assistance, sponsoring office, requirements for reimbursement and administration of the program, and protection techniques. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM-001.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is authorized pursuant to sections 501 through 504 of Pub. L. 91-452.

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

A record maintained in this system of records may be disseminated as a routine use of such record as follows: 1. Dissemination of a record may be made to a federal, state, local, or foreign agency to acquire information concerning the individual, or those associated with him, relating to the protection of the subject or to a criminal investigation; 2. in any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law; 3. in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; 4. a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; 5. a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; 6. a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or

discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; 7. a record relating to an individual in a matter that has been referred for either consideration or investigation by an agency may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made; 8. a record relating to an individual held in custody pending arraignment, trial, or sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; 9. a record may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; 10. a record may be disseminated to a federal, state, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; 11. a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; 12. a record may be disseminated to a non-governmental entity or individual in the acquisition of employment or other services in behalf of the witnesses.

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

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

behalf of and at the request of the individual who is the subject of the record.

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

A record contained in this system is kept on index cards and in files stored in safe type filing cabinets.

**RETRIEVABILITY:**

A record is retrieved by name of the individual.

**SAFEGUARDS:**

The records are maintained in safes with additional physical safeguards as well as limited access by Departmental personnel.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for the disposal of the records in the system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Inquiry concerning the system should be addressed to the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if

known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

1. Federal, state, local, or foreign government agencies concerned with the administration of criminal justice; 2. Members of the public; 3. Government agency employees; 4. Published material; 5. Persons considered for admission or admitted to the program.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM-003**

**SYSTEM NAME:**

File of Names Checked to Determine If Those Individuals Have Been the Subject of An Electronic Surveillance.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; Bond Building, 1400 New York Avenue NW., Washington, DC 20530.

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

Grand jury witnesses, defendants and potential defendants in criminal cases and their attorneys.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains the names of those persons submitted by federal prosecutors to inquire whether such persons have been the subject of electronic surveillances. The file consists of the names, the inquiries made to federal investigatory agencies, the replies received from such agencies, and the reply submitted to the prosecutor. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM-001.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions of 18 U.S.C. 3504.

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

A record maintained in this system of records may be disseminated as a routine use of such record as follows: 1. In the appropriate federal court proceeding in accordance with established constitutional, substantive, or procedural law or practice; 2. to an actual or potential party or his attorney in the case or matter in which the request was made.

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

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

A record contained in this system is stored manually in file jackets.

**RETRIEVABILITY:**

A record is retrieved by the name of the individual checked.

**SAFEGUARDS:**

The records are safeguarded and protected in accordance with applicable Departmental rules.



**RETENTION AND DISPOSAL:**

Currently, there are no provisions for disposal of the records in this system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

A part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2). Inquiry concerning this system should be directed to the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

A part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Private Access Request." Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system are an actual or potential party or his attorney in the case or matter in question, federal prosecutors, and the federal investigative agencies.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM-004****SYSTEM NAME:**

*General Litigation and Legal Advice Section*, Criminal Division, Central Index File and Associated Records.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; *Bond Building, 1400 New York Ave., NW.*, Washington, D.C. 20530.

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

Persons referred to in potential or actual cases and matters of concern to the *General Litigation and Legal Advice Section*, Criminal Division, and correspondents on subjects directed or referred to the Criminal Division.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of an alphabetical index by individual name or subject matter of all incoming correspondence, cases, and matters assigned, referred, or of interest to the *General Litigation and Legal Advice Section*, Criminal Division. A large percentage of these records are duplicated in the Central Criminal Division records; some, however, are not sent through central records come to the *General Litigation and Legal Advice Section* directly.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101, and is intended to assist in implementing and enforcing the criminal laws of the United States, particularly those codified in title 18, United States Code. The system is also maintained to implement the provisions codified in 28 CFR 0.55.

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

A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may

be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security

clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return.

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

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

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

A record contained in this system is stored manually on index cards.

**RETRIEVABILITY:**

A record is retrieved from index cards by the name of the individual or matter which will then indicate the Section Unit or attorney assigned to work on the correspondence, case, or matter.

**SAFEGUARDS:**

Records are safeguarded and protected in accordance with applicable Departmental rules.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for disposal of the records contained in this system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, NW.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). Inquiries concerning this system should be directed to the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to the applicability of an exemption as to a specific record shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Department offices and employees and other federal, state, local, and foreign law enforcement and non-law enforcement agencies, private persons, witnesses, and informants.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM—005**

**SYSTEM NAME:**

Index to Names of Attorneys Employed by the Criminal Division, U.S. Department of Justice, Indicating the Subject of the Memoranda on Criminal Matters They Have Written.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

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

Past and present attorneys employed by the Criminal Division, U.S. Department of Justice.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records consists of the names of past and present Criminal Division attorneys and lists the memoranda they have written on various matters, generally involving legal research, on matters of interest to the Division. This system is a cross-reference index maintained for convenience only and does not include the memoranda themselves other than the fact of authorship.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to the authority granted by 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 CFR 0.55 and 0.61.

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

There are no uses of the records in this system outside of the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the

public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

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

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

A record contained in this system is stored manually on index cards.

**RETRIEVABILITY:**

A record is retrieved by name of the individual.

**SAFEGUARDS:**

Records are safeguarded and protected in accordance with applicable Departmental rules.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for disposal of the records in this system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the past or present attorney employed by

the Criminal Division. The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Past and present attorneys employed by the Criminal Division, U.S. Department of Justice.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/CRM—007**

**SYSTEM NAME:**

Name Card File on Criminal Division Personnel Authorized to Have Access to the Central Criminal Division Records.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, NW.; Washington, D.C. 20530, or Federal Records Center; Suitland, Maryland 20409.

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

Current personnel of the Criminal Division, generally attorneys.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The file contains the names of those attorneys and others currently employed by the Criminal Division who are authorized to have access to the central records of the Division.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 CFR 0.55 and 0.61.

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

There are no uses of the records in this system outside of the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice

unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

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

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

A record contained in this system is stored manually on index cards.

**RETRIEVABILITY:**

A record is retrieved by name from the index cards.

**SAFEGUARDS:**

The records are safeguarded and protected in accordance with applicable Departmental rules.

**RETENTION AND DISPOSAL:**

A name card is destroyed upon notification that the individual is no longer employed by the Criminal Division.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th street and Constitution Avenue, N.W.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved. The requestor will

also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Personnel of the Criminal Division.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/CRM-008**

**SYSTEM NAME:**

Name Card File on Department of Justice Personnel Authorized to Have Access to Classified Files of the Department of Justice.

**SYSTEM LOCATION:**

U.S. Department of Justice, Criminal Division, 10th and Constitution Avenue NW., Washington, DC 20530.

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

Current personnel of the Department of Justice, generally attorneys.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This index file contains the names of those attorneys and others currently employed in the Department of Justice who are authorized to have access to records of the Department of Justice classified in the interest of national security with such designations as confidential, secret, and top secret.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established pursuant to Executive Order No. 11852. The system is also maintained to implement the provisions codified in 28 CFR 17.1 through 17.82.

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

There are no uses of the records in this system outside of the Department of Justice.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of

the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

A record contained in this system is stored manually on index cards.

**RETRIEVABILITY:**

A record is retrieved by name from the index cards.

**SAFEGUARDS:**

The index is contained in the vault maintained for classified files of the Department of Justice.

**RETENTION AND DISPOSAL:**

The names in the index are maintained and deleted in accordance with Departmental regulations.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURE:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request". Include in the request the name of the individual involved. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Personnel of the Department of Justice.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/CRM-012**

**SYSTEM NAME:**

Organized Crime and Racketeering Section, General Index File and Associated Records.

**SYSTEM LOCATION:**

The general files of the Organized Crime and Racketeering Section are located at several locations and not all files are located at all locations. The location of the files are: 1. U.S. Department of Justice; Criminal Division, Organized Crime and Racketeering Section; 10th Street and Constitution Avenue NW., Washington, DC 20530; and 2. Organized Crime and Racketeering Section Field office listed in the Appendix to the Criminals' Division systems of records.

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

Persons who have been prosecuted or are under investigation for potential or actual criminal prosecution as well as persons allegedly involved in organized criminal activity and those alleged to be associated with the subject.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of alphabetical indices bearing individual names and the associated records to which they relate, arranged either by subject matter or individual identifying number, of all incoming correspondence, cases, matters, investigations, and memoranda assigned, referred, or of interest, to the Organized Crime and Racketeering Section and its field offices. The records in this system concern matters primarily involving organized crime and include, but are not limited to, case files; investigative reports; intelligence reports; subpoena and grand jury files; records of warrants and electronic surveillances; records of indictment, prosecution, conviction, parole, probation, or immunity; legal papers;

evidence; exhibits; items classified confidential, secret, and top secret; and various other files related to the Section's activities and its ongoing investigations, prosecutions, cases, and matters. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM-001.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101 and the Presidential Directive on the Federal Drive Against Organized Crime, issued May 5, 1966 (Weekly Compilation of Presidential Documents, Vol. 2, W. No. 18 (1966)). In addition, this system is maintained to assist in implementing and enforcing the criminal laws of the United States, particularly those codified in title 18, United States Code. This system is also maintained to implement the provisions codified in 28 CFR 0.55 particularly subsection (g).

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

A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures

governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade association, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country

in apprehending and/or returning a fugitive to a jurisdiction which seeks his return; (13) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making provisions to which they were appointed by the President, in accordance with the provisions codified in 28 CFR 17.60.

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

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

**Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA):** A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

The records in this system are stored on various documents, tapes, disc packs, and punch cards, some of which are contained in files, on index cards, or in related type materials.

**RETRIEVABILITY:**

The system is accessed by name but may be grouped for the convenience of the user by subject matter, e.g., parole file, photograph file, etc.

**SAFEGUARDS:**

Materials related to the system are maintained in appropriately restricted areas and are safeguarded and protected in accordance with applicable Department rules.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for the disposal of the records in the system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division, U.S. Department of Justice; 10th Street and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Inquiry concerning the system should be addressed to the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request". Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name and of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

**RECORD SOURCE CATEGORIES:**

1. Federal, state, local, or foreign government agencies concerned with the administration of criminal justice and non-law enforcement agencies both public and private; 2. Members of the public; 3. Government employees; 4. Published material; 5. Witnesses and informants.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM-016****SYSTEM NAME:**

Records on Persons Who Have Outstanding and Uncollected Federal Criminal Fines or Federal Bond Forfeitures.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; Bond Building, 1400 New York Avenue, NW., Washington, D.C. 20530.

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

Persons who have outstanding and uncollected federal criminal fines or federal bond forfeitures whose address is presently unknown or was at one time, unknown.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains the names of persons, and correspondence relating to such persons, who have federal criminal fines or federal bond forfeitures outstanding and whose whereabouts are presently unknown or were, at one time, unknown. The system is maintained to gather information on the whereabouts of such persons and to assist in federal collection efforts.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101. This system is also maintained to implement the provisions codified in 28 CFR 0.171(a).

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

A record maintained in this system of records may be disseminated as a routine use of such record as follows: (A) In the case of an individual whose whereabouts are unknown, to any individual organization, or government agency for the purpose of gathering information to locate such person; or (B) in the case of any individual whose name is contained in the system whether or not his whereabouts are known as follows: (1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in

nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal state, local, or foreign agency, or to an individual or organization if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practices; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter.

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

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

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

A record contained in this system is stored manually in file jackets.

**RETRIEVABILITY:**

A record is retrieved by the name of the individual.

**SAFEGUARDS:**

Records are safeguarded and protected in accordance with applicable Department rules.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for disposal of the records in this system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, NW; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURE:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name and address of the individual involved, his address, his birth date and place, or other identifying number of information which may be of assistance in locating the record, the name of the case involved, if known, and the name of the judicial district, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individual desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system are federal, state, local, or foreign agencies, and private individuals and organizations.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/CRM-017**

**SYSTEM NAME:**

Registration and Propaganda Files Under the Foreign Agents Registration Act of 1938, As Amended.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; Bond Building, 1400 New York Avenue, NW, Washington, D.C. 20530.

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

Persons required to file under the Foreign Agents Registration Act of 1938, 22 U.S.C. 611 et seq.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains the statement of the registrant and other documents required to be filed under the Foreign Agents Registration Act of 1938. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM-001.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 22 U.S.C. 611 et seq. The system is also maintained to implement the provisions of 28 CFR 5.1 through 5.801.

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

A record maintained in this system of records may be disseminated as a routine use of such record to any individual, organization, or government agency.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of

a particular case would constitute an unwarranted invasion of personal privacy.

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

A record contained in this system is stored manually on index cards and in file jackets.

**RETRIEVABILITY:**

A record is retrieved by name of the individual. Safeguards:

Records are safeguarded and protected in accordance with applicable Departmental rules.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for disposal of the records in this system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General, Criminal Division, U.S. Department of Justice, 10th Street and Constitution Avenue, NW, Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made pursuant to the provisions of 28 CFR 5.600 and 5.601.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought

**RECORD SOURCE CATEGORIES:**

The source of information contained in this system is the registrant.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/CRM-018****SYSTEM NAME:**

Registration Files of Individuals Who Have Knowledge of, or Have Received Instruction or Assignment in, Espionage, Counterespionage, or Sabotage Service or Tactics of a Foreign Government or of a Foreign Political Party.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; *Bond Building, 1400 New York Avenue, NW.*, Washington, D.C. 20530.

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

Persons who have knowledge of, or who have received instruction or assignment in, espionage, counterespionage, or sabotage service or tactics of a foreign government or of a foreign political party.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains the statement of the registrant and other documents required to be filed under 50 U.S.C. 851. The system is a public record except that certain statements may be withdrawn from public examination pursuant to 50 U.S.C. 853 and 28 CFR 12.40 by the Attorney General having due regard for national security and the public interest. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM-001.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 50 U.S.C. 851 et seq. The system is also maintained to implement the provisions codified in 28 CFR 12.1 through 12.70.

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

A record maintained in this system of records may be disseminated as a routine use of such record as follows: (A) in the case of a record not withdrawn by the Attorney General from public examination, to any individual, organization, or government agency; or (B) in the case of a record withdrawn by the Attorney General from public examination as follows: (1) In any case in which there is an indication of a violation or potential violation of law, whether civil, or

criminal or regulatory in nature, the registration record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a registration record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a registration may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional substantive, or procedural law or practice; (4) a record relating to a registration may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a registration may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a registration that has been referred by an agency for investigation may be disseminated to the referring agency to notify such agency of the status of the registration or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the matter; (7) a registration record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings may be disseminated to a federal, state, local, or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such person; (8) a record relating to a registration may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a registration record may be disseminated to a federal, state, local or

foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a registration record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decisions on the matter; (11) a registration record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making provisions to which they were appointed by the President, in accordance with the provisions codified in 28 C.F.R. 17.60.

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

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

Release of information to the National Archives and Records; *Administration (NARA)*, and the *General Services Administration (GSA)*: A record from a system of records may be disclosed as a routine use to *NARA* and *GSA* in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

A record contained in this system is stored manually on index cards and in file jackets.



**RETRIEVABILITY:**

A record is retrieved by name of the individual registrant.

**SAFEGUARDS:**

Records are safeguarded and protected in accordance with applicable Departmental files.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for disposal of the records in this system.

**SYSTEMS MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, NW.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made pursuant to the provisions of 28 CFR 12.40 and 12.41.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

The source of information contained in this system is the registrant.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/CRM—019****SYSTEM NAME:**

Requests to the Attorney General For Approval of Applications to Federal Judges For Electronic Interceptions.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; 10th and Constitution Avenue, NW.; Washington, D.C. 20530.

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

Individuals who have been the subject of requests by federal investigative agencies for electronic surveillance.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains requests received from federal investigative agencies and federal prosecutors, and associated documents, seeking the authorization of the Attorney General required by 18 U.S.C. 2518 for an application to a federal court for an order authorizing the interception of a

wire or oral communication in cases involving federal criminal violations. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM—001.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions of 18 U.S.C. 2516 and 18 U.S.C. 2519.

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

A record maintained in this system of records may be disseminated as a routine use of such record as follows: 1. In an appropriate federal, state, or local court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; 2. to the requesting agency to notify such agency of the status of the case or matter or of any decision or determination that has been made; 3. to furnish such information for reports to the Administrative Office of the United States Courts as is necessary to comply with the reporting provisions of 18 U.S.C. 2519; 4. to a party pursuant to 18 U.S.C. 2518 (8)(d), (9), and (10) and 18 U.S.C. 3504.

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

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

A record contained in this system is stored manually in file jackets.

**RETRIEVABILITY:**

A record is retrieved by the name of the individual who appears first on the application or affidavit that is first received.

**SAFEGUARDS:**

The records are safeguarded and protected in accordance with applicable Departmental rules.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for disposal of the records in this system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th and Constitution Avenue, NW.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Inquiry concerning this system should be directed to the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request". Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for

contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system are federal investigative agencies, federal prosecutors, and personnel of the Criminal Division, Department of Justice.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM-021**

**SYSTEM NAME:**

The Stocks and Bonds Intelligence Control Card File System.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; *Bond Building, 1400 New York Avenue, NW.; Washington, D.C. 20530.*

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

Individuals, and their known associates, who are actual, potential, or alleged violators, of statutes dealing with stocks, bonds, and other securities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system is an alphabetical listing of all individuals, and their associates, who are actual, potential, or alleged violators of the statutes dealing with counterfeiting, forging, and theft of stocks, bonds, and other securities including those who traffic, or are suspected of trafficking, in such stocks, bonds, or other securities. Records concerning subject matters described in this system may also be contained in JUSTICE/CRM-001.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101, and is intended to assist in implementing and enforcing the criminal laws of the United States codified in title 18, United States Code and elsewhere, particularly the laws relating to offenses involving stocks and bonds. The system is also maintained to implement the provisions codified in 28 CFR 0.55.

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

A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case or matter within the jurisdiction of an agency, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence, or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local, or foreign prison,

probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, such as descriptions of crime trends or distinctive or unique modus operandi, provided that the record does not contain any information identifiable to a specific individual other than such modus operandi.

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

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

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections

conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

A record contained in this system is stored manually on index cards.

**RETRIEVABILITY:**

A record is retrieved by the name of the individual.

**SAFEGUARDS:**

Records are safeguarded and protected in accordance with applicable Departmental rules.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for disposal of the records in this system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, NW.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Inquiry concerning the system should be directed to the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request." Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requester will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for

contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system are federal, state, local, and foreign government agencies and prosecutors, private organizations and individuals, and personnel of the Department of Justice.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM-022**

**SYSTEM NAME:**

Witness Immunity Records.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue NW., Washington, DC 20530.

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

Potential or actual witnesses for whom immunity (pursuant to 18 U.S.C. 6001-6005) is proposed.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains background information on the individual and the case of matter in which he is expected to testify in a proceeding before or ancillary to a court or grand jury of the United States or an agency of the United States. The information maintained in the system is entered from DOJ Form-LAA-111, "Request for Immunity Authorization", which is completed by the United States Attorneys, or from other formal requests for immunity from Federal agencies. The system also contains a record of action taken by the Criminal Division on the request.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintain pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions of 18 U.S.C. 6001-6005 and 18 U.S.C. 2514.

**PURPOSE OF THE SYSTEM:**

The system is essential to the Division's efforts in granting immunity

requests as stated in 18 U.S.C. 6001-6005. Requests for immunity may be made by a United States Attorney or a Federal agency.

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

(1) A record may be disseminated to a federal, state, local, or foreign law enforcement agency to alert such agency to the proposed immunity or, to the extent necessary for identification purposes, to elicit information concerning the potential or actual witness which may be necessary to an evaluation of the proposed immunity; (2) a record relating to a proposed immunity that has been referred to the Department of Justice for approval, may be disseminated to the referring agency to notify such agency of the status of the referral or of any decision or determination that has been made.

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

**STORAGE:**

Paper documents are stored in file folders in locked cabinets; selected summary data are stored on magnetic disks and on manual index cards which are also kept in locked cabinets.

**RETRIEVABILITY:**

Summary data, e.g., names, request numbers, dates of receipt and completion are retrieved from manual index cards for requests received prior to June 1986; for June 1986 and subsequent years, summary data are retrieved from magnetic disks. File folders are accessed through the manual or automated indexes.

**SAFEGUARDS:**

The records are safeguarded and protected in accordance with applicable Departmental rules. Security for the automated records include strictly controlled access codes and passwords. Only authorized Criminal Division employees will have access to the system.

**RETENTION AND DISPOSAL:**

Dispose 10 years after close of request.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General, Criminal Division, U.S. Department of Justice, 10th Street and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

The major part of this system is exempted from this requirement

pursuant to 5 U.S.C. 552a (j)(2) or (k)(2). Inquiry concerning this system should be directed to the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

The major part of this system is exempted from this requirement pursuant to 5 U.S.C. 552a (j)(2) or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request". Include in the request the name of the individual involved, his birth date and place, or other identifying number of information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring the contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

1. Federal government prosecutors; 2. Federal agencies; 3. Department of Justice attorneys and personnel.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM-024**

**SYSTEM NAME:**

Freedom of Information/Privacy Act Records.

**SYSTEM LOCATION:**

U.S. Department of Justice, Criminal Division, Bond Building, 1400 New York Avenue, NW., Washington, D.C. 20530.

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

Persons who request disclosure of records pursuant to the Freedom of Information Act, persons who request access to or correction of records pertaining to themselves contained in Criminal Division systems of records pursuant to the Privacy Act; and, where applicable, persons about whom records have been requested or about whom information is contained in requested records.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains copies of all correspondence and internal memorandums related to Freedom of Information and Privacy Act requests, and related records necessary to the processing of such requests received on or after January 1, 1975.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101 and is maintained to implement the provisions of 5 U.S.C. 552 and 552a and the provisions of 28 CFR 16.1 et seq. and 28 CFR 16.40 et seq.

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

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

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

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released to 5 U.S.C. 552, may be made available to a Member or

Congress or staff acting upon the Member's behalf when the Member of staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Record Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

A record contained in this system is stored manually in alphabetical order in file cabinets.

**RETRIEVABILITY:**

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

**SAFEGUARDS:**

Access to physical records is limited to personnel of the Freedom of Information/Privacy Act Unit of the Criminal Division and known Department of Justice personnel who have a need for the record in the performance of their duties. The records are safeguarded and protected in accordance with applicable Department rules.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for disposal of records contained in this system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General, Criminal Division, U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

A Part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2), (k) (1), or (k) (2). Inquiry concerning this system should be directed to the system manager listed above.

**RECORD ACCESS PROCEDURE:**

A part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2), (k) (1), or (k) (2), to the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request

for access to a record contained in this system shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Requests.' Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requester shall also provide a return address for transmitting the information. Access requests shall be directed to the system manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reason for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system are the individuals and persons making requests, the systems of records searched in the process of responding to requests, and other agencies referring requests for access to or correction of records originating in the Criminal Division.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM-025**

**SYSTEM NAME:**

Tax Disclosure Index File and Associated Records.

**SYSTEM LOCATION:**

U.S. Department of Justice, Criminal Division, Bond Building, 1400 New York Avenue NW., Washington, DC 20530.

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

Taxpayers about whom the Criminal Division has requested and/or obtained disclosure of tax material from the Internal Revenue Service pursuant to 26 U.S.C. 6103.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains all requests for tax material, any such material provided by the Internal Revenue Service or duplicated or extracted by the Criminal Division from such material, and related records necessary to the application for and/or safeguarding of such material received on or after January 1, 1977.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 26 U.S.C. 6103(p)(4).

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

A record maintained in this system of records may be disseminated as a routine use of such record (A) to any officer or employee of the Criminal Division who is personally and directly engaged in preparation for any proceeding (or investigation which may result in such proceeding) pertaining to the enforcement of a specifically designated Federal criminal statute not involving tax administration or to the enforcement of a Federal criminal statute in any matter involving tax administration; and (B) to any person outside of the Criminal Division where such dissemination is or reasonably appears to be in furtherance of proper preparation for any proceeding (or investigation which may result in such proceeding) pertaining to the enforcement of a specifically designated Federal criminal statute not involving tax administration or to the enforcement of a Federal criminal statute in any manner involving tax administration. Such dissemination shall be permitted to the extent authorized under 26 U.S.C. 6103(h), 28 U.S.C. 6103(i), 26 CFR 404.6103(h)(2)-1, 26 CFR 404.6103(i)-(1), and Rule 6(e), FR Crim. P. The above mentioned routine uses include the following:

(1) Dissemination to an attorney of the Criminal Division assigned responsibility with respect to an above-mentioned proceeding or an investigation which may result in such proceeding;

(2) Dissemination to an officer or employee of the Department of Justice with supervisory or clerical responsibility with respect to an above-mentioned proceeding, or an investigation which may result in such proceeding;

(3) Dissemination to an officer or employee of another Federal agency (as defined at 5 U.S.C. 551(l)) with investigative, supervisory, or clerical

responsibility working under the direction and control of such attorneys of the Department of Justice as are assigned responsibility with respect to an above-mentioned proceeding, or an investigation which may result in such proceeding;

(4) Dissemination to a taxpayer to whom such record relates, or to such taxpayer's legal representative, to properly interview, consult, depose, or interrogate or otherwise obtain information relevant to an above-mentioned proceeding, or an investigation which may result in such proceeding, from such taxpayer or his legal representative;

(5) Dissemination during the course of an investigation which may result in an above-mentioned proceeding to any witness who may be called on to give evidence in such a proceeding to properly interview, consult, depose, or interrogate or otherwise obtain relevant information from such potential witness;

(6) Dissemination to any person having special knowledge or technical skills (such as handwriting analysis, photographic development, sound recording enhancement, or voice identification) to properly obtain the services of such person in an above-mentioned proceeding, or an investigation which may result in such proceeding;

(7) Dissemination to an officer or employee of the Department of Justice, another Federal agency (as defined at 5 U.S.C. 551(l)), or a foreign government to properly utilize international contacts and judicial assistance in an above-mentioned proceeding, or an investigation which may result in such proceeding;

(8) Dissemination to an officer or employee of the Internal Revenue Service to obtain additional disclosure pursuant to 26 U.S.C. 6103 in an above-mentioned proceeding, or an investigation which may result in such proceeding;

(9) Dissemination to a Federal grand jury;

(10) Dissemination to an officer or employee of the Department of Justice to obtain a court order to compel testimony pursuant to 18 U.S.C. 6002 and 6003 in any above-mentioned proceeding, or an investigation which may result in such proceeding;

(11) Dissemination to any party to an above-mentioned proceeding, to properly conduct negotiations concerning, or obtain authorization for, disposition of the proceeding, in whole or in part, or to obtain stipulations of fact in connection with the proceeding;

(12) Dissemination to a judicial or administrative body (such as the United States Parole Commission) in an above-mentioned proceeding or in preparation therefore, or in any post-conviction proceeding resulting from an above-mentioned proceeding;

(13) Dissemination to a court reporter in an above-mentioned proceeding, or as required, in preparation therefor.

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

**STORAGE:**

A record contained in this system is stored manually on index cards and in file jackets.

**RETRIEVABILITY:**

A record is retrieved by name of the taxpayer in indices maintained in individual sections of the Criminal Division.

**SAFEGUARDS:**

Records are safeguarded in accordance with Department of Justice rules and procedures. Buildings in which records are located are under security guard, and access to premises is by official identification. Records are stored in spaces which are locked outside of normal office hours and in safe type filing cabinets which are locked when not being accessed. Access to such cabinets is limited to Division personnel whose duties and responsibilities require such access and to whom access may be permitted. A record of access is kept which indicates the name of each person who gains access to material from the secured area and the date and time of each access.

**RETENTION AND DISPOSAL:**

Records not retained are returned to the Internal Revenue Service or rendered undisclosable in accordance with 28 U.S.C. 6103(p)(4)(f)(ii). Currently there are no provisions for disposal of records contained in this system that are not returned to the Internal Revenue Service or are otherwise rendered undisclosable.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General, Criminal Division, U.S. Department of Justice, 10th Street and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURES:**

The major part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2). Inquiry concerning the system should be addressed to the system manager listed above.

**RECORD ACCESS PROCEDURE:**

The major part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name of the individual involved, his birth date and place or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

**CONTESTING RECORD PROCEDURES:**

Taxpayers desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Records in this system are exempt from the contesting provisions of the Act in accordance with the applicable exemption notice.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system are the Internal Revenue Service, Federal investigative agencies, Federal prosecutors, and personnel of the Criminal Division, Department of Justice.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/CRM—028**

**SYSTEM NAME:**

Index of Prisoners Transferred Under Prisoner Transfer Treaties.

**SYSTEM LOCATION:**

U.S. Department of Justice; Criminal Division; *Bond Building, 1400 New York Avenue, NW, 10th and Constitution Ave., NW., Washington, DC 20530.*

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

Prisoners transferred to or from prisons in the United States under prisoner transfer treaties with other countries.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of alphabetical indices bearing individual names of prisoners involved in transfers and the tape recordings and occasional verbatim transcripts of consent verification hearings held pursuant to 18 U.S.C. 4107 and 4108, as well as copies of consent verification forms.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is maintained to implement the provisions of 18 U.S.C. 4107(e) and 4108(e). The records maintained in the system are used in conjunction with litigation relating to transfer of prisoners under prisoner transfer treaties.

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

The file is used by personnel of the Office of International Affairs of the Criminal Division to confirm the status of verification consent proceedings and to provide a readily retrievable record in the event of litigation on the issue of consent to the transfer. In addition, a record may be disseminated to the court, to court personnel, and to parties and their counsel in any litigation brought on the issue of proper consent to a prisoner transfer; to a state, local or foreign government, at its request, when the record relates to one of its past or present prisoners who have been the subject of a consent verification hearing; and, to any foreign government that is a party to an applicable treaty in a scheduled report that is required by the treaty.

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

Release of information to Members of Congress: Information contained in the

system not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record of the system of records may be disclosed to NARA and GSA National Archives and Records Service (NARS) for records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Verification consent forms and tape records are stored in file drawer safes.

**RETRIEVABILITY:**

A record is retrieved from index cards by the name of the individual and from the file jackets by location and date of the verification consent hearings which appear on the index cards.

**SAFEGUARDS:**

The records are stored in file drawer safes. Access to them is limited to personnel of the Office of International Affairs, Criminal Division, United States Department of Justice. The office in which the records are contained is securely locked at night and on weekends.

**RETENTION AND DISPOSAL:**

Currently it is planned to maintain records for 10 years in file safes referred to above and then transfer them to the Federal Records Center for retention.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General, Criminal Division; U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Inquiry concerning this system should be in writing and made to the system manager listed above.

**RECORD ACCESS PROCEDURES:**

A request for access to a record contained in this system shall be made in writing to the system manager, with the envelope and letter clearly marked "Privacy Act Request". The request shall include the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance

in locating the record, and the name of the case or matter involved, if known. The requester shall also provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information.

**RECORD SOURCE CATEGORIES:**

Court records and prisoner statements.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/CRM-027**

**SYSTEM NAME:**

Office of Special Investigations (OSI) Displaced Persons Listings.

**SYSTEM LOCATION:**

U.S. Department of Justice, Criminal Division, Bond Building, 1400 New York Avenue, N.W., Washington, DC 20530, and Federal Records Center, Suitland, Maryland 20409.

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

Individuals who applied for entry visas into the United States under the Displaced Persons Acts in force from 1948 to 1952 and for whom the United States Army Counterintelligence Corps assembled visa investigation files.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of alphabetical indexes bearing the names of persons who applied for entry visas under the Displaced Persons Acts, their visa applications, investigative reports and any other supporting documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101 and is intended to assist in implementing and enforcing the criminal laws of the United States, particularly those Criminal Statutes codified in "Criminal Laws," United States Code. The system is also maintained to implement the provisions codified in 28 CFR 0.55 and 0.61.

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

These records are used by OSI personnel as source material to locate

potential witnesses who might be able to provide information of investigative interest. However, a record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) Records, or some part thereof, relating to a particular visa applicant, may become a part of an investigative record maintained in a published system of records entitled "Central Criminal Division Index File and Associated Records, JUSTICE/CRM-001" and be subject to the routine uses of that system; (2) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (3) a record may be disseminated to a Federal, State, local, foreign, or international enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; and (4) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in apprehending and/or returning a fugitive to a jurisdiction which seeks his return.

Release of information to the news media:

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

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

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

**STORAGE:**

Index records in this system will be stored by name and control number on an IBM System/38. The actual records are papers in files stored in file boxes on shelves in locked record storage rooms.

**RETRIEVABILITY:**

Records stored in this system can be retrieved by the name of the individual, and by the control number of the record.

**SAFEGUARDS:**

Appropriate steps have been taken to preserve security and minimize the risk of unauthorized access to the system. Staff members who use the computer to input data or who have access to the stored data have been given specific identification codes or passwords by the system security officer which will restrict access to specific data. The files will be kept in a locked room with restricted access.

**RETENTION AND DISPOSAL:**

Currently there are no provisions for the disposal of records in the system.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General, Criminal Division, U.S. Department of Justice, 10th and Constitution Avenue, NW, Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Inquire in writing to the system manager listed above.

**RECORD ACCESS PROCEDURES:**

Portions of this system are exempt from disclosure and contest by 5 U.S.C. 552a(k)(2). Make all requests for access to those portions not so exempted by writing to the system manager identified above. Clearly mark the envelope and letter "Privacy Access Requests;" provide the full name and notarized signature of the individual who is the subject of the record, his/her date and place of birth, or any other identifying number or information which may assist in locating the record; and, a return address.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information maintained in the system to the system manager listed above. State clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information.

**RECORD SOURCE CATEGORIES:**

The information in this system was originally compiled during the course of investigations undertaken by the United States Army Counter Intelligence Corps pursuant to the Displaced Persons Acts in effect from 1948 to 1952. For the most part, the information in this system was obtained directly from the visa applicant himself, but the records would also contain information from other individuals or entities which would have

shed light on the information supplied by the visa applicant.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Attorney General has exempted certain categories of records in this system from subsection (d) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e), and have been published in the Federal Register.

**JUSTICE/CRM-999****APPENDIX TO CRIMINAL DIVISION'S SYSTEMS OF RECORDS; FIELD OFFICE ADDRESSES OF ORGANIZED CRIME AND RACKETEERING SECTIONS WHERE RECORDS MAY BE LOCATED:****ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Atlanta Field Office, 75 Spring Street (SW.), U.S. Courthouse—Suite 2002, Atlanta, Georgia 30303.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Boston Strike Force, P.O. Box 1433, Boston, Massachusetts 02109.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Brooklyn Strike Force, Room 327-A, 35 Tillary Street, Brooklyn, New York 11201.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Buffalo Strike Force, U.S. Courthouse, 68 Court Street—Rm. 420, Buffalo, New York 14202.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Camden Field Office, 2600 Mount Ephraim Avenue, Camden, New Jersey 08104-3210.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Chicago Strike Force, Room 1402, 219 South Dearborn Street, Chicago, Illinois 60604.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Cleveland Strike Force, Suite 450—Investment Bldg., 601 Rockwell Avenue, Cleveland, Ohio 44114.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Detroit Strike Force, Rm. 940—Federal Bldg., 231 West Lafayette St., Detroit, Michigan 48226.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Ft. Lauderdale Field Office, 299 E. Broward Blvd., Suite 309-E, Federal Bldg., Ft. Lauderdale, Florida 33301.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, U.S. Courthouse—Room C-242, 300 Ala Moana Boulevard, Honolulu, Hawaii 96850.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Houston Field Office, P.O. Box 610148, Houston, Texas 77208-0148.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Kansas City Strike Force, 811 Grand Avenue, Rm. 127—U.S. Courthouse, Kansas City, Missouri 64106.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Las Vegas Strike Force, Valley Bank Plaza, 300 S. 4th Street, Suite 1005, Las Vegas, Nevada 89101.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Los Angeles Strike Force, Rm. 2311—Fed. Bldg., 300 North Los Angeles St., Los Angeles, Calif. 90012.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Miami Strike Force, 77 S.E. 5th St., Suite 401, Miami, Florida 33131.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, 142 Orange Street, 3rd Floor, New Haven, Conn. 06515, or P.O. Box 1693, New Haven, Conn. 06507.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Newark Strike Force, Rm. 635—Fed. Bldg., 970 Broad Street, Newark, New Jersey 07101.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, New Orleans Strike Force, Hale Boggs Federal Building, 500 Camp Street—Room 308, New Orleans, Louisiana 70130.



**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Philadelphia Strike Force, 615 Chestnut Street, Suite 700, Philadelphia, Pennsylvania 19106.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, P.O. Box 996, Postal Annex Building, Providence, Rhode Island 02901, or U.S. Courthouse—Federal Bldg., Rm. 213, Kennedy Plaza, Providence, Rhode Island 02901.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Room 318—New Federal Building, 100 State Street, Rochester, New York 14614.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, San Francisco Strike Force, Box 36132, 450 Golden Gate Avenue, San Francisco, California 94102.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, P.O. Box 7012—Federal Station, Syracuse, New York 13201, or U.S. Courthouse and Fed. Bldg., Rm. 1141—100 S. Clinton, Syracuse, New York 13260.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, 700 Twiggs Street, Room 711, Tampa, Florida 33602.

**ORGANIZED CRIME AND RACKETEERING SECTION:**

U.S. Department of Justice, Box 571, Ben Franklin Station, Washington, DC 20044.

**JUSTICE/DEA-001****SYSTEM NAME:**

Air Intelligence Program.

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 Eye Street, NW., Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

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

(A) Aircraft Owners; (B) Licensed Pilots.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(A) FAA Civil Aircraft Registry; (B) FAA Aircraft Owners Registry; (C) FAA Airman Directory; (D) Entries into NADDIS.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

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

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

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

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

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

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

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

**RETRIEVABILITY:**

This system is indexed by name and identifying numbers.

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

Reference materials are retained until updated and then destroyed. Entries into NADDIS are retained for *twenty-five* years.

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Assistant Administrator, Office of Intelligence, Drug Enforcement Administration; 1405 Eye Street, NW., Washington, DC 20537.

**NOTIFICATION PROCEDURE:**

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

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as the above.

**RECORD SOURCE CATEGORIES:**

Federal Aviation Administration.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/DEA-003****SYSTEM NAME:**

Automated Records and Consolidated Orders System/Diversion Analysis and Detection System (ARCOS/DADS).

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1105 Eye Street, NW., Washington, D.C. 20537. Also field offices. See Appendix 1 for list of addresses.

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

Persons registered with DEA under the Comprehensive Drug Abuse Prevention and Control Act of 1970 (Pub. L. 91-513).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

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

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

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

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

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

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

Destroyed; (21) Controlled Substances Imported/Exported; (22) Quota Excess.

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

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

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA); A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

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

**RETRIEVABILITY:**

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

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

Input data received from registrants is maintained for 60 days for backup purposes and then destroyed by shredding or electronic erasure. ARCOS master inventory records are retained for eight consecutive calendar quarters. As the end of a new quarter is reached the oldest quarter of data is purged from the record. ARCOS transaction history will be retained for a maximum of five years and then destroyed.

**SYSTEM MANAGER(S) AND ADDRESSES:**

Deputy Assistant Administrator,  
Office of Diversion Control, Drug Enforcement Administration; 1405 Eye Street, NW., Washington, D.C. 20537.

**RECORD SOURCE CATEGORIES:**

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

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/DEA-004****SYSTEM NAME:**

Congressional Correspondence File.

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 Eye Street NW., Washington, DC 20537. Also, field offices. See Appendix 1 for list of addresses.

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

Members of the United States Congress.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(A) Inquiries from Members of Congress; (B) Reply to Congressional inquiries.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301.

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

This system is maintained to provide a history of Congressional inquiries. The information is not disseminated outside the Department of Justice.

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

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

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

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

**RETRIEVABILITY:**

The system is indexed by the name of the Member of Congress.

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

These records are retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Congressional Affairs, Drug Enforcement Administration, 1405 Eye Street NW., Washington, DC 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to Freedom of Information Section, Drug Enforcement Administration, 1405 Eye Street NW., Washington, DC 20537.

**RECORD ACCESS PROCEDURES:**

Same as the above.

**CONTESTING RECORD PROCEDURES:**

Same as the above.

**RECORD SOURCE CATEGORIES:**

Members of Congress.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/DEA-005**

**SYSTEM NAME:**

Controlled Substances Act Registration Records (CSA).

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 Eye Street NW., Washington, DC 20537. Also, field offices. See Appendix 1 for list of addresses.

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

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

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The Controlled Substances Act Registration Records are maintained in a manual system which contains the original of the application for registration under 224, 224a, 225, 225a, 226, 227, 268, and 363a, order forms (DEA-222's) and any correspondence concerning a particular registrant. In addition, the same basic data is maintained in an automated system for quick retrieval.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Drug Enforcement Administration is required under the Comprehensive Drug Abuse Prevention and Control Act of 1970 (Pub. L. 91-513) to register all handlers of controlled substances.

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

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

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

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

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

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

**RETRIEVABILITY:**

The automated system is retrieved by name and registration number. The manual portion is filed in batches by date the application was processed. A microfiche system of the names by State is maintained for quick reference.

purposes. In addition, a number of telecommunication terminals have been added to the existing network.

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

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

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Assistant Administrator, Office of Diversion Control, Drug Enforcement Administration, 1405 Eye Street NW., Washington, DC 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to Freedom of Information Section, Drug Enforcement Administration; 1405 Eye Street NW., Washington, DC 20537. Inquiries should include inquirer's name, date of birth, and social security number.

**RECORD ACCESS PROCEDURES:**

Same as the above.

**CONTESTING RECORD PROCEDURES:**

Same as the above.

**RECORD SOURCE CATEGORIES:**

Information contained in this system of records is obtained from: (A) Registrants and applicants under the Controlled Substances Act (Pub. L. 91-513); (B) DEA Investigators.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/DEA-006**

**SYSTEM NAME:**

Freedom of Information/Privacy Act Records.

**SYSTEM LOCATION:**

Freedom of Information Section, Drug Enforcement Administration, 1405 I Street, NW., Room 200, Washington, DC 20537.

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

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

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains: (1) Copies of all correspondence and internal memorandums related to the Freedom of Information Act and Privacy Act request, and related records necessary to the processing of such requests receive after January 1, 1975, (2) documents responsive to Freedom of Information Act/Privacy Act requests that are contained in other DEA systems of records, and (3) copies of all documents relevant to appeals and lawsuits under the Freedom of Information Act and Privacy Act.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

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

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

A record maintained in this system may be disseminated as a routine use of such records as follows: (1) A record may be disseminated to a Federal agency which furnished the record for the purpose of permitting a decision as to access or correction to be made by that agency, or for the purpose of consulting with that agency as to the propriety of access or correction; (2) a record may be disseminated to any appropriate Federal, State, local, or foreign agency for the purpose of verifying the accuracy of information

submitted by an individual who has requested amendment or correction of records contained in a system of records maintained by the Freedom of Information Section.

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

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

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

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

**STORAGE:**

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

**RETRIEVABILITY:**

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

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

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

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Freedom of Information Section, Drug Enforcement Administration, 1405 I Street, NW., Room 200, Washington, DC 20537.

**NOTIFICATION PROCEDURE:**

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

**RECORD ACCESS PROCEDURES:**

Same as Notification Procedures above.

**CONTESTING RECORD PROCEDURES:**

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

**RECORD SOURCE CATEGORIES:**

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

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system of records is exempted pursuant to the provisions of 5 U.S.C. 552a(j)(2) from subsections (c)(3) and (4),

(d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), (g) and (h) of 5 U.S.C. 552a; in addition, this system of records is exempted pursuant to the provisions of 5 U.S.C. 552a(k)(1) and (k)(2) from subsections (c)(3), (d), (e)(1), (e)(4)(G) and (H), and (f) of 5 U.S.C. 552a. This system is exempted because the records contained in this system reflect Drug Enforcement Administration law enforcement and investigative information. Individual access to these records might compromise ongoing investigations, reveal confidential informants or constitute unwarranted invasions of the personal privacy of third parties who are involved in a certain investigation. Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(c), and (e) and have been published in the Federal Register.

**JUSTICE/DEA-008****SYSTEM NAME:**

Investigative Reporting and Filing System.

**SYSTEM LOCATION:**

Drug Enforcement Administration: 1405 I Street, NW., Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

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

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

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The Investigative Reporting and Filing System includes, among other things, a system of records as defined in the

Privacy Act of 1974. Individual records, i.e., items of information on an individual, may be decentralized in separate investigative file folders. Such records, as well as certain other records on persons and subjects not covered by the Act, are made retrievable and are retrieved by reference to the following subsystems.

A. The Narcotics and Dangerous Drugs Information System (NADDIS) consists of two centralized automated indices and machine records on subjects cited in and extracted from investigative reports. The two indices represent a name index and a number index which are used to access one or more specific records for examination. The system serves as both an index to the more voluminous written reports upon which it is based and as an autonomous means for developing investigative leads and aids in selecting source materials for studies of a strategic nature. The system is accessible by telecommunications by appropriately equipped DEA headquarters and field offices. Records which comprise the system are also accessed by special computer runs. These runs are typically generated from selection criteria which cannot be utilized (input) via the telecommunications equipment. Bulk products generated via off-line runs may be formatted on computer tape, in printout or on microfiche depending on the needs of the user.

Direct references to the discrete file folders in which the source reports are filed are provided within each record. Therefore, the NADDIS records point to the more comprehensive manual reports maintained centrally at Headquarters. Records are retrievable by name and by certain identifying numbers in the online mode and by virtually any record data element in the off-line mode.

B. The Confidential Source Subsystem within the Investigative Reporting and Filing System consists of demographic and administrative data concerning: (a) Persons who under the specific direction of a DEA agent, with or without the expectation of payment or other valuable consideration, furnish information regarding drug trafficking, or perform other lawful services; and (b) persons who furnish information to DEA on an occasional basis.

The information contained in this subsystem is extracted directly from investigative files and confidential informant files contained in the system. This subsystem contains no names. The subsystem consists of alphanumeric identifiers coupled with demographic and administrative data concerning the confidential source. The subsystem

serves primarily as an administrative tool to enable DEA management to perform periodic reviews of confidential sources required by DEA guidelines and regulations, to enable DEA to maintain move effective management controls over the expenditure of funds to confidential sources and to enable DEA to more systematically assess the performance of particular confidential sources. In addition, the system will generate statistical reports which will assist DEA management in evaluating the overall effectiveness of the utilization of confidential sources of information.

The system is accessed by designated ADP terminals on the strictest need to know basis.

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

The basic document contained in these files is a multipurpose report of investigation (DEA-6) in which investigative activities and findings are rigorously documented. The reports pertain to the full range of DEA criminal drug enforcement and regulatory investigative functions that emanate from the Comprehensive Drug Prevention and Control Act of 1970. Within the categories of files listed above, the general file category includes preliminary investigations of a criminal nature, certain topical or functional aggregations and reports of preregistrant inspections/investigations. The case files cover targeted conspiracies, trafficking situations and formal regulatory audits and investigations. Frequently the criminal drug cases are the logical extension of one or more

preliminary investigations. The distinction between the case file and general file categories, therefore is based on internal administrative policy and should not be construed as a differentiation of investigation techniques or practices. These files, except for Confidential Information Files, contain also adopted reports received from other agencies to include items that comprise, when indexed, individual records within the meaning of the Act. The central files maintained at DEA Headquarters include, in general, copies of investigative reports and most of the supporting documents that are generated or adopted by DEA Headquarters and field offices.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

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

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

This system may be used as a data source or reference facility for numerous summary, management and statistical reports produced by the Drug Enforcement Administration. Only on rare occasions do such reports contain identifiable individual records. Information contained in this system is provided to the following categories of users as a matter of routine use for law enforcement and regulatory purposes: (a) Other federal law enforcement and regulatory agencies; (b) State and local law enforcement and regulatory agencies; (c) Foreign law enforcement agencies with whom DEA maintains liaison; (d) The Department of Defense and Military Departments; (e) The Department of State; (f) U.S. intelligence agencies concerned with drug enforcement; (g) The United Nations; (h) Interpol; (i) To individuals and organizations in the course of investigations to elicit information.

In addition, disclosures are routinely made to the following categories for the purposes stated: (a) To federal agencies for national security clearance purposes and to federal and state regulatory agencies responsible for the licensing or certification of individuals in the fields of pharmacy and medicine; (b) To the Office of Management and Budget upon request in order to justify the allocation of resources; (c) To State and local

prosecutors for assistance in preparing cases concerning criminal and regulatory matters; (d) To the news media for public information purposes; and (e) To respondents and their attorneys for purposes of discovery, formal and informal in the course of an adjudicatory, rulemaking, or other hearing held pursuant to the Controlled Substances Act of 1970.

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

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

Release of information to the National Archives and Records, *Administration (NARA) and to the General Services Administration (GSA)*: A record from a system of records may be disclosed as a routine use to the *NARA and GSA* in records management inspection conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Administration regulations include detailed instructions for the preparation, adoption, handling, dissemination, indexing of individual records, storage, safeguarding of investigative reports and the accounting of disclosure of individual records.

**STORAGE:**

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

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

**RETRIEVABILITY:**

Access to individual records is gained by reference to either the automated or

manual indices. Retrieval is a function of the presence of items in the index and the matching of names in the index with search argument names or identifying numbers in the case of the automated system. Files identified from field office indices are held by the field office of Headquarters. Files identified from the automated index may not be held by the interested office, but the originators of such files are identified. In addition a number of telecommunication terminals have been added to the existing network, including a terminal installation at the J. Edgar Hoover Building, 9th and Pennsylvania Avenue NW., Washington, D.C. 20535.

#### SAFEGUARDS:

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

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

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

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

4. The dissemination of investigative information on an individual outside the Department of Justice is made in accordance with the routine uses as

described herein or otherwise in accordance with the conditions of disclosure prescribed by the Act. The need to know of the recipient is determined in both cases by persons designated and authorized by DEA as a prerequisite of the release.

#### RETENTION AND DISPOSAL:

Records contained within this system are retained for *twenty-five (25)* years.

#### SYSTEM MANAGER(S) AND ADDRESS:

*Assistant Administrator, Operations Division, Drug Enforcement Administration, 1405 I Street NW., Washington D.C. 20537.*

#### NOTIFICATION PROCEDURE:

Inquiries should be addressed to: Freedom of Information Section, Drug Enforcement Administration, 1405 I Street, NW., Washington, D.C. 20537.

#### RECORD ACCESS PROCEDURE:

Same as above.

#### CONTESTING RECORD PROCEDURES:

Same as above.

#### RECORD SOURCE CATEGORIES:

(a) DEA personnel; (b) Cooperating individuals; (c) Suspects and defendants; (d) Federal, State and local law enforcement and regulatory agencies; (e) Other federal agencies; (f) Foreign law enforcement agencies; (g) Business records by subpoena; (h) Drug and chemical companies; (i) Concerned citizens.

#### SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

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

#### JUSTICE/DEA-009

#### SYSTEM NAME:

Medical Records.

#### SYSTEM LOCATION:

Drug Enforcement Administration; 1405 Eye Street NW., Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

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

(A) DEA Employees; (B) Cooperating Individuals;

#### CATEGORIES OF RECORDS IN THE SYSTEM:

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

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

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

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

These records are maintained for internal DEA use. The only disclosure outside the agency would be to a physician when authorized by the subject.

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

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

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

The records are maintained in standard file folders.

**RETRIEVABILITY:**

Records are retrieved by name.

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

These records are retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Medical Administration, Drug Enforcement Administration, 1405 Eye Street NW., Washington, D.C. 20537.

**NOTIFICATION PROCEDURE:**

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

**RECORD ACCESS PROCEDURES:**

Same as the above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Individuals on whom records are maintained; Employees of Medical Office.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/DEA-010****SYSTEM NAME:**

Planning and Inspection Division Records.

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 I Street, NW., Washington, DC 20537. Also, field offices. See Appendix I for list of addresses.

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

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

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(A) Investigative reports with supporting memoranda and work papers relating to investigations of individuals and situations. (B) General files which include, among other things, supporting memoranda and work papers and miscellaneous memoranda relating to investigations of and the purported existence of situations and allegations about individuals. (C) Audit and inspection reports of inspections of DEA offices, personnel, and situations.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Reorganization Plan No. 1 of 1968 and 5 U.S.C. 301.

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

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

In addition, disclosures are routinely made to the following categories for the purposes stated: A. To Federal agencies for national security clearance purposes and to Federal and state regulatory agencies responsible for the licensing or certification of individuals in the fields of pharmacy and medicine; B. To the Office of Management and Budget upon

request in order to justify the allocations of resources; C. To state and local prosecutors for assistance in preparing cases concerning criminal and regulatory matters; D. To the news media for public information purposes; E. To Federal, State and local governmental agencies who are conducting suitability for employment investigations on current or prospective employees.

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

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

Release of information to the *National Archives and Records Administration (NARA) and to the General Services Administration (GSA)*: A record from a system of records may be disclosed as routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Manual records are maintained in standard investigation folders. Automated records are maintained on magnetic disks.

**RETRIEVABILITY:**

Access to manual records can be accomplished by the use of a card index maintained alphabetically by employee name. Access to the automated system is achieved by reference to personal identifiers, other data elements or any combination thereof.

**SAFEGUARDS:**

These records are maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees



and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to employees of the Office of Internal Security and upper level management officials. The records are stored in a vault protected by alarm and cipher locks. Access to the system will be on a strict need-to-know basis.

**RETENTION AND DISPOSAL:**

Case files are destroyed after five years unless the Office of Internal Security of the Chief Counsel determines that these files are required for potential or ongoing litigation. This determination will be subject to annual review. General files and audit files shall be retained as long as the subject is employed at DEA and for two years after termination.

**SYSTEM MANAGER(S) AND ADDRESS:**

Security Programs Manager, Drug Enforcement Administration, 1405 I Street NW., Washington, DC 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to Freedom of Information Section, Drug Enforcement Administration, 1405 I Street NW., Washington, DC 20537.

**RECORD ACCESS PROCEDURE:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

(A) DEA Investigations; (B) Federal, State and local law enforcement agencies; (C) Cooperating individuals.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/DEA-011****SYSTEM NAME:**

Operations Files

**SYSTEMS LOCATION:**

Drug Enforcement Administration, 1405 Eye Street, NW., Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

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

(A) Cooperating Individuals; (B) Confidential Informants.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(A) Biographic and background information; (B) Official Contact Reports; (C) Intelligence Reports (DEA-6).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system of records is maintained to assist in intelligence operations pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970 (Pub. L. 91-513) and Reorganization Plan No. 2 of 1973.

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

This system is used to keep a history of intelligence operations against narcotics traffickers and their support networks. Information contained in this system is provided to the following categories of users for law enforcement purposes on a routine basis: (A) Other Federal law enforcement agencies; (B) State and local law enforcement agencies; (C) Foreign law enforcement agencies with whom DEA maintains liaison; (D) United States Intelligence and Military Intelligence agencies involved in drug enforcement; (E) The United States Department of State.

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

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

Release of information to the National Archives and Records Administration (*NARA*) and to the *General Services Administration (GSA)*: A record from a system of records may be disclosed as a routine use to the *NARA* and *GSA* in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

These records are maintained in standard case files.

**RETRIEVABILITY:**

These files are retrieved manually by subject matter category and coded identification number.

**SAFEGUARDS:**

This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, all files are stored in GSA approved security containers approved for Secret material and treated as if they carried a Secret classification whether classified or not. Access to the files is restricted to authorized DEA employees with Top Secret clearances on a limited need-to-know basis.

**RETENTION AND DISPOSAL:**

These records are retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Assistant Administrator, Office of Intelligence, Drug Enforcement Administration, 1405 Eye Street N.W., Washington, DC 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to Freedom of Information Section, Drug Enforcement Administration, 1405 I Street NW., Washington, DC 20537.

**RECORD ACCESS PROCEDURE:**

Same as above.

**CONTESTING RECORD PROCEDURE:**

Same as above.

**RECORD SOURCE CATEGORIES:**

(A) DEA Reports; (B) Reports of federal, state and local agencies; (C) Reports of foreign agencies with whom DEA maintains liaison.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/DEA-012****SYSTEM NAME:**

Registration Status/Investigation Records.

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 Eye Street NW, Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

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

Individuals who have a Controlled Substances Act registration number under their personal name who have had some action taken against their license or registration.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(A) DEA reports of investigation; (B) Information received from state regulatory agencies.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system of records is maintained to enable the Drug Enforcement Administration to perform its regulatory functions under the Comprehensive Drug Abuse Prevention and Control Act of 1970.

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

Information contained in this system of records is provided for law enforcement and regulatory purposes to the following categories of users on a routine basis: (A) Other federal law enforcement and regulatory agencies; (B) State and local law enforcement and regulatory agencies; (C) To respondents and their attorneys for purposes of discovery, formal and informal, in the course of an adjudicatory, rule-making, or other hearing held pursuant to the Controlled Substances Act of 1970.

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

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

behalf of and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

These records are maintained in standard case file folders.

**RETRIEVABILITY:**

This system is indexed by name of registrant.

**SAFEGUARDS:**

This system of records is maintained in DEA Headquarters which is protected by 24-hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to authorized employees of the Diversion Operation Section on a need-to-know basis.

**RETENTION AND DISPOSAL:**

These records are retained as long as there is a need for the file. These are working files and may be destroyed when no longer required or merged into the Investigative Case File and Reporting System.

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Assistant Administrator, Office of Diversion Control, Drug Enforcement Administration, 1405 Eye Street, NW., Washington, D.C. 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to: Freedom of Information Section, Drug Enforcement Administration, 1405 I Street, NW., Washington, D.C. 20537.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

(A) DEA Investigators; (B) State and local regulatory agencies.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Attorney General has exempted this system from subsections (c)(3), (d),

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

**JUSTICE/DEA-013****SYSTEM NAME:**

Security Files.

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 Eye Street, NW., Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

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

(A) DEA personnel; (B) Cooperating individuals and informants; (C) Drug traffickers and suspected drug traffickers; (D) Individuals who might discover DEA investigations or undercover operations by chance.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records contains reports concerning the categories of individuals stated above.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system of records is maintained to identify and correct security problems in the area of intelligence operations and installations pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970 (Pub. L. 91-513) and Reorganization Plan No. 2 of 1973.

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

This system is utilized to generate reports on security problems in the area of intelligence operations and installations. In addition, information is provided to the following categories of users for law enforcement purposes on a routine basis: (A) Other federal law enforcement agencies; (B) State and local law enforcement agencies; (C) Foreign law enforcement agencies with whom DEA maintains liaison.

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

Release of information to Members of Congress. Information contained in systems of records maintained by the

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

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

These records are maintained in standard case folders.

**RETRIEVABILITY:**

The information in this system is retrieved by subject matter category or by coded identification number.

**SAFEGUARDS:**

This system of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, these records are stored in GSA approved security containers authorized for Secret material. Access to the system is restricted to authorized DEA personnel who have Top Secret Clearances on a limited need-to-know basis.

**RETENTION AND DISPOSAL:**

Records in this system are retained as long as the individual remains active and then destroyed or retired to the Federal Records Center.

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Assistant Administrator, Office of Intelligence, Drug Enforcement Administration, 1405 Eye Street, NW., Washington, D.C. 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to: Freedom of Information Section Drug Enforcement Administration, 1405 I Street, NW, Washington, D.C. 20537.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

(A) DEA Reports; (B) Reports of federal, state and local agencies.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/DEA-014**

**SYSTEM NAME:**

System to Retrieve Information from Drug Evidence (STRIDE/Ballistics).

**SYSTEM LOCATION:**

Drug Enforcement Administration; 1405 Eye Street, NW., Washington, D.C. 20537. Also, field office. See Appendix 1 for list of addresses.

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

Defendants and suspected violators.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Ballistics report.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is maintained to provide drug intelligence for law enforcement purposes pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970 and Reorganization Plan No. 2 of 1973.

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

Information from this system is provided to the following categories of users for law enforcement purposes on a routine basis: (A) Other federal law enforcement agencies; (B) State and local law enforcement agencies; (C) Foreign law enforcement agencies with whom DEA maintains liaison.

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

Release of information to Members of Congress information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5

U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

The information is stored on magnetic tape.

**RETRIEVABILITY:**

The system is indexed by case number and exhibit number. The information can be retrieved by name of DEA case number and exhibit number. In addition, a number of telecommunication terminals have been added to the existing network.

**SAFEGUARDS:**

This system of records is maintained at DEA, headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to authorized DEA employees with appropriate clearance on a need-to-know basis. Information that is retrievable by terminals requires user identification numbers which are issued to authorized employees of the Department of Justice.

**RETENTION AND DISPOSAL:**

The information contained in this system is retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Forensic Sciences Section, Drug Enforcement Administration; 1405 Eye Street, NW., Washington, D.C. 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to: Freedom of Information Section, Drug Enforcement Administration, 1405 I Street, NW., Washington, D.C. 20537.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

DEA Reports: Scientific Analysis.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

Justice/DEA-015

**SYSTEM NAME:**

Training Files.

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 I Street, N.W., Washington, D.C. 20537 and DEA Office of Training, Federal Law Enforcement Training Center, Glynco, Georgia 31524.

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

Individuals who have attended training programs sponsored by the Drug Enforcement Administrative Office of Training.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(A) Students names; (B) Dates and locations of schools; (C) Class average and individual student grades; (D) Locations of student's employers; (E) Number of years experience in general law enforcement and drug law enforcement; (F) Classification of student's employers by state, local, county, or Federal; (G) Type of school attended; (H) Class rosters; (I) Biographic data; (J) Evaluation reports; (K) Application and attendance records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is maintained to provide educational and training programs on drug abuse and controlled substances law enforcement pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970.

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

This system is maintained to assist in performing the administrative functions of the Office of Training and is used to prepare class directories, class rosters, program evaluation reports and statistical reports. In addition, information from this system is provided to Federal, state and local law

enforcement and regulatory agencies employing former students and biographical data may be provided to students and former students in the form of class rosters and alumni publications.

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

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

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

The manual records in this system are maintained on index cards and in file folders and the automated portion is maintained on magnetic tapes.

**RETRIEVABILITY**

Data may be retrieved by the student's last name, school location code, or by beginning course dates.

**SAFEGUARDS:**

Those records maintained at DEA Headquarters are protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, access to file is limited to Office of Training personnel on a need-to-know basis. Those records maintained at the Drug Enforcement Administration, Office of Training, *FBI Academy Quantico, Virginia*. Access to file is restricted to DEA personnel on a need-to-know basis.

**RETENTION AND DISPOSAL**

Records in this system are currently maintained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Assistant Administrator, Office of Training, Drug Enforcement Administration *FBI Academy*.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to: Freedom of Information Section, Drug Enforcement Administration, 1405 Eye Street NW., Washington, DC 20537.

Inquiries should contain name; date and place of birth; and dates of attendance at courses sponsored by the Office of Training.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

(A) Students; (B) Instructors.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

JUSTICE/DEA-016

**SYSTEM NAME:**

Drug Enforcement Administration Accounting System (DEAAS II).

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 Eye Street NW., Washington, D.C. 20537. Also field offices. See Appendix 1 for list of addresses.

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

All individuals who submit vouchers requesting payment for goods or services rendered, except payroll vouchers for DEA employees. These include vendors, contractors, experts, witnesses, court reporters, travelers, relocated employees, etc.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

All vouchers paid except payroll vouchers for DEA employees. In addition all advance of funds issued to DEA travelers.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with the Budget and Accounting Procedures Act of 1950 as amended, 31 U.S.C. 66 and U.S.C. 200(a).

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

After payment of the vouchers, the accounting data is used for the purpose of internal management reporting and external reporting to agencies such as OMB, U.S. Treasury, and the GAO.

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

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

Release of Information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Manual voucher files are maintained alphabetically by payee's name. Travel advance information and other budget and accounting data are maintained by an online computerized file. Information on travel advances is stored by employee identification number, other budget and accounting data is maintained by obligation number or other program identifier.

**RETRIEVABILITY:**

Information from manual voucher files is retrieved by using the name of the payee. Travel advance information is retrieved by employee identification number; other budget and accounting data is retrieved by obligation number or other program identifier.

**SAFEGUARDS:**

Information contained in the system is unclassified. It is safeguarded in accordance with organizational rules

and procedures. Access to manual voucher files is restricted to employees on a need to know basis. Information that is retrievable by terminals can be retrieved only by authorized employees of the Department of Justice who have been issued user identification numbers.

**RETENTION AND DISPOSAL:**

The payment documents are retained at this location for three fiscal years (current and two prior years). The records are then shipped to a Federal Records Center for storage in accordance with the General Record Schedule published by the General Services Administration. In the computerized file for travel advances, only the last two transactions in any particular account are retained in the file. Old transactions are automatically purged as new transactions are entered.

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Assistant Administrator, Office of Administration, Drug Enforcement Administration, 1405 Eye Street NW., Washington, D.C. 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to Freedom of Information Section, Drug Enforcement Administration, 1405 Eye Street NW., Washington, D.C. 20537.

**RECORD ACCESS PROCEDURES:**

Same as "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:**

Same as "Notification Procedure" above.

**RECORD SOURCE CATEGORIES:**

Submitted by the payee involved.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/DEA-017****SYSTEM NAME:**

Grants of Confidentiality Files (GCF).

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 Eye Street, NW., Washington, D.C. 20537.

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

Applicants for grants of confidentiality.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(A) Requests for and actual Grants of Confidentiality; (B) Correspondence relating to above; (C) Documents relating to investigations of said applicants.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Pursuant to 21 U.S.C. 872 of the Comprehensive Drug Abuse Prevention and Control Act of 1970.

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

Information in these records are utilized for the purpose of investigating applicants prior to the granting of confidentiality. In the course of such investigations, information may be disseminated to state and local law enforcement and regulatory agencies to other federal law enforcement and regulatory agencies.

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

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

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

These records are maintained on standard case folders.

**RETRIEVABILITY:**

The information in this system is retrieved by name of grantee.

**SAFEGUARDS:**

This systems of records is maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business

within the building who are escorted by DEA employees. In addition, the records are stored in bar lock filing cabinets and access to the system is restricted to members of the DEA employees on a "need to know basis."

**RETENTION AND DISPOSAL:**

Records in this system are retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief Counsel, Drug Enforcement Administration, 1405 Eye Street, NW., Washington, D.C. 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to: Freedom of Information Section, Drug Enforcement Administration, 1405 Eye Street, NW., Washington, D.C. 20537. Inquiries should include the inquirer's name, date, and place of birth.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

(A) DEA investigative reports; (B) Applicants; (C) Reports from other federal, state and local agencies.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/DEA-018**

**SYSTEM NAME:**

DEA Applicant Investigations (DAI)

**SYSTEM LOCATION:**

Drug Enforcement Administration; 1405 Eye Street, NW, Washington D.C. 20537.

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

Applicants for employment with DEA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information in records may include date and place of birth, citizenship, marital status, military and social security status. These records contain investigative information regarding an individual's character, conduct, and behavior in the community where he or she lives or lived, arrests and convictions for any violations against the law, information from inquiries

directed to present and former supervisors, co-workers, associates, educators, etc, credit and National Agency checks, and other information developed from the above.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301 and Executive Order No. 10450.

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

These records are used by DEA to implement an effective screening process for applicants. To foreign, federal, state and local law enforcement and regulatory agencies, where appropriate, for referral to avoid duplication of the investigative process and where the appropriate agency is charged with the responsibility of investigating or prosecuting potential violations of law.

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

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

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

These records are maintained in standard investigative folders.

**RETRIEVABILITY:**

These records are retrieved by use of a card index maintained alphabetically by employee name.

**SAFEGUARDS:**

These records are maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. Access to the system is restricted to employees of the office of Internal Security and upper level management officials. The records are stored in safe-type combination lock file cabinets.

**RETENTION AND DISPOSAL:**

These records are maintained during period of employment and for 5 years after termination of employment and then destroyed.

**SYSTEM MANAGER(S) AND ADDRESS:**

Security Programs Manager, Drug Enforcement Administration, 1405 Eye Street, NW, Washington, D.C. 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to: Freedom of Information Section, Drug Enforcement Administration, 1405 Eye Street, NW, Washington, D.C. 20537. Inquiries should include the inquirer's name, date, and place of birth.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

DEA investigations, federal, state and local law enforcement agencies.

Cooperating individuals, employees, educational institutions, references, neighbors, associates, credit bureaus, medical officials, probation officials.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Attorney General has exempted this system from subsection (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements at 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/DEA-020**

**SYSTEM NAME:**

Essential Chemical Reporting System.

**SYSTEM LOCATION:**

Drug Enforcement Administration (DEA), 1405 I Street, NW., Washington, DC 20537. Also, DEA Field Offices. See Appendix 1 for list of addresses.

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

A. Individual who submit reports concerning the sale, loss, or theft of precursor or other chemical essential to the manufacture of controlled substances.

B. Individuals who are reported as the purchaser, importer, or individual suffering the loss or theft of precursor or other chemical essential to the manufacture of controlled substances.

C. Individuals who are reported as the person placing an order for precursor or other chemical essential to the manufacture or controlled substances.

D. Individual who are reported as being involved in or having knowledge of the details relative to the loss or theft of precursor or other chemical essential to the manufacture of controlled substances.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains: (1) Precursor dine reports submitted to DEA pursuant to Pub. L. No. 95-633. (2) Information extracted from precursor reports and maintained on magnetic tape. (3) Reports submitted voluntarily to DEA concerning chemicals essential to the manufacture of controlled substance.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system of records is maintained pursuant to the reporting requirements contained in Pub. L. 95-633.

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

Information contained in this system is provided to the following categories of users for the purposes stated:

(A) Other Federal law enforcement and regulatory agencies for law enforcement or regulatory purposes.

(B) State and local law enforcement and regulatory agencies for law enforcement and regulatory purposes.

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

(D) Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the

Member's behalf when the Member or staff requests the information on behalf of or at the request of the individual who is the subject of the record.

(E) Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in management inspections under the authority of 44 U.S.C. 2904 and 2906.

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

Essential chemical report documents will be maintained in manual file folders. Information extracted will be maintained on magnetic tape.

**RETRIEVABILITY:**

The information maintained on magnetic tape will be retrievable by the name of any individual mentioned in the report.

**SAFEGUARD:**

The proposed system of records will be maintained in DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. Manual files will be maintained in the DEA central files and access to these documents will be restricted to DEA employees on a need-to-know basis. Access to information maintained on magnetic tape will require a specific computer program to extract information. Access to information through ADP terminals will require a user identification code which will be issued to authorized DEA employees on a strict need-to-know basis.

**RETENTION AND DISPOSAL:**

Until DEA gains experience to establish the useful life of the records in this system, the records will be maintained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Administrator for Operations, Drug Enforcement Administration, 1405 I Street NW., Washington, DC 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to Freedom of Information Section, Drug Enforcement Administration, 1405 I Street, NW., Washington DC 20537.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Individuals required to submit precursor reports pursuant to Pub. L. 95-633, and individuals who voluntarily submit reports concerning the sale, distribution or importation of chemicals essential to the manufacture of controlled substances.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/DEA-021****SYSTEM NAME:**

DEA Aviation Unit Reporting System

**SYSTEM LOCATION:**

Drug Enforcement Administration (DEA) Investigative Support Section, Aviation Unit, DEA/Justice, P.O. Box 534, Addison, Texas 75001.

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

DEA pilots.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains: (1) Records relating to the operation and maintenance of DEA aircraft. (2) Records relating to pilot qualifications (CSC Form 671).

This system is maintained to monitor the utilization and maintenance of DEA aircraft and the qualifications of DEA pilots in furtherance of DEA enforcement operations conducted pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970 (Pub. L. 91-513).

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

(1) Federal Aviation Administration for purposes of aircraft documentation and pilot certification.

(2) Department of Defense for communication purposes.

(3) United States Coast Guard for communication purposes.

(4) Communications relay services under contract with DEA for communications purposes.

(5) Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of

a particular case would constitute an unwarranted invasion of personal privacy.

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

(7) Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

The automated portions of the records is maintained on an ADP disk storage device. Documentary records are maintained in manual file folders.

**RETRIEVABILITY:**

Information relating to individuals in the system is retrieved by pilot name or identifying number assigned by DEA.

**SAFEGUARDS:**

Access to the system is restricted to DEA personnel on a need-to-know basis. The records are maintained in a secure room at the Addison Aviation Facility in accordance with DEA security procedures and are protected by an electronic alarm system.

**RETENTION AND DISPOSAL:**

The automated records are maintained for five years and then purged from the data base. Manual records are maintained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Investigative Support Section, Drug Enforcement Administration, 1405 I Street, NW., Washington, D.C. 20537.

**NOTIFICATION PROCEDURES:**

Inquiries should be addressed to the Freedom of Information Section, Drug Enforcement Administration, 1405 I Street, NW., Washington, D.C. 20537.

**RECORD ACCESS PROCEDURE:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Information pertaining to individuals in the system is obtained from reports submitted by DEA pilots.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/DEA-023**

**SYSTEM NAME:**

Clerical, Technical and Professional (CTAP) Program Files.

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 I Street, NW., Washington, D.C. 20537 and field offices (see Appendix # 1 for addresses).<sup>1</sup>

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

Clerical technical and professional employees (GS/1-12) of DEA who volunteer to participate in the CTAP program.

**CATEGORIES OF RECORDS IN THE SYSTEMS:**

Biographic, educational and career development records of CTAP employees, interview and evaluation forms concerning CTAP employees and individual career development plans.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

OMB Circular No. A-48 (September 23, 1971). Federal Personnel Manual, Chapter 410.

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

Information is disclosed to DEA counselors and supervisors to develop and plan individualized career development programs for DEA employees.

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

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

individual who is the subject of the record.

Release of information to the National Archives and Record Administration (NARA) and to the General Service Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C 2904 and 2906.

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

**STORAGE:**

The records in the system are maintained in manual file folders and on ADP equipment.

**RETRIEVABILITY:**

Records will be retrieved by employee name.

**SAFEGUARDS:**

The records in the system will be maintained in facilities which meet DEA security requirements. Access to the system will be restricted to DEA employees on a need-to-know basis.

**RETENTION AND DISPOSAL:**

Indefinite.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Administrator, Office of Administration Drug Enforcement Administration, 1405 I Street, NW., Washington, D.C. 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to Freedom of Information Section, Drug Enforcement Administration, 1405 I Street, NW., Washington, D.C. 20537.

**RECORD ACCESS PROCEDURE:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

DEA employees, CTAP Counselors, DEA personnel files.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/DEA-027**

**SYSTEM NAME:**

DEA Employee Profile System (DEPS)

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 I Street, NW., Washington, D.C. 20537.



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

DEA employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The following eight categories of information will be maintained in the system:

1. Personal identification
2. Work experience
3. Language & geographical areas
4. Formal education
5. Special skills
6. Record of training
7. Consideration for vacancies
8. Awards

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is maintained to effectively place and assign employees to positions to further the mandates of the Comprehensive Drug Abuse Prevention and Control Act of 1970.

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

The records will be used principally by the Personnel Management Division. Selected data will be forwarded by this personnel section to the Career Development Board and operational units throughout DEA for the purpose of:

1. Identifying employees with particular skills or qualifications for assignment to special projects.
2. Identification of candidates for overseas assignments who have specific language skills.
3. Insuring that the Career Development Board will be reviewing the entirety of an applicant's background.
4. Calculating DEA's human resources on hand and to project more accurately future resource needs and capabilities.

Information from this system will not be disseminated outside of DEA.

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

These records will be maintained on magnetic tape and a disk storage device.

**RETRIEVABILITY:**

The information in this system can be retrieved by the individual's name, special skills information, special

knowledge information or by some combination of the above information.

**SAFEGUARDS:**

The records of the system will be maintained at DEA Headquarters which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those transacting business within the building who are escorted by DEA employees. In addition, the area where the tapes and disks are stored is a secured area and access is restricted to those employees who have business in the area and those non-DEA people who are transacting business within the area and escorted by a DEA employee. Inquiries to the system are only made by the written request of the Chief, Personnel Management Division.

**RETENTION AND DISPOSAL:**

Records in this system are retained as long as the individual is employed by DEA.

**SYSTEM MANAGER(S) AND ADDRESS**

Deputy Assistant Administrator, Office of Administration, Drug Enforcement Administration, 1405 I Street NW., Washington, D.C. 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to Freedom of Information Section, Drug Enforcement Administration, 1405 I Street NW., Washington, D.C. 20537. Inquiries should include inquirer's name, date of birth, and social security number.

**RECORD ACCESS PROCEDURES:**

Same as notification procedure.

**CONTESTING RECORD PROCEDURES:**

Same as Notification Procedures

**RECORD SOURCE CATEGORIES:**

1. DEA employee
2. Servicing personnel Office
3. The Justice Uniform Personnel System (Juniper)

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/DEA-INS-111****SYSTEM NAME:**

Automated Intelligence Records System (Pathfinder)

**SYSTEM LOCATION:**

U.S. Department of Justice, Drug Enforcement Administration, 1405 Eye Street, NW, Washington, D.C. 20537 and El Paso Intelligence Center (EPIC), El Paso, Texas 79902.

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

(1) Those individuals who are known, suspected, or alleged to be involved in (a) narcotic trafficking, (b) narcotic-arms trafficking, (c) alien smuggling or transporting, (d) illegally procuring, using, selling, counterfeiting, reproducing, or altering identification documents relating to status under the immigration and nationality laws, (e) terrorist activities (narcotic, arms or alien trafficking/smuggling related), (f) crewman desertions and stowaways, (g) arranging or contracting a marriage to defraud the immigration laws; and (h) facilitating the transportation of narcotics proceeds; (2) In addition to the categories of individuals listed above, those individuals who (a) have had citizenship or alien identification documents put to fraudulent use or have reported them as lost or stolen, (b) arrive in the United States from a foreign territory by private aircraft, and (c) are informants or witnesses (including non-implicated persons) who have pertinent knowledge of some circumstances or aspect of a case or suspect may be the subject of a file within this system; and (3) In the course of criminal investigation and intelligence gathering, DEA and INS may detect violation of non-drug or non-alien related laws. In the interests of effective law enforcement, this information is retained in order to establish patterns of criminal activity and to assist other law enforcement agencies that are charged with enforcing other segments of criminal law. Therefore, under certain limited circumstances, individuals known, suspected, or alleged to be involved in non-narcotic or non-alien criminal activity may be the subject of a file maintained within this system.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

In general, this system contains computerized and manual intelligence information gathered from DEA and INS investigative records and reports. Specifically, intelligence information is gathered and collated from the following DEA and INS records and reports: (1) DEA Reports of Investigation (DEA-6), (2) DEA and INS Intelligence Reports, (3) INS Air Detail Office Index (I-92A), (4) INS Anti-Smuggling Indices (G-70), (5) INS Marine Intelligence Index, (6) INS Fraudulent Document Center Index, (7) INS Terrorist Index, (8) INS Reports of Investigation and Apprehension (I-44, I-213, G-166) and (9) U.S. Coast Guard Vessel 408 file. In addition, data is obtained from commercially available flight plan information concerning individuals known, suspected or alleged

to be involved in criminal smuggling activities using private aircraft.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

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

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

This system will be used to produce association and link analysis reports and such special reports as required by intelligence analysts of DEA and INS. The system will also be used to provide "real-time" responses to queries from Federal, state, and local agencies charged with border law enforcement responsibilities.

Information from this system will be provided to the following categories of users for law enforcement and intelligence purposes provided a legitimate and lawful "need to know" is demonstrated: (a) Other Federal law enforcement agencies, (b) state and local law enforcement agencies, (c) foreign law enforcement agencies with whom DEA and INS maintain liaison, (d) U.S. intelligence and military intelligence agencies involved in border criminal law enforcement, (e) clerks and judges of courts exercising appropriate jurisdiction over subject matter maintained within this system, and (f) Department of State; (g) various Federal, State, and local law enforcement committees and working groups including Congress and senior Administration officials; (h) The Department of Defense and military departments; (i) The United Nations; (j) The International Police Organization (Interpol); (k) to individuals and organizations in the course of investigations to elicit information; (l) to the Office of Management and Budget, upon request, in order to justify the allocation of resources; (m) to respondents and their attorneys for purposes of discovery, formal and informal, in the course of an adjudicatory, rulemaking, or other

hearing held pursuant to the Controlled Substances Act of 1970; and (n) in the event there is an indication of a violation or potential violation of law whether civil, criminal, regulatory, or administrative in nature, the relevant information may be referred to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or rule, regulations, or order issued pursuant thereto.

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Manual subsets of the Pathfinder Information System are maintained on standard index cards and manual folders. Standard security formats are employed. *The records are stored on computer at the DOJ computer center, Washington, D.C.*

**RETRIEVABILITY:**

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

**SAFEGUARDS:**

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

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

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

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

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

**RETENTION AND DISPOSAL:**

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

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Assistant Administrator, Office of Intelligence, Drug Enforcement Administration, 1405 Eye Street, NW, Washington, D.C. 20537 and Associate Commissioner, Enforcement, Immigration and Naturalization Service, 425 Eye Street, NW, Washington, D.C. 20536.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to Freedom of Information Section, Drug Enforcement Administration, 1405 Eye Street, NW, Washington, D.C. 20537.

**RECORD ACCESS PROCEDURE:**

Same as notification procedure.

**CONTESTING RECORD PROCEDURES:**

Same as notification procedure.

**RECORD SOURCE CATEGORIES:**

Commercially available flight plan information source; Confidential informants; DEA intelligence and investigative records/reports; INS investigative, intelligence and statutory mandated records/reports; records and reports of other Federal, state and local agencies; and reports and records of foreign agencies with whom DEA maintains liaison.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/DEA—999**

DEA Appendix 1—List of record location addresses. Copies of all or part of any system of records published by the Drug Enforcement Administration pursuant to 5 U.S.C. 552a may be maintained at the DEA field offices listed below. However, procedures for processing inquiries concerning DEA systems of records have been centralized in DEA Headquarters. Inquiries concerning all DEA systems of records should be addressed to:

**FREEDOM OF INFORMATION SECTION:**

Drug Enforcement Administration, 1405 Eye Street, NW., Washington, DC 20537.

**Drug Enforcement Administration Field Offices:***Atlanta Division*

Atlanta Division Office, 75 Spring Street, SW., Room 740, Atlanta, Georgia 30303

Charleston Resident Office, 334 Meeting Street, Room 325, Charleston, South Carolina 29403

Columbia Resident Office, 1101 Laurel, P.O. Box 702, Room 204, Columbia, South Carolina 29202

Columbus Resident Office, P.O. Box 1565, Columbus, Georgia 31902

Greensboro Resident Office, 2300 W. Meadowview Road, Suite 224, Greensboro, North Carolina 27407

Knoxville Resident Office, 1111 Northshore Drive, Room 610, Knoxville, Tennessee 37919

Memphis Resident Office, 167 N. Main Street, 401 Federal Building, Memphis, Tennessee 38103

Nashville Resident Office, 801 Broadway, A929, Estes Kefauver

Building, FB-USCH, Nashville, Tennessee 37203

Savannah Resident Office, 124 Barnard Street, Room B-220, Savannah, Georgia 31401

Wilmington Resident Office, 272 Front Street, Suite 423, Wilmington, North Carolina 28401

*Boston Division*

Boston Division Office, C-64 JFK Federal Building, Boston, Massachusetts 02203

Bridgeport Resident Office, 915 Lafayette Boulevard, FB-USCH, Room 200, Bridgeport, Connecticut 06604

Burlington Resident Office, P.O. Box 327, Essex Junction, Vermont 05452

Concord Resident Office, 55 Pleasant Street, Federal Building, P.O. Box 1314, Concord, New Hampshire 03301

Hartford Resident Office, 450 Main Street, Room 628, Hartford, Connecticut 06103

Portland Resident Office, 1355 Congress Street, Suite D, Portland, Maine 04102

Providence Resident Office, 232 John O. Pastore Federal Building, Exchange Terrace, Providence, Rhode Island 02903

Springfield Resident Office, 1550 Main Street, Room 408, Springfield, Massachusetts 01103

*Chicago Division*

Chicago Division Office, 219 Dearborn Street, Chicago, Illinois 60604

Fargo Resident Office, P.O. Box 1127, Fargo, North Dakota 58107

Hammond Resident Office, 507 State Street, Room 632, Hammond, Indiana 46320

Indianapolis Resident Office, 575 N. Pennsylvania, Room 290, Indianapolis, Indiana 46204

Milwaukee Resident Office, 517 E. Wisconsin, 228A FB-USCH, Milwaukee, Wisconsin 53202

Minneapolis Resident Office, 110 S. 4th Street, 402 Federal Building, Minneapolis, Minnesota 55401

Springfield Resident Office, 524 S. Second Street, Suite 650, Springfield, Illinois 62701

*Dallas Division*

Dallas Division Office, 1880 Regal Row, Dallas, Texas 75235

Fort Worth Resident Office, 501 W. 10th Street, U.S. Courthouse, Room 506, Fort Worth, Texas 76102

Oklahoma City Resident Office, 200 NW Fifth Street, Federal Building, Suite 960, Oklahoma City, Oklahoma 73102-3202

Tulsa Resident Office, 333 W. Fourth Street, Room 3335, Tulsa, Oklahoma 74103

El Paso Resident Office, 4110 Rio Bravo, Suite 100, El Paso, Texas 79902

Alpine Resident Office, P.O. Box 1282, Alpine, Texas 79830

Lubbock Resident Office, 2345 50th Street, Suite 120, Lubbock, Texas 79412

Midland, Texas, Post of Duty, 200 E. Wall, Federal Building, Room 105, Midland, Texas 79701

Tyler, Texas, Post of Duty, 3301 Golden Road #5, Tyler, Texas 75713

*Denver Division*

Denver Division Office, 316 US Customs House, P.O. Box 1860, Denver, Colorado 80201

Cheyenne Resident Office, 2120 Capitol Avenue, 8020 Federal Center, Cheyenne, Wyoming 82001

Salt Lake City Resident Office, 125 State Street, 8416 Federal Building, Salt Lake City, Utah 84138

Albuquerque District Office, 5301 Central Avenue NE., 1st National Bank Building East, Suite 900, Albuquerque, New Mexico 87108

Glenwood Springs Resident Office, 401 23rd Street, Suite 104, Glenwood Springs, Colorado 81601

Las Cruces Resident Office, P.O. Box 399, Las Cruces, New Mexico 88004

*Detroit Division*

Detroit Division Office, 231 W. Lafayette, 357 Federal Building, Detroit, Michigan 48226

Cincinnati Resident Office, 505 Main Street, 7405 Federal Office Building, Cincinnati, Ohio 45202

Cleveland Resident Office, 601 Rockwell Avenue, Room 300, Cleveland, Ohio 44114

Grand Rapids Resident Office, 110 Michigan Avenue, NW., 310 FB-USCH, Grand Rapids, Michigan 49503

Louisville Resident Office, 600 Federal Place, 1006 Federal Building, Louisville, Kentucky 40202

Saginaw Resident Office, 100 S. Warren Street, Room 1061, Federal Building, Saginaw, Michigan 48606

*Houston Division*

Houston Division Office, 333 West Loop North, Houston, Texas 77024

Corpus Christi Resident Office, 400 Mann Street, P.O. Box 2443, Suite 403, Corpus Christi, Texas 78403

Galveston Resident Office, 6000 Broadway, Suite 104, Galveston, Texas 77550

Beaumont, Texas, Post of Duty, 700 North Street, Suite 102, Beaumont, Texas 77701-1899

McAllen District Office, 3017 S. 10th Street, McAllen, Texas 78503

Brownsville, Resident Office, 1100 FM 802, Suite, 200, Brownsville, Texas 78521

- Laredo Resident Office, P.O. Box Drawer 2307, Laredo, Texas 78044
- San Antonio Resident Office, 1802 NE Loop 410, 1800 Central Building, 4th Floor, San Antonio, Texas 78217
- Austin Resident Office, 55 N. Interregional Highway, P.O. Box 8, Austin, Texas 78767
- Eagle Pass Resident Office, 342 Rio Grande, Room 102, Eagle Pass, Texas 78852
- Los Angeles Division*
- Los Angeles Division Office, 305 S. Figueroa Street, Los Angeles, California 90071
- Guam Resident Office, 238 O'Hara Street, Suite 502C, Agana, Guam 96910
- Honolulu Resident Office, 300 Ala Moana Boulevard, Room 3129, P.O. Box 50163, Honolulu, Hawaii 96850
- Las Vegas Resident Office, 300 Las Vegas Boulevard South, FB-USCH, Room 204, P.O. Box 16023, Las Vegas, Nevada 89101-0023
- Reno Resident Office, 4600 Kietzke Lane, 209 Building I, Reno, Nevada 89502
- Riverside Resident Office, 3610 Central Avenue, Room 511, P.O. Box 2948, Riverside, California 92516
- Santa Ana Resident Office, 34 Civic Center Plaza, P.O. Box 12609, Santa Ana, California 92712
- Santa Barbara Resident Office, 6445 Calle Real, Suite C, Goleta, California 93117
- Miami Division*
- Miami Division Office, 8400 NW 53rd Street, Miami, Florida 33166
- Ft. Lauderdale Resident Office, 299 E. Broward Boulevard, FB-USCH, Suite 404, Ft. Lauderdale, Florida 33301
- Ft. Myers Resident Office, 2345 Union Street, Suite D, Ft. Myers, Florida 33902
- Gainesville Resident Office, 1717 NE 9th Street, Suite 134, P.O. Box 2918, Gainesville, Florida 32601
- Jacksonville Resident Office, 4077 Woodcock Drive, Suite 210, Jacksonville, Florida 32207
- Marathon Resident Office, 11400 Overseas Highway, P.O. Box 1269, Room 215, Marathon, Florida 33050
- Orlando Resident Office, 498 Palm Springs Plaza Drive, Suite 801, Altamonte Springs, Florida 32701
- Panama City Resident Office, 410 Jenks Avenue, P.O. Box 1486, Panama City, Florida 32402
- Tampa Resident Office, 700 Twiggs Street, Suite 400, Tampa, Florida 33602
- Tampa Task Force Airport Detail, 700 Twiggs Street, Suite 400, Tampa, Florida 33602
- West Palm Beach Resident Office, 701 Clematis Street, Room 223, West Palm Beach, Florida 33401
- San Juan District Office, 416 Ponce de Leon Avenue, Chase Building, Suite 514, Hato Rey, Puerto Rico 00918
- Newark Division*
- Newark Division Office, 970 Broad Street, Federal Office Building, Room 806, Newark, New Jersey 07102
- Atlantic City Resident Office, P.O. Box AB, Northfield, New Jersey 08225
- Camden, New Jersey Resident Office, c/o DEA, P.O. Box 428, Bellmawr, New Jersey 08031
- New Orleans Division*
- 1661 Canal Street, Suite 2200, New Orleans, Louisiana 70112
- Baton Rouge Resident Office, 4560 North Boulevard, Suite 118, Baton Rouge, Louisiana 70806
- Birmingham Resident Office, 236 Goodwin Crest, Suite 520, Birmingham, Alabama 35209
- Gulfport Mississippi, Post of Duty, P.O. Box 1387, Gulfport, Mississippi 39502
- Jackson Resident Office, 100 W. Capitol Street, 1501 Federal Building, Jackson, Mississippi 39269
- Little Rock Resident Office, One Union National Plaza, Suite 850, Little Rock, Arkansas 72201
- Mobile Resident Office, 2 Office Park, Suite 216, Mobile, Alabama 36609
- Shreveport Resident Office, 8A20A Federal Building, Shreveport, Louisiana 71101
- New York Division*
- New York Division Office, 555 W. 57th Street, Suite 1900, New York, New York 10019
- Albany Resident Office, Clinton Avenue & North Pearl Street, 746 Leo W. O'Brien Federal Building, Albany, New York 12207
- Buffalo Resident Office, 28 Church Street, Suite 300, Buffalo, New York 14202
- Rochester Resident Office, P.O. Box 14210, Rochester, New York 14614
- Long Island Resident Office, One Huntington Quadrangle, Suite 1C-02, Melville, New York 11747
- New York DEA Drug Task Force, 555 W. 57th Street, Suite 1700, New York, New York 10019-2978
- JFK Airport Station, P.O. Box 361, Jamaica, New York 11430
- Philadelphia Division*
- Philadelphia Division Office, 600 Arch Street, Room 10224, William J. Green Federal Building, Philadelphia, Pennsylvania 19106
- Harrisburg Resident Office, P.O. Box 557, Harrisburg, Pennsylvania 17108-0557
- Pittsburgh Resident Office, 1000 Liberty Avenue, Federal Building, Room 2306, Pittsburgh Pennsylvania 15222
- Wilmington Resident Office, 844 King Street, J. Caleb Boggs Federal Building, Rms. 5305-5307, Wilmington, Delaware 19801
- Phoenix Division*
- Phoenix Division Office, One N. First Street, Suite 201, Phoenix, Arizona 85004
- Yuma Resident Office, 3150 Winsor Avenue, Suite 202, Yuma, Arizona 85364
- Tucson Resident Office, 2110 E. Airport Drive, Tucson, Arizona 85706
- Nogales Resident Office, 3970 Fairway Drive, Nogales, Arizona 85621
- San Diego Division*
- San Diego Division Office, 402 W. 35th Street, National City, California 92050
- Calexico Resident Office, 38 W. 4th Street, P.O. Box J, Calexico, California 92231
- Tecate Resident Office, Highway 188, P.O. Box 280, Tecate, California 92080
- San Francisco Division*
- San Francisco Division Office, 450 Golden Gate Avenue, P.O. Box 36035, Room 12215, San Francisco, California 94102
- Fresno Resident Office, 2202 Monterrey Street Room, 104F, Fresno, California 93721
- Sacramento Resident Office, 2941 Fulton Avenue, P.O. Box 214556, Sacramento, California 95821
- San Jose Resident Office, 280 S. First Street, Room 2133, San Jose, California 95113
- Seattle Division*
- Seattle Division Office, 220 W. Mercer, Suite 301, Seattle, Washington 98119
- Anchorage Resident Office, 701 C Street, Anchorage, Alaska 99513
- Blaine Resident Office, 170 C Street, P.O. Box 1680, Blaine, Washington 98230
- Boise Resident Office, 2404 Bank Drive, American Reserve Building, Suite 212, Boise, Idaho 83705
- Eugene Resident Office, 211 E. 7th Avenue, 230 Federal Building, Eugene, Oregon, 97401
- Great Falls Resident Office, 1111 4th Street South, P.O. Box 2887, Great Falls, Montana 59403
- Portland Resident Office, 1220 S.W. 3rd Avenue, Room 1566, Portland, Oregon 97204
- Spokane Resident Office, 920 W. Riverside, P.O. Box 1504, USCH, Spokane, Washington 99201

*St. Louis Division*

St. Louis Division Office, 120 S. Central Avenue, Suite 200, St. Louis, Missouri 63105

Cape Girardeau, Missouri, Post of Duty, 339 Broadway, Room 159, Cape Girardeau, Missouri 63701

Des Moines Resident Office, 210 Walnut Street, P.O. Box 1784, USCH, Federal Building, Room 667, Des Moines, Iowa 50309

Kansas City Resident Office, 812 N. 7th Street, Room 206, Kansas City, Kansas 66101

Omaha Resident Office, 215 N. 17th Street, Federal Building, P.O. Box 661, Downtown Station, Omaha, Nebraska 68101

Sioux Falls Resident Office, P.O. Box 1109, Sioux Falls, South Dakota 57101

Wichita Resident Office, 1919 Amidon, Suite 218, Wichita, Kansas 67230

*Washington, DC Division*

Washington, DC Division Office, 400 Sixth Street SW., Room 2558, Washington, DC 20024

Charleston Resident Office, 22 Capital Street, P.O. Box 1146, Charleston, West Virginia 25324

Clarksburg, West Virginia, Post of Duty, 168 W. Main Street, P.O. Box 262, Room 502, Clarksburg, West Virginia 26301

Charleston Resident Office, 22 Capital Street, P.O. Box 1146, Charleston, West Virginia 25324

Norfolk Resident Office, 200 Granby Mall, Federal Building, Suite 320, Norfolk, Virginia 23510

Richmond Resident Office, 400 N. 8th Street, P.O. Box 10150, Richmond, Virginia 23240

Baltimore District Office, 31 Hopkins Plaza, 955 Federal Building, Baltimore, Maryland 21201

*El Paso Intelligence Division*

El Paso Intelligence Division, 2211 E. Missouri, Suite 200, El Paso, Texas 79903

*Laboratories*

Special Testing & Research Laboratory, 7704 Old Springhouse Road, McLean, Virginia 22102-3494

Mid-Atlantic Laboratory, 480 New York Avenue NW, Washington, DC 20537

Northeast Laboratory, 555 W. 57th Street, New York, New York 10019

Southeast Laboratory, 5205 NW 84th Avenue, Miami, Florida 33166

North Central Laboratory, 610 S. Canal Street, Room 500, Chicago, Illinois 60607

South Central Laboratory, 1880 Regal Row, Dallas, Texas 75235

Southwest Laboratory, P.O. Box 1536, National City, California 92050

Western Laboratory, 450 Golden Gate Avenue, Box 36075, San Francisco, California 94102

*Other DEA Offices**Aviation Unit*

Addison Aviation Facility, DEA/Justice, P.O. Box 534, Addison, Texas 75001

*Foreign Offices*

Ankara, Turkey Country Office, DEA/Justice, American Embassy, APO New York, New York 09254

Istanbul Resident Office, DEA/Justice, American Consulate General, APO New York, New York 09380

Athens Greece Country Office, DEA/Justice, American Embassy, APO New York, New York 09253

Bangkok, Thailand Country Office, DEA/Justice, American Embassy, APO San Francisco, California 96346

Chiang Mai Resident Office, DEA/Justice, American Embassy, Box C, APO San Francisco, California 96346

Songkhla Resident Office, DEA/Justice, American Embassy, Box S, APO San Francisco, California 96346

Bern, Switzerland Country Office, DEA/Justice, American Embassy, Department of State Pouch Mail 20520

Bogota, Colombia Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34038

Barranquilla Resident Office, DEA/Justice, American Embassy, APO Miami, Florida 34038

Cali Resident Office, DEA/Justice, American Embassy, APO Miami, Florida 34038

Medellin Resident Office, DEA/Justice, American Embassy, APO Miami, Florida 34038

Bonn, W. Germany Country Office, DEA/Justice, American Embassy, Box 290, APO New York, New York 09080

Frankfurt Resident Office, DEA/Justice, American Consulate General, APO New York, New York 09213

Brasilia, Brazil Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34030

Sao Paulo Resident Office, c/o Brasilia Country Office, APO Miami, Florida 34030

Brussels, Belgium Country Office, DEA/Justice, American Embassy, APO New York, New York 09687

Buenos Aires, Argentina Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34034

Cairo, Egypt Country Office, DEA/Justice, American Embassy, Box 10, FPO New York, New York 09527

Caracas, Venezuela Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34037

Copenhagen, Denmark Country Office, DEA/Justice, American Embassy, APO New York, New York 09170

Caracao, Netherlands Antilles Country Office, DEA/Justice, c/o U.S. Consulate General, Department of State Pouch Mail 20520

Guatemala City, Guatemala Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34024

Hong Kong Country Office, DEA/Justice, American Consulate General, Box 30, FPO San Francisco, California 96659

Islamabad, Pakistan Country Office, DEA/Justice, Department of State, Pouch Mail 20520

Karachi Resident Office, DEA/Justice, Department of State, Pouch Mail 20520

Lahore Resident Office, DEA/Justice, Department of State, Pouch Mail 20520

Peshawar Resident Office, DEA/Justice, Department of State, Pouch Mail 20520

Jakarta, Indonesia Country Office, DEA/Justice, Department of State, Pouch Mail 20520

Kingston, Jamaica Country Office, DEA/Justice, Department of State, Pouch Mail 20520

Kuala Lumpur, Malaysia Country Office, DEA/Justice, Department of State, Pouch Mail 20520

La Paz, Bolivia Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34032

Santa Cruz Resident Office, c/o La Paz, Bolivia Country Office, APO Miami, Florida 34032

Lagos, Nigeria Country Office, DEA/Justice, Department of State, Pouch Mail 20520

Cochabamba Resident Office, c/o La Paz, Bolivia Country Office, APO Miami, Florida 34032

Lima, Peru Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34031

London, England Country Office, DEA/Justice, American Embassy, Box 40, FPO New York, New York 09510

Madrid, Spain Country Office, DEA/Justice, American Embassy, APO New York, New York 09285

Manila, Philippines Country Office, DEA/Justice, American Embassy, APO San Francisco, California 96528

Mexico City, Mexico Country Office, DEA/Justice, P.O. Box 3087, Laredo, Texas 78041

Guadalajara Resident Office, DEA/Justice, P.O. Box 3088, Laredo, Texas 78041

Hermosillo Resident Office, P.O. Box 1090, Nogales, Arizona 85621

Mazatlan Resident Office, DEA/Justice, Department of State, Pouch Mail 20520

Merida Resident Office, DEA/Justice, American Consulate, P.O. Box 3087, Laredo, Texas 78044

Monterrey Resident Office, DEA/Justice, American Consulate, P.O. Box 3098, Laredo, Texas 78040

Nassau, Bahamas Country Office, DEA/Justice, P.O. Box N8197, Department of State, Pouch Mail 20520

New Delhi, India Country Office, DEA/Justice, American Consulate, Department of State, Pouch Mail 20520

Nicosia, Cypress Country Office, DEA/Justice, American Embassy, FPO New York, New York 09530

Ottawa Country Office, 100 Wellington Street, DEA/Justice, American Embassy, Ottawa, Ontario, Canada K1P-5T1

Montreal Resident Office, DEA/Justice, P.O. Box 65, Postal Station, Desjardins, Montreal, American Consulate General, Montreal, Quebec, Canada HSB 161

Panama City, Panama Country Office, DEA/Justice, American Embassy, Box E, APO Miami, Florida 34002

Paris, France Country Office, DEA/Justice, American Embassy, APO New York, New York 09777

Marseilles Resident Office, DEA/Justice, American Embassy, APO New York, New York 09777

Quito, Ecuador Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34039

Guayaquil Resident Office, DEA/Justice, U.S. Consulate, APO Miami, Florida 34039

Rome, Italy Country Office, DEA/Justice, American Embassy, APO New York, New York 09794-0007

Milan Resident Office, DEA/Justice, American Embassy, Box M, APO New York, New York 09794

San Jose, Costa Rica Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34020

Santiago, Chile Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34033

Santo Domingo, Dominican Republic Country Office, DEA/Justice, American Embassy, APO Miami, Florida 34041

Seoul, Korea Country Office, DEA/Justice, American Embassy, APO San Francisco, California 96301

Singapore Country Office, DEA/Justice, American Embassy, FPO San Francisco, California 96699-0001

The Hague, Netherlands Country Office, DEA/Justice, American Embassy, APO New York, New York 09159

Tokyo, Japan Country Office, DEA/Justice, American Embassy, APO San Francisco, California 96503

Vienna, Austria Country Office, DEA/Justice, American Embassy, APO New York, New York 09108

JUSTICE/FBI 001

**SYSTEM NAME:**

National Crime Information Center (NCIC)

**SYSTEM LOCATIONS:**

Federal Bureau of Investigation: J. Edgar Hoover Bldg., 10th and Pennsylvania Avenue NW., Washington, D.C. 20535.

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

A. Wanted Persons: 1. Individuals for whom Federal warrants are outstanding.

2. Individuals who have committed or have been identified with an offense which is classified as a felony or serious misdemeanor under the existing penal statutes of the jurisdictions originating the entry and felony or misdemeanor warrant has been issued for the individual with respect to the offense which was the basis of the entry. Probation and parole violators meeting the foregoing criteria.

3. A "Temporary Felony Want" may be entered when a law enforcement agency has need to take prompt action to establish a "want" entry for the apprehension of a person who has committed, or the officer has reasonable grounds to believe has committed, a felony and who may seek refuge by fleeing across jurisdictional boundaries and circumstances preclude the immediate procurement of a felony warrant. A "Temporary Felony Want" shall be specifically identified as such and subject to verification and support by a proper warrant within 48 hours following the initial entry of a temporary want. The agency originating the "Temporary Felony Want" shall be responsible for subsequent verification or re-entry of a permanent want.

4. Juveniles who have been adjudicated delinquent and who have escaped or absconded from custody, even through no arrest warrants were issued.

5. Individuals who have committed or have been identified with an offense committed in a foreign country, which would be a felony if committed in the United States, and for whom a warrant of arrest is outstanding and for which act an extradition treaty exists between the United States and that country.

6. Individuals who have committed or have been identified with an offense committed in Canada and for whom a Canada-Wide Warrant has been issued which meets the requirements of the Canada-U.S. Extradition Treaty, 18 U.S.C. 3184.

B. Individuals who have been charged with serious and/or significant offenses.

C. Missing Persons: 1. A person of any age who is missing and who is under proven physical/mental disability or is senile, thereby subjecting himself or others to personal and immediate danger.

2. A person of any age who is missing under circumstances indicating that his disappearance was not voluntary.

3. A person of any age who is missing and in the company of another person under circumstances indicating that his physical safety is in danger.

4. A person who is missing and declared unemancipated as defined by the laws of his state of residence and does not meet any of the entry criteria set forth in 1, 2, or 3 above.

D. Individuals designated by the U.S. Secret Service a posing a potential danger to the President of other authorized protectees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

A. Stolen Vehicle File: 1. Stolen vehicles. 2. Vehicles wanted in conjunction with felonies or serious misdemeanors. 3. Stolen vehicle parts, including certificates of origin or title.

B. Stolen License Plate File: 1. Stolen or missing license plate.

C. Stolen/Missing Gun File: 1. Stolen or missing guns. 2. Recovered gun, ownership of which has not been established.

D. Stolen Article File.

E. Wanted Person File: Described in Categories of individuals covered by the system: A. "Wanted Persons."

F. Securities File: 1. Serially numbered stolen, embezzled, counterfeited, missing securities.

2. "Securities" for present purposes of this file are currently (e.g., bills, bank notes) and those documents or certificates which generally are considered to be evidence or debt (e.g., bonds, debentures, notes) or ownership of property (e.g., common stock, preferred stock), and documents which represent subscription rights, warrants) and which are of those types trades in the securities exchanges in the United States, except for commodities futures. Also included are warehouse receipts, travelers checks and money orders.

G. Boat File.

H. Computerized Criminal History File: A cooperative federal-State program for the interstate exchange of criminal history record information for the purpose of facilitating the interstate exchange of such information among criminal justice agencies.

I. Missing Person File: Described in "Categories of individuals covered by the system: C. Missing Persons."

J. U.S. Secret Service Protective File: Described in "Categories of individuals covered by the system: D".

K. Identification records regarding persons enrolled in the United States Marshals Service Witness Security Program who have been charged with

serious and/or significant offenses: Described in "Categories of Individuals Covered by the System: B."

L. Foreign Fugitive File: Identification data regarding persons who are fugitives from foreign countries, who are described in "CATEGORIES OF INDIVIDUALS COVERED BY SYSTEM: A. Wanted Persons, 5."

M. Canadian Warrant File: Identification data regarding Canadian wanted persons who are described in "CATEGORIES OF INDIVIDUALS COVERED BY SYSTEM: A. Wanted Persons, 6."

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with 28 U.S.C. 534; Department of Justice Appropriation Act, 1973, Pub. L. 92-544, 86 Stat. 1115, Securities Acts Amendment of 1975 Pub. L. 94-29, 89 Stat. 97; and Exec. Order No. 10450, 3 CFR (1974).

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

Data in NCIC files is exchanged with and for the official use of authorized officials of the Federal Government, the States, cities, penal and other institutions, and certain foreign governments. The data is exchanged through NCIC lines to Federal criminal justice agencies, criminal justice agencies in the 50 States, the District of Columbia, Puerto Rico, U.S. Possessions and U.S. Territories. Additionally, data contained in the various "want files," i.e., the stolen vehicle file, stolen license plate file, stolen missing gun file, stolen article file, wanted person file, securities file and boat file may be accessed by the Royal Canadian Mounted Police. Criminal history data is disseminated to non-criminal justice agencies for use in connection with licensing for local/state employment or other uses, but only here such dissemination is authorized by Federal or state statutes and approved by the Attorney General of the United States.

Data in NCIC files, other than the Computerized Criminal History File, is disseminated to (1) a nongovernmental agency or subunit thereof which allocates a substantial part of its annual budget to the administration of criminal justice, whose regularly employed peace officers have full police powers pursuant to state law and have complied with the minimum employment standards of governmentally employed police officers as specified by state statute; (2) a noncriminal justice governmental department of motor vehicle or driver's

license registry established by a statute, which provides vehicles registration and driver record information to criminal justice agencies; (3) a governmental regional dispatch center, established by a state statute, resolution, ordinance or Executive order, which provides communications services to criminal justice agencies; and (4) the national Automobile Theft Bureau, a nongovernmental nonprofit agency which acts as a national clearinghouse for information on stolen vehicles and offers free assistance to law enforcement agencies concerning automobile thefts, identification and recovery of stolen vehicles.

Disclosures of information from this system, as described above, are for the purpose of providing information to authorized agencies to facilitate the apprehension of fugitives, the location of missing persons, the location and/or return of stolen property, or similar criminal justice objectives.

Information on missing children, missing adults who were reported missing while children, and unidentified living and deceased persons may be disclosed to the National Center for Missing and Exploited Children (NCMEC). The NCMEC is a nongovernmental, nonprofit, federally funded corporation, serving as a national resource and technical assistance clearinghouse focusing on missing and exploited children. Information is disclosed to NCMEC to assist it in its efforts to provide technical assistance and education to parents and local governments regarding the problems of missing and exploited children, and to operate a nationwide missing children hotline to permit members of the public to telephone the Center from anywhere in the United States with information about a missing child.

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

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

individual who is the subject of the record.

Release of Information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C 2904 and 2906.

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

**STORAGE:**

Information maintained in the NCIC system is stored electronically for use in a computer environment.

**RETRIEVABILITY:**

On-line access to data in NCIC is achieved by using the following search descriptors 1. Vehicle file:

(a) Vehicle identification number:

(b) License plate number:

(c) NCIC number (unique number assigned by the NCIC computer to each NCIC record). 2. License Plate file: (a) License plate number: (b) NCIC number. 3. Gun file: (a) Serial number of gun: (b) NCIC number. 4. Article File: (a) Serial number of article: (b) NCIC number. 5. Wanted Person File U.S. Secret Service Protective File, Foreign Fugitive File, and Canadian Warrant File: (a) Name and one of the following numerical identifiers, date of birth, FBI Number (number assigned by the Federal Bureau of Investigation to an arrest fingerprint record), Social Security number (It is noted the requirements of the Privacy Act with regard to the solicitation of Social Security numbers have been brought to the attention of the members of the NCIC system). Operator's license number (drivers number). Miscellaneous identifying number' (military number or number assigned by Federal, state, or local authorities to an individual's record). Origination agency case number. (b) Vehicle or license plate known to be in the possession of the wanted person. (c) NCIC number (unique number assigned to each NCIC record). 6. Securities File: (a) Type, serial number, denomination of security; (b) Type of security and name of owner of security; (c) Social Security number of owner of security; (d) NCIC number. 7. Boat File: (a) Registration document number: (b) Hull serial number: (c) NCIC number. 8. Computerized Criminal History File: (a) Name, sex, race and date of birth: (b) FBI number: (c) State identification number; (d) Social Security number; (e) Miscellaneous

number. 9. Missing Person File—Same as "Wanted Person" File.

#### SAFEGUARDS:

Data stored in the NCIC is documented criminal justice agency information and access to that data is restricted to duly authorized criminal justice agencies. The following security measures are the minimum to be adopted by all criminal justice agencies having access to the NCIC.

**Computerized Criminal History File.** These measures are designed to prevent unauthorized access to the system data and/or unauthorized use of data obtained from the computerized file.

1. **Computer Center:** a. The criminal justice agency computer site must have adequate physical security to protect against any unauthorized personnel gaining access to the computer equipment or to any of the stored data. b. Since personnel at these computer centers can have access data stored in the system, they must be screened thoroughly under the authority and supervision of an NCIC control terminal agency. (This authority and supervision may be delegated to responsible criminal justice agency personnel in the case of a satellite computer center being serviced through a stated control terminal agency.) This screening will also apply to non-criminal justice maintenance or technical personnel. c. All visitors to these computer centers must be accompanied by staff personnel at all times. d. Computers having access to the NCIC must have the proper computer instructions written and other built-in controls to prevent criminal history data from being accessible to any terminals other than authorized terminals. e. Computers having access to the NCIC must maintain a record of all transactions against the criminal history filed in the same manner the NCIC computer logs all transactions. The NCIC identifies each specific agency entering or receiving information and maintains a record of those transactions. This transaction record must be monitored and reviewed on a regular basis to detect any possible misuse of criminal history data. f. Each State Control terminal shall build its data system around a central computer, through which each inquiry must pass for screening and verification. The configuration and operation of the center shall provide for the integrity of the data base.

2. **Communications:** a. Lines/channels being used to transmit criminal history information must be dedicated solely to criminal justice, i.e., there must be no terminals belonging to agencies outside the criminal justice system sharing these

lines/channels. b. Physical security of the lines/channels must be protected to guard against clandestine devices being utilized to intercept of inject system traffic.

3. **Terminal Devices Having Access to NCIC:** a. All agencies having terminals on the system must be required to physically place these terminals in secure locations within the authorized agency. b. The agencies having terminals with access to criminal history must have terminal operators screened and restrict access to the terminal to a minimum number of authorized employees. c. Copies of criminal history data obtained from terminal devices must be afforded security to prevent any unauthorized access to or use of the data. d. All remote terminals on NCIC Computerized Criminal History will maintain a hard copy of computerized criminal history inquiries with notations of individual making request for record (90 days).

#### RETENTION AND DISPOSAL:

Unless otherwise removed, records will be retained in file as follows:

1. **Vehicle File:** a. Unrecovered stolen vehicle records (including snowmobile records) which do not contain vehicle identification numbers (VIN) therein, will be purged from file 90 days after the end of the license plate's expiration year as shown in the record. Unrecovered stolen vehicle records (including snowmobile records) which contain VIN's will remain in file for the year of entry plus 4. Unrecovered vehicles wanted in conjunction with a felony will remain in file for 90 days after entry. In the event a longer retention period is desired, the vehicle must be reentered. c. Unrecovered stolen VIN plates, certificates or origin or title, and serially numbered stolen vehicles engines or transmissions will remain in file for the year of entry plus 4.

(Job No. NC1-65-82-4, Part E. 13 h. (1))

2. **License Plate File:** Unrecovered stolen license plates not associated with a vehicle will remain in file for one year after the end of the plate's expiration year as shown in the record.

(Job No. NC1-65-82-4, Part E. 13 h. (2))

3. **Gun file:** a. Unrecovered weapons will be retained in file for an indefinite period until action is taken by the originating agency to clear the record. b. Weapons entered in file as "recovered" weapons will remain in file for the balance of the year entered plus 2.

(Job No. NC1-65-82-4, Part E. 13 h. (3))

4. **Article File:** Unrecovered stolen articles will be retained for the balance of the year entered plus one year.

(Job No. NC1-65-82-4, Part E. 13 h. (4))

5. **Wanted Person File:** Person not located will remain in file indefinitely until action is taken by the originating agency to clear the record (except "Temporary Felony Wants", which will be automatically removed from the file after 48 hours).

(Job No. NC1-65-87-11, Part E. 13 h. (7))

6. **Securities File:** Unrecovered, stolen, embezzled, counterfeited or missing securities will be retained for the balance of the year entered plus 4, except for travelers checks and money orders, which will be retained for the balance of the year entered plus 2.

(Job No. NC1-65-82-4, Part E. 13 h. (5))

7. **Boat File:** Unrecovered stolen boats will be retained in file for the balance of the year entered plus 4.

(Job No. NC1-65-82-4, Part E. 13 h. (6))

8. **Mission Persons File:** Will remain in the file until the individual is located or, in the case of unemancipated persons, the individual reaches the age of emancipation as defined by laws of his state.

(Job No. NC1-65-87-11, Part E. 13 h. (8))

9. **Computerized Criminal History File:** When an individual reaches age of 80.

(Job No. N1-65-76-1)

10. **U.S. Secret Service Protective File:** Will be retained until names are removed by the U.S. Secret Service.

11. **Foreign Fugitive File:** Person not located will remain in file indefinitely until action is taken by the originating agency to clear the record.

12. **Canadian Warrant File:** Person not located will remain in file indefinitely until action is taken by the originating agency to clear the record.

#### SYSTEM MANAGER(S) AND ADDRESS:

Director, Federal Bureau of Investigation, J. Edgar Hoover F.B.I. Building, 9th and Pennsylvania Avenue NW., Washington, D.C. 20535.

#### NOTIFICATION PROCEDURES:

Same as the above.

#### RECORD ACCESS PROCEDURE:

It is noted the Attorney General is exempting this system from the access and contest procedures of the Privacy Act. However, the following alternative procedures are available to requester. The procedures by which an individual may obtain a copy of his computerized Criminal History are as follows:

If an individual has a criminal record supported by fingerprints and that record has been entered in the NCIC CCH File, it is available to that individual for review, upon presentation of appropriate identification and in accordance with applicable State and



Federal administrative and statutory regulations.

Appropriate identification includes being fingerprinted for the purpose of insuring that he is the individual that he purports to be. The record on file will then be verified as his through comparison of fingerprints.

Procedure 1. All requests for review must be made by the subject of his record through a law enforcement agency which has access to the NCIC CCH File. That agency within statutory or regulatory limits can require additional identification to assist in securing a positive identification.

2. If the cooperative law enforcement agency can make an identification with fingerprints previously taken which are on file locally and if the FBI identification number of the individual's record is available to that agency, it can make an on-line inquiry of NCIC to obtain his record on-line or, if it does not have suitable equipment to obtain an on-line response, obtain the record from Washington, D.C. by mail. The individual will then be afforded the opportunity to see that record.

3. Should the cooperating law enforcement agency not have the individual's fingerprints on file locally, it is necessary for that agency to relate his prints to an existing record by having his identification prints compared with those already on file in the FBI or possibly, in the State's central identification agency.

#### CONTESTING RECORD PROCEDURES:

The subject of the requested record shall request the appropriate arresting agency, court, or correctional agency to initiate action necessary to correct any stated inaccuracy in his record or provide the information needed to make the record complete.

#### RECORD SOURCE CATEGORIES:

Information contained in the NCIC system is obtained from local, State, Federal and international criminal justice agencies.

#### SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

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

JUSTICE/FBI—002

#### SYSTEM NAME:

The FBI Central Records System.

#### SYSTEM LOCATION:

a. Federal Bureau of Investigation, J. Edgar Hoover FBI Building, 10th and Pennsylvania Avenue, N.W., Washington, DC 20535; b. 59 field divisions (see Appendix); c. 13 Legal Attachés (see Appendix).

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

a. Individuals who relate in any manner to official FBI investigations including, but not limited to *subjects*, suspects, victims, witnesses, and close relatives and associates who are relevant to an investigation.

b. Applicants for and current and former personnel of the FBI and persons related thereto who are considered relevant to an applicant investigation, personnel inquiry, or *other* personnel matters.

c. Applicants for and appointees to sensitive positions in the United States Government and persons related thereto who are considered relevant to the investigation.

d. Individuals who are the subject of unsolicited information, who offer unsolicited information, request assistance, and make inquiries concerning record material, including general correspondence, and contacts with other agencies, businesses, institutions, clubs, the public and the news media.

e. Individuals associated with administrative operations or services including pertinent functions, contractors and pertinent persons related thereto.

(All manner of information concerning individuals may be acquired in connection with and relating to the varied investigative responsibilities of the FBI which are further described in "Categories of Records in the System." Depending on the nature and scope of the investigation this information may include, among other things, personal habits and conduct, financial information, travel and organizational affiliation of individuals. The information collected is made a matter of record and placed in FBI files.)

#### CATEGORIES OF RECORDS IN THE SYSTEM:

The FBI Central Records Systems—The FBI utilizes a central records system of maintaining its investigative, personnel, applicant, administrative, and general files. This system consists of one numerical sequence of subject matter files, an alphabetical index to the files, and a supporting abstract system to facilitate processing and accountability of all important mail placed in files. This abstract system is both a textual and an automated

capability for locating mail. Files kept in FBI field offices are also structured in the same manner, except they do not utilize an abstract system.

The FBI has 264 classifications used in its basic filing system which pertain primarily to Federal violations over which the FBI has investigative jurisdiction. However, included in the 264 classifications are personnel, applicant, and administrative matters to facilitate the overall filing scheme. These classifications are as follows (the word "obsolete" following the name of the classification indicates the FBI is no longer initiating investigative cases in these matters, although the material is retained for reference purposes):

1. Training Schools; National Academy Matters; FBI National Academy Applicants. Covers general information concerning the FBI National Academy, including background investigations of individual candidates.

2. Neutrality Matters. Title 18, United States Code, Sections 956 and 958-962; Title 22, United States Code, Sections 1934 and 401.

3. Overthrow or Destruction of the Government. Title 18, United States Code, Section 2385.

4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms. Title 26, United States Code, Sections 5801-5812; Title 18, United States Code, Sections 921-928; Title 18, United States Code, Sections 1201-1203.

5. Income Tax. Covers violations of Federal income tax laws reported to the FBI. Complaints are forwarded to the Commissioner of the Internal Revenue Service.

6. Interstate Transportation of Strikebreakers. Title 18, United States Code, Section 1231.

7. Kidnaping. Title 18, United States Code, Sections 1201 and 1202.

8. Migratory Bird Act. Title 18, United States Code, Section 43; Title 16, United States Code, Section 703 through 718.

9. Extortion. Title 18, United States Code, Sections 876, 877, 875, and 873.

10. Red Cross Act. Title 18, United States Code, Sections 706 and 917.

11. Tax (Other than Income). This classification covers complaints concerning violations of Internal Revenue law as they apply to other than alcohol, social security and income and profits taxes, which are forwarded to the Internal Revenue Service.

12. Narcotics. This classification covers complaints received by the FBI concerning alleged violations of Federal drug laws. Complaints are forwarded to the *headquarters of the Drug*

*Enforcement Administration (DEA), or the nearest district office of DEA.*

13. Miscellaneous. Section 125, National Defense Act, Prostitution; Selling Whiskey Within Five Miles Of An Army Camp. 1920 only. Subjects were alleged violators of abuse of U.S. flag, fraudulent enlistment, selling liquor and operating houses of prostitution within restricted bounds of military reservations. Violations of Section 13 of the Selective Service Act (Conscription Act) were enforced by the Department of Justice as a war emergency measure with the Bureau exercising jurisdiction in the detection and prosecution of cases within the purview of that Section.

14. Sedition. Title 18, United States Code, Sections 2387, 2388, and 2391.

5. Theft from Interstate Shipment. Title 18, United States Code, Section 659; Title 18, United States Code, Section 660; Title 18, United States Code, Section 2117.

16. Violations of Federal Injunction (obsolete). Consolidated into Classification 69, "Contempt of Court".

17. Fraud Against the Government—Veterans Administration, Veterans Administration Matters. Title 18, United States Code, Section 287, 289, 290, 371, or 1001; and Title 38, United States Code, Sections 787(a), 787(b), 3405, 3501, and 3502.

18. May Act. Title 18, United States Code, Section 1384.

19. Censorship Matter (obsolete). Pub. L. 354, 77th Congress.

20. Federal Grain Standards Act (obsolete) 1920 only. Subjects were alleged violators of contracts for sale. Shipment of Interstate Commerce, Section 5, U.S. Grain Standards Act.

21. Food and Drugs. This classification covers complaints received concerning alleged violations of the Food, Drug and Cosmetic Act; Tea Act; Import Milk Act; Caustic Poison Act; and Filled Milk Act. These complaints are referred to the Commissioner of the Food and Drug Administration or the field component of that Agency.

22. National Motor Vehicle Traffic Act, 1922–27 (obsolete). Subjects were possible violators of the National Motor Vehicle Theft Act; Automobiles seized by Prohibition Agents.

23. Prohibition. This classification covers complaints received concerning bootlegging activities and other violations of the alcohol tax laws. Such complaints are referred to the Bureau of Alcohol, Tobacco and Firearms, Department of the Treasury, or field representatives of the Agency.

24. Profiteering 1920–42. (obsolete) Subjects are possible violators of the Lever Act—Profiteering in food and clothing or accused company was

subject of file. Bureau conducted investigations to ascertain profits.

25. Selective Service Act; Selective Training and Service Act. Title 50, United States Code, Section 462; Title 50, United States Code, Section 459.

26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft. Title 18, United States Code, Sections 2311 (in part), 2312, and 2313.

27. Patent Matter. Title 35, United States Code, Sections 104 and 105.

28. Copyright Matter, Title 17, United States Code, Sections 104 and 105.

29. Bank Fraud and Embezzlement. Title 18, United States Code, Sections 212, 213, 215, 334, 655–657, 1004–1006, 1008, 1009, 1014, and 1306; Title 12, United States Code, Section 1725(g).

30. Interstate Quarantine Law, 1922–25 (obsolete). Subjects alleged violators of Act of February 15, 1893, as amended, regarding interstate travel of persons afflicted with infectious diseases. Cases also involved unlawful transportation of animals, Act of February 2, 1903. Referrals were made to Public Health Service and the Department of Agriculture.

31. White Slave Traffic Act. Title 18, United States Code, Sections 2421–2424.

32. Identification (Fingerprint) Matters. This classification covers general information concerning Identification (fingerprint) matters.

33. Uniform Crime Reporting. This classification covers general information concerning the Uniform Crime Reports, a periodic compilation of statistics of criminal violations throughout the United States.

34. Violation of Lacy Act. 1922–43. (obsolete) Unlawful Transportation and shipment of black bass and fur seal skins.

35. Civil Service. This classification covers complaints received by the FBI concerning Civil Service matters which are referred to the Office of Personnel Management in Washington or regional offices of that Agency.

36. Mail Fraud. Title 18, United States Code, Section 1341.

37. False Claims Against the Government. 1921–22. (obsolete) Subjects submitted claims for allotment, vocational training, compensation as veterans under the Sweet Bill. Letters were generally referred elsewhere (Veterans Bureau). Violators apprehended for violation of Article No. 1, War Risk Insurance Act.

38. Application for Pardon to Restore Civil Rights. 1921–35. (obsolete) Subjects allegedly obtained their naturalization papers by fraudulent means. Cases later referred to Immigration and Naturalization Service.

39. Falsely Claiming Citizenship. (obsolete) Title 18, United States Code, Sections 91 and 1015(a)(b).

40. Passport and Visa Matter. Title 18, United States Code, Sections 1451–1546.

41. Explosives (obsolete). Title 50, United States Code, Sections 121 through 144.

42. Deserter; Deserter, Harboring. Title 10, United States Code, Sections 808 and 885.

43. Illegal Wearing of Uniforms; False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacturer, Use, Possession, or Sale of Emblems and Insignia; Illegal Manufacture, Possession, or Wearing of Civil Defense Insignia; Miscellaneous. Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous, Falsely Making or Forging Naval, Military, or Official Pass; Miscellaneous, Forging or Counterfeiting Seal of Department or Agency of the United States, Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of "Johnny Horizon" Symbol; Unauthorized Use of Smokey Bear Symbol. Title 18, United States Code, Sections 702, 703, and 704; Title 18, United States Code, Sections 701, 705, 707, and 710; Title 36, United States Code, Section 182; Title 50, Appendix, United States Code, Section 2284; Title 46, United States Code, Section 249; Title 18, United States Code, Sections 498, 499, 506, 709, 711, 711a, 712, 713, and 714; Title 12, United States Code, Sections 1457 and 1723a; Title 22, United States Code, Section 2518.

44. Civil Rights; Civil Rights, Election Laws, Voting Rights Act, 1965. Title 18, United States Code, Sections 241, 242, and 245; Title 42, United States Code, Section 1973; Title 18, United States Code, Section 243; Title 18, United States Code, Section 244, Civil Rights Act—Federally Protected Activities; Civil Rights Act—Overseas Citizens Voting Rights Act of 1975.

45. Crime on the High Seas (Includes stowaways on boats and aircraft). Title 18, United States Code, Sections 7, 13, 1243, and 2199.

46. Fraud Against the Government; (Includes Department of Health, Education and Welfare; Department of Labor (CETA), and Miscellaneous Government Agencies) Anti-Kickback Statute; Dependent Assistance Act of 1950; False Claims, Civil; Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act, Criminal; Renegotiation Act, Civil; Trade Expansion Act of 1962; unemployment

Compensation Statutes; Economic Opportunity Act. Title 50, United States Code, Section 1211 et seq.; Title 31, United States Code, Section 231; Title 41, United States Code, Section 119; Title 40, United States Code, Section 489.

47. Impersonation. Title 18, United States Code, Sections 912, 913, 915, and 916.

48. Postal. Violation (Except Mail Fraud). This classification covers inquiries concerning the Postal Service and complaints pertaining to the theft of mail. Such complaints are either forwarded to the Postmaster General or the nearest Postal Inspector.

49. National Bankruptcy Act. Title 18, United States Code, Sections 151-155.

50. Involuntary Servitude and Slavery. U.S. Constitution, 13th Amendment; Title 18, United States Code, Sections 1581-1588, 241, and 242.

51. Jury Panel Investigations. This classification covers jury panel investigations which are requested by the appropriate Assistant Attorney General as authorized by 28 U.S.C. 533 and AG memorandum #781, dated 11/9/72. These investigations can be conducted only upon such a request and consist of an indices and arrest check, and only in limited important trials where defendant could have influence over a juror.

52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property. Title 18, United States Code, Sections 641, 1024, 1660, 2112, and 2114. Interference With Government Communications, Title 18, U.S.C., Section 1632.

53. Excess Profits On Wool. 1918 (obsolete). Subjects possible violator of Government Control of Wool Clip of 1918.

54. Customs Laws and Smuggling. This classification covers complaints received concerning smuggling and other matters involving importation and entry of merchandise into and the exportation of merchandise from the United States. Complaints are referred to the nearest district office of the U.S. Customs Service or the Commissioner of Customs, Washington, DC.

55. Counterfeiting. This classification covers complaints received concerning alleged violations of counterfeiting of U.S. coins, notes, and other obligations and securities of the Government. These complaints are referred to either the Director, U.S. Secret Service, or the nearest office of that Agency.

56. Election Laws. Title 18, United States Code, Sections 241, 242, 245, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, and 607; Title 42, United States Code, Section 1973;

Title 26, United States Code, Sections 9012 and 9042; Title 2, United States Code, Sections 431, 432, 433, 434, 435, 436, 437, 439, and 441.

57. War Labor Dispute Act (obsolete). Pub. L. 89-77th Congress.

58. Bribery; Conflict of Interest. Title 18, United States Code, Sections 201-203, 205-211; Pub. L. 89-4 and 89-136.

59. World War Adjusted Compensation Act of 1924-44. (obsolete) Bureau of Investigation was charged with the duty of investigating alleged violations of all sections of the World War Adjusted Compensation Act (Pub. L. 472, 69th Congress (H.R. 10277)) with the exception of Section 704.

60. Anti-Trust. Title 15, United States Code, Sections 1-7, 12-27, and 13.

61. Treason or Misprision of Treason. Title 18, United States Code, Sections 2381, 2382, 2389, 2390, 756, and 757.

62. Administrative Inquiries. Misconduct Investigations of Officers and Employees of the Department of Justice and Federal Judiciary; Census Matters (Title 13, United States Code, Sections 211-214, 221-224, 304, and 305) Domestic Police Cooperation; Eight-Hour-Day Law (Title 40, United States Code, Sections 321, 322, 325a, 326); Fair Credit Reporting Act (Title 15, United States Code, Sections 1681q and 1681r); Federal Cigarette Labeling and Advertising Act (Title 15, United States Code, Section 1333); Federal Judiciary Investigations; Kickback Racket Act (Title 18, United States Code, Section 874); Lands Division Matter, other Violations and/or Matters; Civil Suits—Miscellaneous; Soldiers' and Sailors' Civil Relief Act of 1940 (Title 50, Appendix, United States Code, Sections 510-590); Tariff Act of 1930 Title 19, United States Code, Section 1304); Unreported Interstate Shipment of Cigarettes (Title 15, United States Code, Sections 375 and 376); Fair Labor Standards Act of 1938 (Wages and Hours Law) (Title 29, United States Code, Sections 201-219); Conspiracy (Title 18, United States Code, Section 371 (formerly Section 88, Title 18, United States Code); effective September 1, 1948).

63. Miscellaneous—Nonsubversive.

This classification concerns correspondence from the public which does not relate to matters within FBI jurisdiction.

64. Foreign Miscellaneous. This classification is a control file utilized as a repository for intelligence information of value identified by country. More specific categories are placed in classification 108-113.

65. Espionage. Attorney General Guidelines on Foreign

Counterintelligence; Internal Security Act of 1950; Executive Order 11905.

66. Administrative Matters. This classification covers such items as supplies, automobiles, salary matters and vouchers.

67. Personnel Matters. This classification concerns background investigations of applicants for employment with the FBI and folders for current and former employees.

68. Alaskan matters (obsolete). This classification concerns FBI investigations in the Territory of Alaska prior to its becoming a State.

69. Contempt of Court. Title 18, United States Code, Sections 401, 402, 3285, 3691, 3692; Title 10, United States Code, Section 847; and Rule 42, Federal Rules of Criminal Procedure.

70. Crime on Government Reservation. Title 18, United States Code, Sections 7 and 13.

71. Bills of Lading Act, Title 49, United States Code, Section 121.

72. Obstruction of Criminal Investigations; Obstruction of Justice, Obstruction of Court Orders. Title 18, United States Code, Sections 1503 through 1510.

73. Application for Pardon After Completion of Sentence and Application for Executive Clemency. This classification concerns the FBI's background investigation in connection with pardon applications and requests for executive clemency.

74. Perjury. Title 18, United States Code, Sections 1621, 1622, and 1623.

75. Bondsmen and Sureties. Title 18, United States Code, Section 1506.

76. Escaped Federal Prisoner, Escape and Rescue; Probation Violator, Parole Violator; Parole Violator; Mandatory Release Violator. Title 18, United States Code, Sections 751-757, 1072; Title 18, United States Code, Sections 3651-3656; and Title 18, United States Code, Sections 4202-4207, 5037, and 4181-4186.

77. Applicants (Special Inquiry, Departmental and Other Government Agencies, except those having special classifications). This classification covers the background investigations conducted by the FBI in connection with the aforementioned positions.

78. Illegal Use of Government Transportation Requests. Title 18, United States Code, Section 287, 495, 508, 641, 1001 and 1002.

79. Missing Persons. This classification covers the FBI's Identification Division's assistance in the locating of missing persons.

80. Laboratory Research Matters. At FBI Headquarters this classification is used for Laboratory research matters. In field office files this classification covers

the FBI's public affairs matters and involves contact by the FBI with the general public, Federal and State agencies, the Armed Forces, corporations, the news media and other outside organizations.

81. Gold Hoarding, 1933-45. (obsolete) Gold Hoarding investigations conducted in accordance with an Act of March 9, 1933 and Executive Order issued August 28, 1933. Bureau instructed by Department to conduct no further investigations in 1935 under the Gold Reserve Act of 1934. Thereafter, all correspondence referred to Secret Service.

82. War Risk Insurance (National Life Insurance (obsolete)). This classification covers investigations conducted by the FBI in connection with civil suits filed under this statute.

83. Court of Claims. This classification covers requests for investigation of cases pending in the Court of Claims from the Assistant Attorney General in charge of the Civil Division of the Department of Justice.

84. Reconstruction Finance Corporation Act (obsolete). Title 15, United States Code, Chapter 14.

85. Home Owner Loan Corporation (obsolete). This classification concerned complaints received by the FBI about alleged violations of the Home Owners Loan Act, which were referred to the Home Owners Loan Corporation. Title 12, United States Code, Section 1484.

86. Fraud Against the Government—Small Business Administration. Title 15, United States Code, Section 645; Title 18, United States Code, Sections 212, 213, 215, 216, 217, 657, 658, 1006, 1011, 1013, 1014, 1906, 1907, and 1909.

87. Interstate Transportation of Stolen Property (Heavy Equipment—Commercialized Theft). Title 18, United States Code, Sections 2311, 2314, 2315 and 2318.

88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony. Title 18, United States Code, Sections 1073 and 1074.

89. Assaulting or Killing a Federal Officer, *Crimes Against Family Members*, Congressional Assassination Statute. Title 18, United States Code, Sections 1111, 1114, 2232.

90. Irregularities in Federal Penal Institutions. Title 18, United States Code, Sections 1791 and 1792.

91. Bank Burglary; Bank Larceny; Bank Robbery. Title 18, United States Code, Section 2113.

92. Racketeer Enterprise Investigations. Title 18, United States Code, Section 3237.

93. Ascertaining Financial Ability. This classification concerns requests by

the Department of Justice for the FBI to ascertain a person's ability to pay a claim, fine or judgment obtained against him by the United States Government.

94. Research matters. This classification concerns all general correspondence of the FBI with private individuals which does not involve any substantive violation of Federal law.

95. Laboratory Cases (Examination of Evidence in Other Than Bureau's Cases). The classification concerns non-FBI cases where a duly constituted State, county or a municipal law enforcement agency in a criminal matter has requested an examination of evidence by the FBI Laboratory.

96. Alien Applicant (obsolete). Title 10, United States Code, Section 310.

97. Foreign Agents Registration Act, Title 18, United States Code, Section 951; Title 22, United States Code, Sections 611-621; Title 50, United States Code, Sections 851-857.

98. Sabotage. Title 18, United States Code, Sections 2151-2156; Title 50, United States Code, Section 797.

99. Plant Survey (obsolete). This classification covers a program wherein the FBI inspected industrial plants for the purpose of making suggestions to the operations of those plants to prevent espionage and sabotage.

100. Domestic Security. This classification covers investigations by the FBI in the domestic security field. e.g., Smith Act violations.

101. Hatch Act (obsolete). Pub. L. 252, 76th Congress.

102. Voorhis Act, Title 18, United States Code, Section 1386.

103. Interstate Transportation of Stolen Livestock, Title 18, United States Code, Section 667, 2311, 2316 and 2317.

104. Servicemen's Dependents Allowance Act of 1942 (obsolete). Pub. L. 625, 77th Congress, Sections 118-119.

105. Foreign Counterintelligence Matters. Attorney General Guidelines on Foreign Counterintelligence. Executive Order 11905.

106. Alien Enemy Control; Escaped Prisoners of War and Internees, 1944-55 (obsolete). Suspects were generally suspected escaped prisoners of war, members of foreign organizations, failed to register under the Alien Registration Act. Cases ordered closed by Attorney General after alien enemies returned to their respective countries upon termination of hostilities.

107. Denaturalization Proceedings (obsolete). This classification covers investigations concerning allegations that an individual fraudulently swore allegiance to the United States or in some other manner illegally obtained citizenship to the U.S., Title 8, United States Code, Section 738.

108. Foreign Travel Control (obsolete) This classification concerns security-type investigations wherein the subject is involved in foreign travel.

109. Foreign Political Matters. This classification is a control file utilized as a repository for intelligence information concerning foreign political matters broken down by country.

110. Foreign Economic Matters. This classification is a control file utilized as a repository for intelligence information concerning foreign economic matters broken down by country.

111. Foreign Social Conditions. This classification is a control file utilized as a repository for intelligence information concerning foreign social conditions broken down by country.

112. Foreign Funds. This classification is a control file utilized as a repository for intelligence information concerning foreign funds broken down by country.

113. Foreign Military and Naval Matters. This classification is a control file utilized as a repository for intelligence information concerning foreign military and naval matters broken down by country.

114. Alien Property Custodian Matter (obsolete). Title 50, United States Code, Sections 1 through 38. This classification covers investigations concerning ownership and control of property subject to claims and litigation under this statute.

115. Bond Default; Bail Jumper. Title 18, United States Code, Sections 3146-3152.

116. Department of Energy Applicant; Department of Energy, Employee. This classification concerns background investigations conducted in connection with employment with the Department of Energy.

117. Department of Energy, Criminal. Title 42, United States Code, Sections 2011-2281; Pub. L. 93-438.

118. Applicant, Intelligence Agency (obsolete). This classification covers applicant background investigations conducted of persons under consideration for employment by the Central Intelligence Group.

119. Federal Regulation of Lobbying Act, Title 2, United States Code, Sections 281-270.

120. Federal Tort Claims Act, Title 28, United States Code, Sections 2671 to 2680. Investigations are conducted pursuant to specific request from the Department of Justice in connection with cases in which the Department of Justice represents agencies sued under the Act.

121. Loyalty of Government Employees (obsolete). Executive Order 9835.

122. Labor Management Relations Act, 1947. Title 29, United States Code, Sections 161, 162, 176-178 and 186.
123. Special Inquiry, State Department, Voice of America (U.S. Information Center) (Pub. L. 402, 80th Congress) (obsolete). This classification covers loyalty and security investigations on personnel employed by or under consideration for employment for Voice of America.
124. European Recovery Program (International Cooperation Administration), formerly Foreign Operations Administration, Economic Cooperation Administration or E.R.P., European Recovery Programs; A.I.D., Agency for International Development (obsolete). This classification covers security and loyalty investigations of personnel employed by or under consideration for employment with the European Recovery Program, Pub. L. 472, 80th Congress.
125. Railway Labor Act; Railway Labor Act—Employer's Liability Act. Title 45, United States Code, Sections 151-163 and 181-188.
126. National Security Resources Board, Special Inquiry (obsolete). This classification covers loyalty investigations on employees and applicants of the National Security Resources Board.
127. Sensitive Positions in the United States Government, Pub. L. 266 (obsolete). Pub. L. 81st Congress.
128. International Development Program (Foreign Operations Administration) (obsolete). This classification covers background investigations conducted on individuals who are to be assigned to duties under the International Development Program.
129. Evacuation Claims (obsolete). Pub. L. 866, 80th Congress.
130. Special Inquiry, Armed Forces Security Act (obsolete). This classification covers applicant-type investigations conducted for the Armed Forces security agencies.
131. Admiralty Matter. Title 46, United States Code, Sections 741 to 752 and 761 to 789.
132. Special Inquiry, Office of Defense Mobilization (obsolete). This classification covers applicant-type investigations of individuals associated with the Office of Defense Mobilization.
133. National Science Foundation Act, Applicant (obsolete). Pub. L. 507, 81st Congress.
134. Foreign Counterintelligence Assets. This classification concerns individuals who provide information to the FBI concerning Foreign Counterintelligence matters.
135. PROSAB (Protection of Strategic Air Command Bases of the U.S. Air Force) (obsolete). This classification covered contacts with individuals with the aim to develop information useful to protect bases of the Strategic Air Command.
136. American Legion Contact (obsolete). This classification covered liaison contacts with American Legion officers.
137. Informants, Other Than Foreign Counterintelligence Assets. This classification concerns individuals who furnish information to the FBI concerning criminal violations on a continuing and confidential basis.
138. Loyalty of Employees of the United Nations and Other Public International Organizations. This classification concerns FBI investigations based on referrals from the *Office of Personnel Management* wherein a question or allegation has been received regarding the applicant's loyalty to the U.S. Government as described in Executive Order 10422.
139. Interception of Communications (Formerly, Unauthorized Publication or Use of Communications). Title 47, United States Code, Section 501; Title 18, United States Code, Sections 2510-2513.
140. Security of Government Employees; Fraud Against the Government, Executive Order 10450.
141. False Entries in Records of Interstate Carriers. Title 47, United States Code, Section 220; Title 49, United States Code, Section 20.
142. Illegal Use of Railroad Pass. Title 49, United States Code, Section 1.
143. Interstate Transportation of Gambling Devices. Title 15, United States Code, Sections 1171 through 1180.
144. Interstate Transportation of Lottery Tickets. Title 18, United States Code, Section 1301.
145. Interstate Transportation of Obscene *Materials*. Title 18, United States Code, Sections 1462, 1464 and 1465.
146. Interstate Transportation of Prison-Made Goods. Title 18, United States Code, Sections 1761 and 1762.
147. Fraud Against the Government—Department of Housing and Urban Development, Matters. Title 18, United States Code, Sections 1010, 709, 857 and 1006; Title 12, United States Code, Sections 1715 and 1709.
148. Interstate Transportation of Fireworks. Title 18, United States Code, Section 836.
149. Destruction of Aircraft or Motor Vehicles. Title 18, United States Code, Sections 31 through 35.
150. Harboring of Federal Fugitives, Statistics (obsolete).
151. (Referral cases received from the Office of Personnel Management under Pub. L. 298). Agency for International Development; Department of Energy; National Aeronautics and Space Administration; National Science Foundation; Peace Corps; Action; U.S. Arms Control and Disarmament Agency; World Health Organization; International Labor Organization; International Communications Agency. This classification covers referrals from the *Office of Personnel Management* where an allegation has been received regarding an applicant's loyalty to the U.S. Government. These referrals refer to applicants from Peace Corps; Department of Energy, National Aeronautics and Space Administration, Nuclear Regulatory Commission, United States Arms Control and Disarmament Agency and the International Communications Agency.
152. Switchblade Knife Act. Title 15, United States Code, Sections 1241 through 1244.
153. Automobile Information Disclosure Act. Title 15, United States Code, Sections 1231, 1232 and 1233.
154. Interstate Transportation of Unsafe Refrigerators. Title 15, United States Code, Sections 1211 through 1214.
155. National Aeronautics and Space Act of 1958. Title 18, United States Code, Section 799.
156. Employee Retirement Income Security Act. Title 29, United States Code, Sections 1021-1029, 1111, 1131, and 1141; Title 18, United States Code, Sections 644, 1027, and 1954.
157. Civil Unrest. This classification concerns FBI responsibility for reporting information on civil disturbances or demonstrations. The FBI's investigative responsibility is based on the Attorney General's Guidelines for Reporting on Civil Disorders and Demonstrations Involving a Federal Interest which became effective April 5, 1976.
158. Labor-Management Reporting and Disclosure Act of 1959 (Security Matter) (obsolete). Pub. L. 86-257, Section 504.
159. Labor-Management Reporting and Disclosure Act of 1959 (Investigative Matter). Title 29, United States Code, Sections 501, 503, 504, 522, and 530.
160. Federal Train Wreck Statute. Title 18, United States Code, Section 1992.
161. Special Inquiries for White House, Congressional Committee and Other Government Agencies. This classification covers investigations requested by the White House, Congressional committees or other Government agencies.

162. Interstate Gambling Activities. This classification covers information acquired concerning the nature and scope of illegal gambling activities in each field office.

163. Foreign Police Cooperation. This classification covers requests by foreign police for the FBI to render investigative assistance to such agencies.

164. Crime Aboard Aircraft. Title 49, United States Code, Sections 1472 and 1473.

165. Interstate Transmission of Wagering Information. Title 18, United States Code, Section 1064.

166. Interstate Transportation in Aid of Racketeering. Title 18, United States Code, Section 1952.

167. Destruction of Interstate Property. Title 15, United States Code, Sections 1281 and 1282.

168. Interstate Transportation of Wagering *Paraphernalia*. Title 18, United States Code, Section 1953.

169. Hydraulic Brake Fluid Act (obsolete); 76 Stat. 437, Pub. L. 87-637.

170. Extremist Informants (obsolete) This classification concerns individuals who provided information on a continuing basis on various extremist elements.

171. Motor Vehicle Seat Belt Act (obsolete). Pub. L. 88-201, 80th Congress.

172. Sports Bribery. Title 18, U.S. Code, Section 224.

173. Public Accommodations. Civil Rights Act of 1964 Public Facilities, Civil Rights Act of 1964 Public Education, Civil Rights Act of 1964 Employment, Civil Rights Act of 1964. Title 42, United States Code, Section 2000; Title 18, United States Code, Section 245.

174. Explosives and Incendiary Devices; Bomb Threats (Formerly, Bombing Matters; Bombing Matters, Threats). Title 18, United States Code, Section 844.

175. Assaulting, Kidnapping or Killing the President (or Vice President) of the United States. Title 18, United States Code, Section 1751.

176. Anti-riot Laws. Title 18, United States Code, Section 245.

177. Discrimination in Housing. Title 42, United States Code, Sections 3601-3619 and 3631.

178. Interstate Obscene or Harrassing Telephone Calls. Title 47, United States Code, Section 223.

179. Extortionate Credit Transactions. Title 18, United States Code, Section 891-896.

180. Desecration of the Flag. Title 18, United States Code, Section 700.

181. Consumer Credit Protection Act. Title 15, United States Code, Section 1611.

182. Illegal Gambling Business: Illegal Gambling Business, Obstruction; Illegal

Gambling Business, Forfeiture. Title 18, United States Code, Section 1955; Title 18, United States Code, Section 1511.

183. Racketeer, Influence and Corrupt Organizations. Title 18, United States Code, Sections 1961-1968.

184. Police Killings. This classification concerns investigations conducted by the FBI upon written request from local Chief of Police or duly constituted head of the local agency to actively participate in the investigation of the killing of a police officer. These investigations are based on a Presidential Directive dated June 3, 1971.

185. Protection of Foreign Officials and Officials Guests of the United States. Title 18, United States Code, Sections 112, 970, 1116, 1117 and 12001.

186. Real Estate Settlement Procedures Act of 1974. Title 12, United States Code, Section 2602; Title 12, United States Code, Section 2606, and Title 12, United States Code, Section 2607.

187. Privacy Act of 1974, Criminal. Title 5, United States Code, Section 552a.

188. Crime Resistance. This classification covers FBI efforts to develop new or improved approaches, techniques, systems, equipment and devices to improve and strengthen law enforcement as mandated by the Omnibus Crime Control and Safe Streets Act of 1968.

189. Equal Credit Opportunity Act. Title 15, United States Code, Section 1691.

190. Freedom of Information/Privacy Acts. This classification covers the creation of a correspondence file to preserve and maintain accurate records concerning the handling of requests for records submitted pursuant to the Freedom of Information-Privacy Acts.

191. False Identity Matters. (obsolete) This classification covers the FBI's study and examination of criminal *elements'* efforts to create false identities.

192. Hobbs Act—Financial Institutions; Commercial *Institutions; Armored Carrier*. Title 18, United States Code, Section 1951.

193. Hobbs Act—Commercial Institutions (obsolete). Title 18, United States Code, Section 1951; and Title 47, United States Code, Section 508.

194. Hobbs Act—Corruption of Public Officials. Title 18, United States Code, Section 1951.

195. Hobbs Act—Labor Related. Title 18, United States Code, Section 1951.

196. Fraud by Wire. Title 18, United States Code, Section 1343.

197. Civil Actions or Claims Against the Government. This classification covers all civil suits involving FBI matters and most administrative claims

filed under the Federal Tort Claims Act arising from FBI activities.

198. Crime on Indian Reservations. Title 18, United States Code, Sections 1151, 1152, and 1153.

199. Foreign Counterintelligence—Terrorism. Attorney General Guidelines on Foreign Counterintelligence. Executive Order 11905.

200. Foreign Counterintelligence Matters. Attorney General Guidelines on Foreign Counterintelligence. Executive Order 11905.

201. Foreign Counterintelligence Matters. Attorney General Guidelines on Foreign Counterintelligence. Executive Order 11905.

202. Foreign Counterintelligence Matters. Attorney General Guidelines on Foreign Counterintelligence. Executive Order 11905.

203. Foreign Counterintelligence Matters. Attorney General Guidelines on Foreign Counterintelligence. Executive Order 11905.

204. Federal Revenue Sharing. This classification covers FBI investigations conducted where the Attorney General has been authorized to bring civil action whenever he has reason to believe that a pattern or practice of discrimination in disbursement of funds under the Federal Revenue Sharing status exists.

205. Foreign Corrupt Practices Act of 1977. Title 15, United States Code, Section 78.

206. Fraud Against the Government—Department of Defense, Department of Agriculture, Department of Commerce, Community Services Organization, Department of Transportation. (See classification 46 (supra) for statutory authority for this and the four following classifications.)

207. Fraud Against the Government—Environmental Protection Agency, National Aeronautics and Space Administration, Department of Energy, Department of Transportation.

208. Fraud Against the Government—General Services Administration.

209. Fraud Against the Government—Department of Health, and Human Services (Formerly, Department of Health, Education, and Welfare).

210. Fraud Against the Government—Department of Labor.

211. Ethics in Government Act of 1978, Title VI (Title 28, Sections 591-596).

212. Foreign *Counterintelligence*—Intelligence Community Support. This is an administrative classification for the FBI's operational and technical support to other Intelligence Community agencies.

213. Fraud Against the Government—Department of Education.

214. Civil Rights of Institutionalized Persons Act (Title 42, United States Code, Section 1997).

215. Foreign Counterintelligence Matters. Attorney General Guidelines on Foreign Counterintelligence. Executive Order 11905.

216. Foreign Counterintelligence Matters. (Same authority as 215)

217. Foreign Counterintelligence Matters. (Same authority as 215)

218. Foreign Counterintelligence Matters. (Same authority as 215)

219. Foreign Counterintelligence Matters. (Same authority as 215)

220. Foreign Counterintelligence Matters. (Same authority as 215)

221. Foreign Counterintelligence Matters. (Same authority as 215)

222. Foreign Counterintelligence Matters. (Same authority as 215)

223. Foreign Counterintelligence Matters. (Same authority as 215)

224. Foreign Counterintelligence Matters. (Same authority as 215)

225. Foreign Counterintelligence Matters. (Same authority as 215)

226. Foreign Counterintelligence Matters. (Same authority as 215)

227. Foreign Counterintelligence Matters. (Same authority as 215)

228. Foreign Counterintelligence Matters. (Same authority as 215)

229. Foreign Counterintelligence Matters. (Same authority as 215)

230. thru 240. FBI Training Matters.

241. DEA Applicant Investigations.

242. Automation Matters.

243. Intelligence Identities Protection Act of 1982.

244. Hostage Rescue Team.

245. Drug Investigative Task Force.

246. thru 248. Foreign Counterintelligence Matters. (Same authority as 215)

249. Toxic Waste Matters—

Investigations involving toxic or hazardous waste violations.

250. Tampering With Consumer Products (Title 18, U.S. Code, Section 1365)

251. Controlled Substance—Robbery;—Burglary (Title 18, U.S. Code, Section 2118)

252. Violent Crime Apprehension Program (VICAP). Case folders containing records relevant to the VICAP Program, in conjunction with the National Center for the Analysis of Violent Crime Record System at the FBI Academy; Quantico, Virginia.

253. False Identification Crime Control Act of 1982 (Title 18, U.S. Code, Section 1028—Fraud and Related Activity in Connection With Identification Documents, and Section 1738—Mailing Private Identification Documents Without a Disclaimer)

254. Destruction of Energy Facilities (Title 18, U.S. Code, Section 1365) relates to the destruction of property of nonnuclear energy facilities.

255. Counterfeiting of State and Corporate Securities (Title 18, U.S. Code, Section 511) covers counterfeiting and forgery of all forms of what is loosely interpreted as securities.

256. Hostage Taking—Terrorism (Title 18, U.S. Code, Section 1203) prohibits taking of hostage(s) to compel third party to do or refrain from doing any act.

257. Trademark Counterfeiting Act (Title 18, United States Code, Section 2320) covers the international trafficking in goods which bear a counterfeited trademark.

258. Credit Card Fraud Act of 1984 (Title 18, United States Code, Section 1029) covers fraud and related activities in connection with access devices (credit and debit cards).

259. Security Clearance Investigations Program. (Same authority as 215)

260. Industrial Security Program. (Same authority as 215)

261. Security Officer Matters. (Same authority as 215)

262. Overseas Homicide/Attempted Homicide—International Terrorism. Title 18, United States Code, Section 2331.

263. Office of Professional Responsibility Matters.

264. Computer Fraud and Abuse Act of 1986. Electronic Communications Privacy Act of 1986. Title 18, United States Code, Section 1030; Title 18, United States Code, Section 2701.

Records Maintained in FBI Field Divisions—FBI field divisions maintain for limited periods of time investigative, administrative and correspondence records, including files, index cards and related material, some of which are duplicated copies of reports and similar documents forwarded to FBI Headquarters. Most investigative activities conducted by FBI field divisions are reported to FBI Headquarters at one or more stages of the investigation. There are, however, investigative activities wherein no reporting was made to FBI Headquarters, e.g., pending cases not as yet reported and cases which were closed in the field division for any of a number of reasons without reporting to FBI Headquarters.

Duplicate records and records which extract information reported in the main files are also kept in the various divisions of the FBI to assist them in their day-to-day operation. These records are lists of individuals which contain certain biographic data, including physical description and

photograph. They may also contain information concerning activities of the individual as reported to FBIHQ by the various field offices. The establishment of these lists is necessitated by the needs of the Division to have immediate access of pertinent information duplicative of data found in the central records without the delay caused by a time-consuming manual search of central indices. The manner of segregating these individuals varies depending on the particular needs of the FBI Division. The information pertaining to individuals who are a part of the list is derivative of information contained in the Central Records System. These duplicative records fall into the following categories:

(1) Listings of individuals used to assist in the location and apprehension of individuals for whom legal process is outstanding (fugitives):

(2) Listings of individuals used in the identification of particular offenders in cases where the FBI has jurisdiction. These listings include various photograph albums and background data concerning persons who have been formerly charged with a particular crime and who may be suspect in similar criminal activities; and photographs of individuals who are unknown but suspected of involvement in a particular criminal activity, for example, bank surveillance photographs:

(3) Listings of individuals as part of an overall criminal intelligence effort by the FBI. This would include photograph albums, lists of individuals known to be involved in criminal activity, including theft from interstate shipment, interstate transportation of stolen property, and individuals in the upper echelon of organized crime.

(4) Listings of individuals in connection with the FBI's mandate to carry out Presidential directives on January 8, 1943, July 24, 1950, December 15, 1953, and February 18, 1976, which designated the FBI to carry out investigative work in matters relating to espionage, sabotage, and foreign counterintelligence. These listings may include photograph albums and other listings containing biographic data regarding individuals. This would include lists of identified and suspected foreign intelligence agents and informants:

(5) Special indices duplicative of the central indices used to access the Central Records System have been created from time to time in conjunction with the administration and investigation of major cases. This duplication and segregation facilitates

access to documents prepared in connection with major cases.

In recent years, as the emphasis on the investigation of white collar crime, organized crime, and hostile foreign intelligence operations has increased, the FBI has been confronted with increasingly complicated cases, which require more intricate information processing capabilities. Since these complicated investigations frequently involve massive volumes of evidence and other investigative information, the FBI uses its computers, when necessary to collate, analyze, and retrieve investigative information in the most accurate and expeditious manner possible. It should be noted that all investigative information, which is placed in computerized form, is actually extracted from the main files and that the duplicative computerized information is only maintained as necessary to support the FBI's

investigative activities. Information from these internal computerized subsystems of the "Central Records System" is not accessed by any other agency. All disclosures of computerized information are made in printed form in accordance with the routine uses which are set forth below.

Records also are maintained on a temporary basis relevant to the FBI's domestic police cooperation program, where assistance in obtaining information is provided to state and local police agencies.

Also, personnel type information dealing with such matters as attendance and production and accuracy requirements is maintained by some divisions.

(The following chart identifies various listings or indexes maintained by the FBI which have been or are being used by various divisions of the FBI in their day-to-day operations. The chart

identifies the list by name, description and use, and where maintained, i.e. FBI Headquarters and/or Field Office. The number in parentheses in the field office column indicates the number of field offices which maintain these indices. The chart indicates, under "status of index," those indexes which are in current use (designated by the word "active") and those which are no longer being used, although maintained (designated by the word "inactive"). There are 27 separate indices which are classified in accordance with existing regulations and are not included in this chart. The following indices are no longer being used by the FBI and are being maintained at FBIHQ pending receipt of authority to destroy: Black Panther Party Photo Index; Black United Front Index; Security Index; and Wounded Knee Album.

Title of index	Description and use	Status of index	Maintained at—	
			Headquarters	Field office
Administrative Index (ADEX).....	Consists of cards with descriptive data on individuals who were subject to investigation in a national emergency because they were believed to constitute a potential or active threat to the internal security of the United States. When ADEX was started in 1971, it was made up of people who were formerly on the Security Index, Reserve Index, and Agitator Index. The index is maintained in two separate locations in FBI Headquarters. ADEX was discontinued in January 1978.	Inactive.....	Yes.....	Yes (29)
Anonymous Letter File.....	Consists of photographs of anonymous communications and extortionate credit transactions; kidnapping, extortion and threatening letters.	Active.....	Yes.....	No
Associates of DEA Class 1 Narcotics Violators Listing.....	Consists of a computer listing of individuals whom DEA has identified as associates of Class 1 Narcotics Violators.	Active.....	Yes.....	Yes (59)
Background Investigation Index—Department of Justice.....	Consists of cards on persons who have been the subject of a full field investigation in connection with their consideration for employment in sensitive positions with Department of Justice, such as U.S. Attorney, Federal judge, or a high level Department position.	Active.....	Yes.....	No
Background Investigation Index—White House, Other Executive Agencies, and Congress.....	Consists of cards on persons who have been the subject of a full field investigation in connection with their consideration for employment in sensitive positions with the White House, Executive agencies (other than the Department of Justice) and the Congress.	Active.....	Yes.....	No
Bank Fraud and Embezzlement Index.....	Consists of individuals who have been the subject of "Bank Fraud and Embezzlement" investigation. This file is used as an investigative aid.	Active.....	No.....	Yes (1)
Bank Robbery Album.....	Consists of photos of bank robbers, burglars, and larceny subjects. In some field offices it will also contain pictures obtained from local police departments of known armed robbers and thus potential bank robbers. The index is used to develop investigative leads in bank robbery cases and may also be used to show to witnesses of bank robberies. It is usually filed by race, height, and age. This index is also maintained in one resident agency (a suboffice of a field office).	Active.....	No.....	Yes (47)
Bank Robbery Nickname Index.....	Consists of nicknames used by known bank robbers. The index card on each would contain the real name and method of operation and are filed in alphabetical order.	Active.....	No.....	Yes (1)
Bank Robbery Note File.....	Consists of photographs of notes used in bank robberies in which the suspect has been identified. This index is used to help solve robberies in which the subject has not been identified but a note was left. The note is compared with the index to try to match the sentence structure and handwriting for the purpose of identifying possible suspects.	Active.....	Yes.....	No
Bank Robbery Suspect Index.....	Consists of a control file or index cards with photos, if available, of bank robbers or burglars. In some field offices these people may be part of the bank robbery album. This index is generally maintained and used in the same manner as the bank robbery album.	Active.....	No.....	Yes (33)
Car Ring Case Photo Album.....	Consists of photos of subjects and suspects involved in a large car theft ring investigation. It is used as an investigative aid.	Active.....	No.....	Yes (3)
Car Ring Case Photo Album and Index.....	Consists of photos of subjects and suspects involved in a large car theft ring investigation. The card index maintained in addition to the photo album contains the names and addresses appearing on fraudulent title histories for stolen vehicles. Most of these names appearing on these titles are fictitious. But the photo album and card indexes are used as an investigative aid.	Active.....	No.....	Yes (1)
Car Ring Case Toll Call Index.....	Consists of cards with information on persons who subscribe to telephone numbers to which toll calls have been placed by the major subjects of a large car theft ring investigation. It is maintained numerically by telephone number. It is used to facilitate the development of probable cause for a court-approved wiretap.	Active.....	No.....	Yes (2)
Car Ring Theft Working Index.....	Contains cards on individuals involved in car ring theft cases on which the FBI laboratory is doing examination work.	Active.....	Yes.....	No



Title of index	Description and use	Status of index	Maintained at—	
			Headquarters	Field office
Cartage Album.....	Consists of photos with descriptive data of individuals who have been convicted of theft from interstate shipment or interstate transportation of stolen property where there is a reason to believe they may repeat the offense. It is used in investigating the above violations.	Active.....	No.....	Yes (3)
Channelizing Index.....	Consists of cards with the names and case file numbers of people who are frequently mentioned in information reports. The index is used to facilitate the distributing or channeling of informant reports to appropriate files.	Active.....	No.....	Yes (9)
Check Circular File.....	Consists of fliers filed numerically in a control file on fugitives who are notorious fraudulent check passers and who are engaged in a continuing operation of passing checks. The fliers which include the subject's name, photo, a summary of the subject's method of operation and other identifying data is used to alert other FBI field offices and business establishments which may be the victims of bad checks.	Active.....	Yes.....	Yes (43)
Computerized Telephone Number File (CTNF) Intelligence.....	Consists of a computer listing of telephone numbers (and subscribers' names and addresses) utilized by subjects and/or certain individuals which come to the FBI's attention during major investigations. During subsequent investigations, telephone numbers, obtained through subpoenas, are matched with the telephone numbers on file to determine connections or associations.	Active.....	Yes.....	No
Con Man Index.....	Consists of computerized names of individuals, along with company affiliation, who travel nationally and internationally while participating in large-dollar-value financial swindles.	Active.....	Yes.....	No
Confidence Game (Flim Flam) Album.....	Consists of photos with descriptive information on individuals who have been arrested for confidence games and related activities. It is used as an investigative aid.	Active.....	No.....	Yes (4)
Copyright Matters Index.....	Consists of cards of individuals who are film collectors and film titles. It is used as a reference in the investigation of copyright matters.	Active.....	No.....	Yes (1)
Criminal Intelligence Index.....	Consists of cards with name and file number of individuals who have become the subject of an antiracketeering investigation. The index is used as a quick way to ascertain file numbers and the correct spelling of names. This index is also maintained in one resident agency.	Active.....	No.....	Yes (2)
Criminal Informant Index.....	Consists of cards containing identity and brief background information on all active and inactive informants furnishing information in the criminal area.	Active.....	Yes.....	No
DEA Class 1 Narcotics Violators Listing.....	Consists of a computer listing of narcotic violators—persons known to manufacture, supply, or distribute large quantities of illicit drugs—with background data. It is used by the FBI in their role of assisting DEA in disseminating intelligence data concerning illicit drug trafficking. This index is also maintained in two resident agencies.	Active.....	Yes.....	Yes (59)
Deserter Index.....	Contains cards with the names of individuals who are known military deserters. It is used as an investigative aid.	Active.....	No.....	Yes (4)
False Identities Index.....	Contains cards with the names of deceased individuals whose birth certificates have been obtained by other persons for possible false identification uses and in connection with which the FBI laboratory has been requested to perform examinations.	Inactive.....	Yes.....	No
False Identities List.....	Consists of a listing of names of deceased individuals whose birth certificates have been obtained after the person's death, and thus whose names are possibly being used for false identification purposes. The listing is maintained as part of the FBI's program to find persons using false identities for illegal purposes.	Inactive.....	No.....	Yes (31)
False Identity Photo Album.....	Consists of names and photos of people who have been positively identified as using a false identification. This is used as an investigative aid in the FBI's investigation of false identities.	Inactive.....	No.....	Yes (2)
FBI/Inspector General (IG) Case Pointer System (FICPS).....	Consists of computerized listing of individual names of organizations which are the subject of active and inactive fraud investigations, along with the name of the agency conducting the investigation. Data is available to IG offices throughout the federal government to prevent duplication of investigative activity.	Active.....	Yes.....	No
FBI Wanted Persons Index.....	Consists of cards on persons being sought on the basis of Federal warrants covering violations which fall under the jurisdiction of the FBI. It is used as a ready reference to identify those fugitives.	Active.....	Yes.....	No
Foreign Counterintelligence (FCI).....	Consists of cards with identity background data on all active and inactive operational and informational assets in the foreign counterintelligence field. It is used as a reference aid of the FCI Asset program.	Active.....	Yes.....	No
Fraud Against the Government Index.....	Consists of individuals who have been the subject of a "fraud against the Government" investigation. It is used as investigative aid.	Active.....	No.....	Yes (1)
Fugitive Bank Robbers File.....	Consists of fliers on bank robbery fugitives filed sequentially in a control file. FBI Headquarters distributes to the field offices fliers on bank robbers in a fugitive status for 15 or more days to facilitate their location.	Active.....	Yes.....	Yes (43)
General Security Index.....	Contains cards on all persons that have been the subject of a security classification investigation by the FBI field office. These cards are used for general reference purposes.	Active.....	No.....	Yes (1)
Hoodlum License Plate Index.....	Consists of cards with the license plates numbers and descriptive data on known hoodlums and cars observed in the vicinity of hoodlum homes. It is used for quick identification of such person in the course of investigation. The one index which is not fully retrievable is maintained by a resident agency.	Active.....	No.....	Yes (3)
Identification Order Fugitive Flier File.....	Consists of fliers numerically in a control file. When immediate leads have been exhausted in fugitive investigations and a crime of considerable public interest has been committed, the fliers are given wide circulation among law enforcement agencies throughout the United States and are posted in post offices. The fliers contain the fugitive's photograph, fingerprints, and description.	Active.....	Yes.....	Yes (49)
Informant Index.....	Consists of cards with the name, symbol numbers, and brief background information on the following categories of active and inactive informants, top echelon criminal informants, security informants, criminal information, operational and informational assets, extremist informants (discontinued), plant informant—informants on and about certain military bases (discontinued), and potential criminal informants.	Active.....	No.....	Yes (59)

Title of index	Description and use	Status of index	Maintained at—	
			Headquarters	Field office
Informants in Other Field Offices, Index of.	Consists of cards with names and/or symbol numbers of informants in other FBI field offices that are in a position to furnish information that may be of value to other field offices. Basic background information would also be included on the index card.	Active.....	No.....	Yes (15)
Interstate Transportation of Stolen Aircraft Photo Album.	Consists of photos and descriptive data on individuals who are suspects known to have been involved in interstate transportation of stolen aircraft. It is used as an investigative aid.	Active.....	No.....	Yes (1)
IRS Wanted List.....	Consists of one-page fliers from IRS on individuals with background information who are wanted by IRS for tax purposes. It is used in the identification of persons wanted by IRS.	Active.....	No.....	Yes (11)
Kidnapping Book.....	Consists of data, filed chronologically, on kidnappings that have occurred since the early fifties. The victims' names and the suspects, if known, would be listed with a brief description of the circumstances surrounding the kidnapping. The file is used as a reference aid in matching up prior methods of operation in unsolved kidnapping cases.	Active.....	Yes.....	No
Known Check Passers Album.....	Consists of photos with descriptive data of persons known to pass stolen, forged, or counterfeit checks. It is used as an investigative aid.	Active.....	No.....	Yes (4)
Known Gambler Index.....	Consists of cards with names, descriptive data, and sometimes photos of individuals who are known bookmakers and gamblers. The index is used in organized crime and gambling investigations. Subsequent to GAO's review, and at the recommendation of the inspection team at one of the two field offices where the index was not fully retrievable, the index was destroyed and thus is not included in the total.	Active.....	No.....	Yes (5)
La Cosa Nostra (LCN) Membership Index.	Contains cards on individuals having been identified as members of the LCN index. The cards contain personal data and pictures. The index is used solely by FBI agents for assistance in investigating organized crime matters.	Active.....	Yes.....	Yes (55)
Leased Line Letter Request Index.....	Contains cards on individuals and organizations who are or have been the subject of a national security electronic surveillance where a leased line letter was necessary. It is used as an administrative and statistical aid.	Active.....	Yes.....	No
Mail Cover Index.....	Consists of cards containing a record of all mail covers conducted on individuals and groups since about January 1973. It is used for reference in preparing mail cover requests.	Active.....	Yes.....	No
Military Deserter Index.....	Consists of cards containing the names of all military deserters where the various military branches have requested FBI assistance in locating. It is used as an administrative aid.	Active.....	Yes.....	No
National Bank Robbery Album.....	Consists of fliers on bank robbery suspects held sequentially a control file. When an identifiable bank camera photograph is available and the case has been under investigation for 30 days without identifying the subject, FBIHQ sends a flier to the field offices to help identify the subject.	Active.....	Yes.....	Yes (42)
National Fraudulent Check File.....	Contains photographs of the signatures on stolen and counterfeit checks. It is filed alphabetically but there is no way of knowing the names are real or fictitious. The index is used to help solve stolen check cases by matching checks obtained in such cases against the index to identify a possible suspect.	Active.....	Yes.....	No
National Security Electronic Surveillance Card File.	Contains cards recording electronic surveillances previously authorized by the Attorney General and previously and currently authorized by the FISC; current and previous assets in the foreign counterintelligence field; and a historical, inactive section which contains cards believed to record nonconsented physical entries in national security cases, previously toll billings, mail covers and leased lines. The inactive section also contains cards reflecting previous Attorney General approvals and denials for warrantless electronic surveillance in the national security cases.	Active.....	Yes.....	No
Night Depository Trap Index.....	Contains cards with the names of persons who have been involved in the theft of deposits made in bank night depository boxes. Since these thefts have involved various methods, the FBI uses the index to solve such cases by matching up similar methods to identify possible suspects.	Active.....	Yes.....	No
Organized Crime Photo Album.....	Consists of photos and background information on individuals involved in organized crime activities. The index is used as a ready reference in identifying organized crime figures within the field offices' jurisdiction.	Active.....	No.....	Yes (13)
Photospread Identification Elimination File.	Consists of photos of individuals who have been subjects and suspects in FBI investigations. It also includes photos received from other law enforcement agencies. These pictures can be used to show witnesses of certain crimes.	Active.....	No.....	Yes (14)
Prostitute Photo Album.....	Consists of photos with background data on prostitutes who have prior local or Federal arrests for prostitution. It is used to identify prostitutes in connection with investigations under the White Slave Traffic Act.	Active.....	No.....	Yes (4)
Royal Canadian Mounted Police, (RCMP) Wanted Circular File.	Consists of a control file of individuals with background information of persons wanted by the RCMP. It is used to notify the RCMP if an individual is located.	Active.....	No.....	Yes (17)
Security Informant Index.....	Consists of cards containing identity and brief background information on all active and inactive informants furnishing information in the criminal area.	Active.....	Yes.....	No
Security Subjects Control Index.....	Consists of cards containing the names and case file numbers of individuals who have been subject to security investigations check. It is used as a reference source.	Active.....	No.....	Yes (1)
Security Telephone Number Index.....	Contains cards with telephone subscriber information subpoenaed from the telephone company in any security investigation. It is maintained numerically by the last three digits in the telephone number. It is used for general reference purposes in security investigations.	Active.....	No.....	Yes (1)
Selective Service Violators Index.....	Contains cards on individuals being sought on the basis of Federal warrants for violation of the Selective Service Act.	Active.....	Yes.....	No
Sources of information index.....	Consists of cards on individuals and organizations such as banks, motels, local governments that are willing to furnish information to the FBI with sufficient frequency to justify listing for the benefit of all agents. It is maintained to facilitate the use of such sources.	Active.....	No.....	Yes (10)
Special Services Index.....	Contains cards of prominent individuals who are in a position to furnish assistance in connection with FBI investigative responsibility.	Active.....	No.....	Yes (28)
Stolen Checks and Fraud by Wire Index.	Consists of cards on individuals involved in check and fraud by wire violations. It is used as an investigative aid.	Active.....	No.....	Yes (1)

Title of Index	Description and use	Status of index	Maintained at—	
			Headquarters	Field office
Stop Notices Index.....	Consists of cards on names of subjects or property where the field office has placed a stop at another law enforcement agency or private business such as pawn shops in the event information comes to the attention of that agency concerning the subject or property. This is filed numerically by investigative classification. It is used to insure that the agency where the stop is placed is notified when the subject is apprehended or the property is located or recovered.	Active.....	No.....	Yes (43)
Surveillance Locator Index.....	Consists of cards with basic data on individuals and businesses which have come under physical surveillance in the city in which the field office is located. It is used for general reference purposes in antiracketeering investigations.	Active.....	No.....	Yes (2)
Telephone Number Index—Gamblers.....	Contains information on persons identified usually as a result of a subpoena for the names of subscribers to particular telephone numbers or toll records for a particular phone number of area gamblers and bookmakers. The index cards are filed by the last three digits of the telephone number. The index is used in gambling investigations.	Active.....	No.....	Yes (2)
Telephone Subscriber and Toll Records Check Index.....	Contains cards with information on person identified as the result of a formal request or subpoena to the phone company for the identity of subscribers to particular telephone numbers. The index cards are filed by telephone number and would also include identity of the subscriber, billing parties identity, subscribers address, date of request from the telephone company, and file number.	Active.....	No.....	Yes (1)
Thieves Couriers and Fences Photo Index.....	Consists of photos and background information on individuals who are or are suspected of being thieves, couriers, or fences based on their past activity in the area of interstate transportation of stolen property. It is used as an investigative aid.	Active.....	No.....	Yes (4)
Toll Record Request Index.....	Contains cards on individuals and organizations on whom toll records have been obtained in national security related cases and with respect to which FBIHQ had to prepare a request letter. It is used primarily to facilitate the handling of repeat requests on individuals listed.	Active.....	Yes.....	No
Top Burglar Album.....	Consists of photos and background data of known and suspect top burglars involved in the area of interstate transportation of stolen property. It is used as an investigative aid.	Active.....	No.....	Yes (4)
Top Echelon Criminal Informer Program (TECIP) Index.....	Consists of cards containing identity and brief background information on individuals who are either furnishing high level information in the organized crime area or are under development to furnish such information. The index is used primarily to evaluate, corroborate, and coordinate informant information and to develop prosecutive data against racket figures under Federal, State, and local statutes.	Active.....	Yes.....	No
Top Ten Program File.....	Consists of files, filed numerically in a control file, on fugitives considered by the FBI to be 1 of the 10 most wanted, including a fugitive on the top 10 usually assures a greater national news coverage as well as nationwide circulation of the files.	Active.....	Yes.....	Yes (44)
Top Thief Program Index.....	Consists of cards of individuals who are professional burglars, robbers, or fences dealing in items likely to be passed in interstate commerce or who travel interstate to commit the crime. Usually photographs and background information would also be obtained on the index card. The index is used as an investigative aid.	Active.....	No.....	Yes (27)
Truck Hijack Photo Album.....	Contains photos and descriptive data of individuals who are suspected truck hijackers. It is used as an investigative aid and for displaying photos to witnesses and/or victims to identify unknown subjects in hijacking cases.	Active.....	No.....	Yes (4)
Truck Thief Suspect Photo Album.....	Consists of photos and background data on individuals previously arrested or are currently suspects regarding vehicle theft. The index is used as an investigative aid.	Active.....	No.....	Yes (1)
Travelling Criminal Photo Album.....	Consists of photos with identifying data of individuals convicted of various criminal offenses and may be suspects in other offenses. It is used as an investigative aid.	Active.....	No.....	Yes (1)
Veterans Administration (VA)/Federal Housing Administration Matters (FHA) Index.....	Consists of cards of individuals who have been subject of an investigation relative to VA and FHA matters. It is used as an investigative aid.	Active.....	No.....	Yes (1)
Wanted Fliers File.....	Consists of files, filed numerically in a control file, on badly wanted fugitives whose apprehension may be facilitated by a flier. The flier contains the names, photographs, aliases, previous convictions, and a caution notice.	Active.....	Yes.....	Yes (46)
Wheeldex.....	Contains the nicknames and the case file numbers of organized crime members. It is used in organized crime investigations.	Active.....	No.....	Yes (1)
White House Special Index.....	Contains cards on all potential White House appointees, staff members, guests, and visitors that have been referred to the FBI by the White House security office for a records check to identify any adverse or derogatory information. This index is used to expedite such check in view of the tight time frame usually required.	Active.....	Yes.....	No
Witness Protection Program Index.....	Contains cards on individuals who have been furnished a new identity by the U.S. Justice Department because of their testimony in organized crime trials. It is used primarily to notify the U.S. Marshall's Service when information related to the safety of a protected witness comes to the FBI's attention.	Active.....	Yes.....	No

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Records Act of 1950 Title 44, United States Code, Chapter 31, Section 3101; and Title 36, Code of Federal Regulations, Chapter XII, require Federal agencies to insure that adequate and proper records are made and

preserved to document the organization, functions, policies, decisions, procedures and transactions and to protect the legal and financial rights of the Federal Government. Title 28, United States Code, Section 534, delegates authority to the Attorney General to acquire, collect, classify, and preserve

identification, criminal identification, crime and other records.

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

Records, both investigative and administrative, are maintained in this system in order to permit the FBI to

function efficiently as an authorized, responsive component of the Department of Justice. Therefore, information in this system is disclosed to officials and employees of the Department of Justice, and/or all components thereof, who have need of the information in the performance of their official duties.

Personal information from this system may be disclosed as a routine use to any Federal agency where the purpose in making the disclosure is compatible with the law enforcement purpose for which it was collected, e.g., to assist the recipient agency in conducting a lawful criminal or intelligence investigation, to assist the recipient agency in making a determination concerning an individual's suitability for employment and/or trustworthiness for employment and/or trustworthiness for access clearance purposes, or to assist the recipient agency in the performance of any authorized function where access to records in this system is declared by the recipient agency to be relevant to that function.

In addition, personal information may be disclosed from this system to members of the Judicial Branch of the Federal Government in response to a specific request, or at the initiation of the FBI, where disclosure appears relevant to the authorized function of the recipient judicial office or court system. An example would be where an individual is being considered for employment by a Federal judge.

Information in this system may be disclosed as a routine use to any state or local government agency directly engaged in the criminal justice process, e.g., police, prosecution, penal, probation and parole, and the judiciary, where access is directly related to a law enforcement function of the recipient agency, e.g., in connection with a lawful criminal or intelligence investigation, or making a determination concerning an individual's suitability for employment as a state or local law enforcement employee or concerning a victim's compensation under a state statute. Disclosure to a state or local government agency, (a) not directly engaged in the criminal justice process or, (b) for a licensing or regulatory function, is considered on an individual basis only under exceptional circumstances, as determined by the FBI.

Information in this system pertaining to the use, abuse or traffic of controlled substances may be disclosed as a routine use to federal, state or local law enforcement agencies and to licensing or regulatory agencies empowered to engage in the institution and prosecution

of cases before courts and licensing boards in matters relating to controlled substances, including courts and licensing boards responsible for the licensing or certification of individuals in the fields of pharmacy and medicine.

Information in this system may be disclosed as a routine use in a proceeding before a court or adjudicative body, e.g., the Equal Employment Opportunity Commission and the Merit Systems Protection Board, before which the FBI is authorized to appear, when (a) the FBI or any employee thereof in his or her official capacity, or (b) any employee in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (c) the United States, where the FBI determines it is likely to be affected by the litigation, is a party to litigation or has an interest in litigation and such records are determined by the FBI to be relevant to the litigation.

Information in this system may be disclosed as a routine use to an organization or individual in both the public or private sector if deemed necessary to elicit information or cooperation from the recipient for use by the FBI in the performance of an authorized activity. An example would be where the activities of an individual are disclosed to a member of the public in order to elicit his/her assistance in our apprehension or detection efforts.

Information in this system may be disclosed as a routine use to an organization or individual in both the public or private sector where there is reason to believe the recipient is or could become the target of a particular criminal activity or conspiracy, to the extent the information is relevant to the protection of life or property.

Information in this system may be disclosed to legitimate agency of a foreign government where the FBI determines that the information is relevant to that agency's responsibilities, and dissemination serves the best interests of the U.S. Government, and where the purpose in making the disclosure is compatible with the purpose for which the information was collected.

Relevant information may be disclosed from this system to the news media and general public where there exists a legitimate public interest, e.g., to assist in the location of Federal fugitives, to provide notification of arrests, and where necessary for protection from imminent threat of life or property. This would include releases of information in accordance with 28 CFR 50.2.

A record relating to an actual or potential civil or criminal violation of the copyright statute, Title 17, United States Code, or the trademark statutes, Titles 15 and 17, U.S. Code, may be disseminated to a person injured by such violation to assist him/her in the institution or maintenance of a suit brought under such titles.

The FBI has received inquiries from private citizens and Congressional offices on behalf of constituents seeking assistance in locating individuals such as missing children and heirs to estates. Where the need is acute, and where it appears FBI files may be the only lead in locating the individual, consideration will be given to furnishing relevant information to the requester. Information will be provided only in those instances where there are reasonable grounds to conclude from available information the individual being sought would want the information to be furnished, e.g., an heir to a large estate. Information with regard to missing children will not be provided where they have reached their majority.

**Release of Information to Members of Congress:**

Information contained in this system, the release of which is required by the Freedom of Information-Privacy Acts, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information in behalf of and at the request of the individual who is the subject of the record.

**Release of Information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA):**

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906, to the extent that legislation governing the records permits.

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

**STORAGE:**

The active main files are maintained in hard copy form and some inactive records are maintained on microfilm. Investigative information which is maintained in computerized form may be stored in memory, on disk storage, on computer tape, or on a computer printed listing.

**RETRIEVABILITY:**

The FBI General Index must be searched to determine what

information, if any, the FBI may have in its files. Index records, or pointers to specific FBI files, are created on all manner of subject matters, but the predominant type record is the name index record. It should be noted the FBI does not index all individuals who furnish information or all names developed during the course of an investigation. Only that information considered pertinent, relevant, or essential for future retrieval, is indexed. In certain major cases, individuals interviewed may be indexed to facilitate the administration of the investigation. The FBI has automated that portion of its index contomated that portion of its index containing the most recent information—15 years for criminal related matters and 30 years for intelligence and other type matters. Automation will not change the "Central Records System"; it will only facilitate more economic and expeditious access to the main files. Searches against the automated records are accomplished on a "batch off-line" basis for certain submitting agencies where the name search requests conform to FBI specified formats and also in an "on-line" made with the use of video display terminals for other requests. The FBI will not permit any organization, public or private, outside the FBI to have direct access to the FBI indices system. All searches against the indices data base will be performed on site within FBI space by FBI personnel with the assistance of the automated procedures, where feasible. Automation of the various FBI field office indices has been under way for approximately five years; completion is anticipated during FY 1988. This automation initiative has been on a "day-one" basis. This indices system points to specific files within a given field office. Additionally, certain complicated investigative matters may be supported by specialized computer systems or by individual microcomputers. Indices created in these environments are maintained as part of the particular computer system and accessible only through the system or through printed listings of the indices. The FBI will transfer historical records to the National Archives consistent with 44 U.S.C. 2103. No record of individuals or subject matter will be retained for transferred files; however, a record of the file numbers will be retained to provide full accountability of FBI files and thus preserve the integrity of the filing system.

#### SAFEGUARDS:

Records are maintained in a restricted area and are accessed only by agency

personnel. All FBI employees receive a complete background investigation prior to being hired. All employees are cautioned about divulging confidential information or any information contained in FBI files. Failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing maximum severe penalties of a ten thousand-dollar fine or 10 years imprisonment or both. Employees who resign or retire are also cautioned about divulging information acquired in the jobs. Registered mail is used to transmit routine hard copy records between field offices. Highly classified records are hand carried by Special Agents or personnel of the Armed Forces Courier Service. Highly classified or sensitive privacy information, which is electronically transmitted between field offices, is transmitted in encrypted form to prevent interception and interpretation. Information transmitted in teletype form is placed in the main files of both the receiving and transmitting field offices. Field offices involved in certain complicated investigative matters may be provided with on-line access to the duplicative computerized information which is maintained for them on disk storage in the FBI Computer Center in Washington, D.C., and this computerized data is also transmitted in encrypted form.

#### RETENTION AND DISPOSAL:

As the result of an extensive review of FBI records conducted by NARA, records evaluated as historical and permanent will be transferred to the National Archives after established retention periods and administrative needs of the FBI have elapsed. As deemed necessary, certain records may be subject to restricted examination and usage, as provided by 44 U.S.C. Section 2104.

*FBI record disposition programs relevant to this System are conducted in accordance with the FBI Records Retention Plan and Disposition Schedule which was approved by the Archivist of the United States and the U.S. District Court, District of Columbia. Investigative, applicant and administrative records which meet the destruction criteria will be destroyed after 20 or 30 years at FBI Headquarters and after 1, 5, 10 or 20 years in FBI Field Offices. Historical records will be transferred to the National Archives after 30 or 50 years, contingent upon investigative and administrative needs. The administrative indices and listings described within this System were appraised separately and disposition*

*authority established. (Job No. NC1-65-82-4 and amendments)*

#### SYSTEM MANAGER(S) AND ADDRESS:

Director, Federal Bureau of Investigation; Washington, D.C. 20535.

#### NOTIFICATION PROCEDURE:

Same as above.

#### RECORD ACCESS PROCEDURES:

A request for access to a record from the system shall be made in writing with the envelope and the letter clearly marked "Privacy Access Request". Include in the request your full name, complete address, date of birth, place of birth, notarized signature, and other identifying data you may wish to furnish to assist in making a proper search of our records. Also include the general subject matter of the document or its file number. The requester will also provide a return address for transmitting the information. *Requests for access to information maintained at FBI Headquarters must be addressed to the Director, Federal Bureau of Investigation, Washington, D.C. 20535. Requests for information maintained at FBI field divisions or Legal Attaches must be made separately and addressed to the specific field division or Legal Attache listed in the appendix to this system notice.*

#### CONTESTING RECORD PROCEDURES:

Individuals desiring to contest or amend information maintained in the system should also direct their request to the Director, Federal Bureau of Investigation, Washington, D.C. 20535, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

#### RECORD SOURCE CATEGORIES:

The FBI, by the very nature and requirement to investigate violations of law within its investigative jurisdiction and its responsibility for the internal security of the United States, collects information from a wide variety of sources. Basically, it is the result of investigative efforts and information furnished by other Government agencies, law enforcement agencies, and the general public, informants, witnesses, and public source material.

#### SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The Attorney General has exempted this system from subsections (c)(3), (d), (e) (1), (2) and (3), (e)(4) (G) and (H), (e)(8) (f), (g), of the Privacy Act pursuant to 5 U.S.C. 552a (j) and (k). Rules have

been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e).

Appendix of Field Divisions and Legal Attaches for the Federal Bureau of Investigation Field Divisions:

502 U.S. Post Office and Court House, Albany, N.Y. 12207.

301 Grand Ave., N.E., Albuquerque, N. Mex. 87102.

Room 500, 300 North Lee Street, Alexandria, Va. 22314.

Federal Building, Room E-222, 701 C Street, Anchorage, Alaska 99513.

275 Peachtree Street, N.E., Atlanta, Ga. 30302.

7142 Ambassador Road, Baltimore, Md. 21207.

Room 1400-2121 Building, Birmingham, Ala. 35203.

John F. Kennedy Federal Office Building, Boston, Mass. 02203.

Room 1400-111 West Huron Street, Buffalo, N.Y. 14202.

115 U.S. Court House and Federal Building, Butte, Mont. 59702.

6010 Kenley Lane, 28210, Charlotte, N.C.

Room 905, Everett McKinley Dirksen Building, Chicago, Ill. 60604.

Room 9023, Federal Office Building, 550 Main street, Cincinnati, Ohio 45202.

3005 Federal Office Building, Cleveland, Ohio 44199.

1529 Hampton Street, Columbia, S.C. 29201.

1801 North Lamar, Suite, 300, Dallas, Tex. 75202.

Room 1823, Federal Office Building, Denver, Colo. 80202.

Patrick V. McNamara Building, 477 Michigan Avenue, Detroit, Mich. 48228.

202 U.S. Court House Building, El Paso, Tex. 79901.

Kalaniana'ole Federal Building, Room 4307, 300 Ala. Moana Boulevard, Honolulu, Hawaii 96850.

6015 Federal Building and U.S. Court House, Houston, Tex. 77002.

575 No. Pennsylvania St., Room 679, Indianapolis, Ind. 46204.

Federal Building, Room 1553, 100 W. Capitol St., Jackson, Miss. 39269.

Oaks V, Fourth Floor, 7820 Arlington Expressway, Jacksonville, Fla. 32211.

Room 300—U.S. Courthouse, Kansas City, Mo. 64108.

Room 800, 111 Northshore Drive, Knoxville, Tenn. 37919.

Room 219, Federal Office Building, Las Vegas, Nev. 89101.

215 U.S. Post Office Building, Little Rock, Ark. 72201.

11000 Wilshire Boulevard, Los Angeles, Calif. 90024.

Room 502, Federal Building, Louisville, Ky. 40202.

841 Clifford Davis Federal Building, Memphis, Tenn. 38103.

3801 Biscayne Boulevard, Miami, Fla. 33137.

Room 700, Federal Building and U.S. Court House, Milwaukee, Wis. 53202.

392 Federal Building, Minneapolis, Minn. 55401.

One St. Louis Centre, 1 St. Louis Street, Mobile, Ala. 36602.

Gateway I. Market Street, Newark, N.J. 07102.

Federal Building, 150 Court Street, New Haven, Conn. 06510.

701 Loyola Avenue, New Orleans, La. 70113.

26 Federal Plaza, New York, N.Y. 10278.

Room 839, Granby Mall, Norfolk, Va. 23510.

50 Penn Place, N.W., 50th at Pennsylvania, Oklahoma City, Okla. 73118.

Room 7401, Federal Building, 215 North 17th Street, Omaha, Nebr. 68102.

8th Floor, Federal Office Building, 600 Arch Street, Philadelphia, Pa. 19106.

Suite 400, 201 E. Indianola, Phoenix, Ariz. 85012.

1300 Federal Office Building, Pittsburgh, Pa. 15222.

Crown Plaza Building, Portland, Ore. 97201.

200 West Grace Street, Richmond, Va. 23220.

Federal Building, 2800 Cottage Way, Sacramento, Calif. 95825.

2704 Federal Building, St. Louis, Mo. 63103.

3203 Federal Building, Salt Lake City, Utah 84138.

433 Old Post Office Bldg., 615 E. Houston, San Antonio, Tex. 78205.

Federal Office Building, Room 6S-31, 880 Front Street, San Diego, Calif. 92188.

450 Golden Gate Avenue, San Francisco, Calif. 94102.

U.S. Courthouse and Federal Building, Room 528, Hato Rey, P.R. 00918.

5401 Paulsen Street, Savannah, Ga. 31405.

915 Second Avenue, Seattle, Wash. 98174.

535 West Jefferson Street, Springfield, Ill. 62702.

Room 610, Federal Office Building, Tampa, Fla. 33802.

Washington Field Office, Washington D.C. 20535.

Federal Bureau of Investigation Academy, Quantico, Va. 22135.

Legal Attaches: (Send c/o the American Embassy for the Cities Indicated):

Bern, Switzerland.

Bogota, Colombia (APO, Miami 34038).

Bonn, Germany (Box 310, APO, New York 09080).

Canberra, Australia (APO, San Francisco 96404-5000).

Hong Kong, B.C.C. (FPO, San Francisco 96659).

London, England (Box 40, FPO, New York 90510).

Mexico City, Mexico.

Montevideo, Uruguay (APO, Miami 34035).

Ottawa, Canada.

Panama City, Panama (Box E, APO, Miami 34002).

Paris, France (APO, New York 09777).

Rome, Italy (APO, New York 09794).

Tokyo, Japan (APO, San Francisco 96503).

#### Justice/FBI-003

##### SYSTEM NAME:

Bureau Mailing Lists.

##### SYSTEM LOCATION:

Federal Bureau of Investigation, J. Edgar Hoover Bldg. 10th and Pennsylvania Ave., NW., Washington, DC 20535, 59 field divisions and 13 Legal Attaches (see Appendix to 002).

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

With regard to lists maintained at FBI Headquarters, individuals who have requested receipt of Bureau material and who meet established criteria (basically law enforcement or closely related areas). With regard to lists maintained in field divisions or Legal attaches, individuals and organizations who may be in position to furnish assistance to the FBI's law enforcement efforts.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address and business affiliation, if appropriate.

##### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 5 U.S. Code Section 301 and Title 44, U.S. Code, Section 3101.

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

For mailing of FBI material whenever necessary. For example, various fugitive publications are furnished to local law enforcement agencies.

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

Release of information to Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon

the member's behalf when the member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from this system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Computerized. In field divisions most mailing lists are maintained on addressograph.

**RETRIEVABILITY:**

ID number in computer, alphabetically for addressograph

**SAFEGUARDS:**

Computer records are maintained in limited access space of the Technical Services Division.

**RETENTION AND DISPOSAL:**

*Revised on a monthly basis. Field offices revise the lists as necessary and/or on an annual basis. The records are destroyed when administrative needs are satisfied. (Job No. NC1-65-82-4, Part E, 13 i.)*

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, FBI, Washington, D.C. 20535

**NOTIFICATION PROCEDURE:**

Director, FBI, Washington, D.C. 20535

**RECORD ACCESS PROCEDURE:**

Inquiry addressed to Director, FBI, Washington, D.C. 20535.

**CONTESTING RECORD PROCEDURES:**

Same as the above.

**RECORD SOURCE CATEGORIES:**

The mailing list information is based either on information supplied by the individual or public source data.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/FBI-004**

**SYSTEM NAME:**

Routine Correspondence Handled By Preprinted Form.

**SYSTEM LOCATION:**

Federal Bureau of Investigation: J. Edgar Hoover Bldg., 10th and

Pennsylvania Ave., NW., Washington, DC 20535.

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

Routine correspondence from citizens not requiring a dictated response.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Original correspondence and 3 x 5 index card.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Title 5, U.S. Code, Section 301 and Title 44, U.S. Code, Section 3101.

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

Internal reference use of record of such correspondence.

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

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Filing of original correspondence plus 3 x 5 index card.

**RETRIEVABILITY:**

Correspondence alphabetically and chronologically; index card alphabetically.

**SAFEGUARDS:**

Maintained by FBI personnel; locked file cabinets during nonduty hours.

**RETENTION AND DISPOSAL:**

*Original correspondence retained 90 days and destroyed; 3 x 5 index cards maintained one year and destroyed. (GRS #14, Item 3)*

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, FBI, Washington, DC 20535

**NOTIFICATION PROCEDURE:**

Director, FBI, Washington, DC 20535

**RECORD ACCESS PROCEDURES:**

Inquiry directed to Director, FBI, Washington, DC 20535

**CONTESTING RECORD PROCEDURES:**

Same as the above.

**RECORD SOURCE CATEGORIES:**

Incoming citizen correspondence.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/FBI-005**

**SYSTEM NAME:**

Routine Correspondence Prepared Without File Yellow.

**SYSTEM LOCATION:**

Federal Bureau of Investigation: J. Edgar Hoover Bldg., 10th and Pennsylvania Ave., NW., Washington, D.C. 20535.

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

*Citizens who correspond with the FBI.*

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Tickler copy of routine response and original citizen's letter.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Title 5, U.S. Code, Section 301 and Title 44, U.S. Code, Section 3101.

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

Temporary record of routine inquiries without substantive, historical or record value for which no record is to be made in central FBI files.

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

Release of information to Members of Congress: Information contained in

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

*Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.*

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

**STORAGE:**

*Paper records are stored in file folders. Pertinent information from correspondence is temporarily stored on magnetic tape and disks.*

**RETRIEVABILITY:**

*Paper records are retrieved by name and date of correspondence. Automated records are retrieved by name, locality, and date.*

**SAFEGUARDS:**

*Access to all records is limited to FBI personnel. Paper records are maintained in locked file cabinets. Access to automated records is restricted through the use of password.*

**RETENTION AND DISPOSAL:**

*Paper records retained 90 days and destroyed through confidential trash disposal (GRS #14, Item 3). A one-year retention period has been established for the automated records. (Job No. N1-65-87-5)*

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, FBI, Washington, DC 20535.

**NOTIFICATION PROCEDURE:**

Director, FBI Washington, DC 20535.

**RECORD ACCESS PROCEDURES:**

Inquiry directed to Director, FBI, Washington, DC 20535.

**CONTESTING RECORD PROCEDURES:**

Same as the above.

**RECORD SOURCE CATEGORIES:**

Incoming citizen correspondence.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUTICE/FBI—006**

**SYSTEM NAME:**

Electronic Surveillance (Elsur) Indices.

**SYSTEM LOCATION:**

Federal Bureau of Investigation, J. Edgar Hoover Bldg., 10th and Pennsylvania Ave., NW., Washington, D.C. 20535. Those field offices which have conducted electronic surveillances also maintain this index. See appendix to System 002.

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

Individuals who have been the targets of direct electronic surveillance coverage by the FBI, who have participated in conversations monitored by an FBI electronic installation, or who have been known to have owned, leased, or licensed premises on which the FBI has conducted an electronic surveillance, and names of persons mentioned during conversations between persons being monitored. Not all field office electronic surveillance indices contain this last category of individuals.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The Elsur Indices are maintained on 3 x 5 cards which set forth the name of each person monitored or the proprietor of premises on which an electronic surveillance was conducted by the FBI since January 1, 1960, a source number to identify the electronic surveillance, the date the conversation occurred, the location of the field office which conducted the monitoring, and the address and/or telephone number where the electronic surveillance occurred.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Elsur Indices were initiated in October, 1966, at the instructions of the Department of Justice. The authority for the maintenance of these records is Title 5, Section 301, USC, which grants the Attorney General the authority to issue rules and regulations prescribing how Department of Justice information can be employed. Title 18, USC, Section 2519, also sets forth recordkeeping requirements.

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

The Elsur Indices are utilized: (1) To respond to judicial inquiries about possible electronic surveillance coverage of witnesses, defendants, or attorneys involved in Federal court proceedings, and (2) To enable the Government to certify whether a person

regarding whom court-order authority is being sought for electronic coverage has ever been so covered in the past. The actual users of the indices are always employees of the FBI.

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

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): Record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906 to the extent that legislation governing the records permits.

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

**STORAGE:**

The records are maintained manually on 3 x 5 cards.

**RETRIEVABILITY:**

Names are indexed alphabetically. Telephones monitored are indexed by telephone number. Locations monitored in which a person has been known to have a proprietary interest are indexed by address.

**SAFEGUARDS:**

They are maintained in a guarded room at all times, with a special locking system for off-duty hours when they are not in use.

**RETENTION AND DISPOSAL:**

Until advised to the contrary by the Department, the courts or Congress, these indices will be maintained indefinitely. *The indices have been declared permanent by NARA. (Job No. NC1-65-82-4, Part E. 2 t.)*



**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Federal Bureau of Investigation, Washington, D.C. 20535.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURES:**

Inquiry addressed to Director, FBI, Washington, D.C. 20535.

**CONTESTING RECORD PROCEDURES:**

Same as the above.

**RECORD SOURCE CATEGORIES:**

Category of Individual.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/FBI-007****SYSTEM NAME:**

FBI Automated Payroll System.

**SYSTEM LOCATION:**

Federal Bureau of Investigation; J. Edgar Hoover Bldg.; 10th and Pennsylvania Avenue NW., Washington, DC 20535.

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

(A) Current employees of the Federal Bureau of Investigation (FBI), (B) Resigned employees of the FBI are retained in the automated file for the current year for the purpose of clearing all pay actions and providing for any retroactive actions that might be legislated.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

System contains full record for each employee reflecting all elements relative to payroll status, plus accounting records and authorization records through which payrolls are issued and by which payrolls are audited. For example, this system contains the employees' Social Security Number, time and attendance data, and place assignment.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

System is established and maintained in accordance with Federal pay requirements, and all legislative enactments, *Office of Personnel Management* regulations, General

Accounting Office rulings and decisions. Treasury Department regulations, and Office of Management requirements, and Office of Management and Budget regulations relative thereto, Title 5, U.S. Code, Section 301 and Title 44, U.S. Code, Section 3101.

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

Biweekly issuance of payroll and related matters. Quarterly issuance of State Tax Report and Federal Insurance Contributions Act Report. Resign and End-of-Year Federal Tax Records (W-2's). Bi-weekly, quarterly, fiscal and annual Budget and Accounting Reports. Appropriate information is made available to the Internal Revenue Service and state and city tax bureaus.

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

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Information maintained in the system is stored electronically on magnetic tapes and disks for use in a computer environment.

**RETRIEVABILITY:**

Information is retrieved by Social Security Number. (The authority to solicit an employee's Social Security Number is based on Title 26, Code of Federal Regulations, Section 31.6011(b)-2(b).)

**SAFEGUARDS:**

Information contained in the system is relative to the individual employee's payroll status and is considered confidential to that employee and to official business conducted for that employee's pay and accounting purposes. It is safeguarded and protected in accordance with the FBI's Computer Center's regulations that permit access and use by only authorized personnel.

**RETENTION AND DISPOSAL:**

*Master payroll and accounting records are stored electronically and retained for a period of three years. Federal tax files are retained for four years. Auxiliary files pertinent to main payroll functions are retained for periods varying from three pay periods to three years, depending on support files needed for any retroactive or audit purposes. (GRS # 2; GSA Reg. 3; GSA Bulletin FPMR B-47, "Archives and Records"; and Job No. NC1-65-82-4, Part E. 13 c. (1))*

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Federal Bureau of Investigation, Ninth and Pennsylvania Avenue, NW., Washington, D.C. 20535.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURES:**

A request of access to information may be made by an employee through his supervisor or by a former employee by writing to the Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, D.C. 20535, Attention Payroll Office.

**CONTESTING RECORD PROCEDURES:**

Contest of any information should be set out in detail and a check of all supportive records will be made to determine the factual data in existence, which is predetermined by source documents and accounting procedures governing pay matters.

**RECORD SOURCE CATEGORIES:**

Source of information is derived from personnel actions, employee authorizations, and time records which are issued and recorded in accordance with regulations governing Federal pay.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/FBI-008****SYSTEM NAME:**

Personal Information Network System (PINS).

**SYSTEM LOCATION:**

Federal Bureau of Investigation, J. Edgar Hoover Building, 10th Street and Pennsylvania Avenue, NW, Washington, DC, 20535.

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

Federal Bureau of Investigation employees and former employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains personnel information which includes information set forth on (1) FBI form 3-634 in lieu of Standard Form 50—Notification of Personnel Action, (2) SF 178-T—Federal Employee Group Life Insurance Plan, (3) FBI form 12-60 in lieu of SF 1126—Notification of Pay Change, (4) SF 2801 and CSC 1084—Application for and additional information in support of retirement, respectively, (5) SF 2809—Federal Employee Health Benefit Plan and (6) various intra-agency forms and memoranda.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained pursuant to regulations set forth in the Federal Personnel Manual, Title 5, U.S. Code, Section 310 and Title 44, U.S. Code, Section 3101.

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

The PINS is used (1) to prepare the Notification of Personnel Action, copies of which are furnished to the *Office of Personnel Management*, (2) to locate and charge out personnel files for official use, (3) to generate lists of employees which are used internally by authorized personnel for record keeping, planning, and decision making purposes, and (4) as a source for the dissemination of information (A) to federal, state and local agencies and to private organizations pursuant to service record inquires and (B) pursuant to credit inquires (In response to proper credit inquires from credit bureaus and financial institutions, the FBI will verify employment and furnish salary and length of service).

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

Release of information to Members of Congress. Information contained in

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Information maintained in PINS is stored by disc and magnetic tape.

**RETRIEVABILITY:**

Information is retrieved (1) on-line through Cathode Ray Tubes by keying the name or Social Security Number of the employee and (2) off-line by tape reading. (It is noted the authority to solicit an employee's Social Security Number is based on Title 28, Code of Federal Regulations, Section 31.6011(b)-2(b).)

**SAFEGUARDS:**

Areas housing the system and access terminals are located in secure buildings available to authorized FBI personnel and escorted maintenance and repair personnel only. Access terminals are operational only during normal daytime working hours at which time they are constantly attended.

**RETENTION AND DISPOSAL:**

Electronically stored records for employees and former employees are maintained indefinitely in a vault under the control of a vault supervisor. Pursuant to regulations set forth in the Federal Personnel Manual a copy of the Notification of Personnel Action is made a part of the employees' personnel file.

The automated records are disposable when administrative needs have expired. (Job No. NC1-85-82-4, Part E, 13 c. (1)).

**SYSTEM MANAGER(S) AND ADDRESS:**

Director; Federal Bureau of Investigation, John Edgar Hoover Building, 10th Street and Pennsylvania Avenue, NW, Washington, DC, 20535.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request.' Include in the request the name and return address of the requestor. Access requests will be directed to the Director, Federal Bureau of Investigation.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the Director FBI stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system are present and former FBI employees and employee personnel files.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/FBI-009****SYSTEM NAME:**

Identification Division Records System.

**SYSTEM LOCATION:**

Federal Bureau of Investigation: J. Edgar Hoover Bldg., 10th and Pennsylvania Avenue NW., Washington, D.C. 20537-9700.

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

A. Individuals fingerprinted as a result of arrest or incarceration.

B. Persons fingerprinted as a result of Federal employment applications, military service, alien registration and naturalization purposes and individuals desiring to have their fingerprints placed on record with the FBI for personal identification purposes.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

A. Criminal fingerprint cards and related criminal justice information submitted by authorized agencies having criminal justice responsibilities.

B. Civil fingerprint cards submitted by Federal agencies and civil fingerprint cards submitted by persons desiring to have their fingerprints placed on record for personal identification purposes.

C. Identification records sometimes referred to as "rap sheets" which are compilations of criminal history information pertaining to individuals who have criminal fingerprint cards maintained in the system.

D. An alphabetical name index pertaining to all individuals whose fingerprints are maintained in the system. The criminal records and the civil records are maintained in separate files and each file has an alphabetical name index related to the data contained therein.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established, maintained and used under authority granted by 28 U.S.C. 534, 15 U.S.C. 78q, 7 U.S.C. 12a, and Pub. L. No. 92-544 (86 Stat. 1115), and Pub. L. No. 99-399. The authority is also codified in 28 CFR 0.85 (b), and (j).

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

The FBI operates the identification Division Records System to perform identification and criminal history record information functions for federal, state, local, and foreign criminal justice agencies, and for noncriminal justice agencies, and other entities where authorized by Federal statute, state statute pursuant to Pub. L. 92-544 (86 Stat. 1115). Presidential executive order, or regulation of the Attorney General of the United States. In addition, identification assistance is provided in disasters and for other humanitarian purposes.

Release of information to the news media: Guidelines applicable for the release of information to the news media and the public are set forth in 28 CFR 20.33(a)(4), 20.33(c), and 50.2.

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management and inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Information in the system is stored manually in file cabinets either in its

natural state or on microfilm. In addition, some of the information is stored in computerized data storage devices.

**RETRIEVABILITY:**

(1) All information in the system is retrievable by technical fingerprint classification and positive identification is effected only by comparison of the unique identifying characteristics appearing in fingerprint impressions submitted for search against the fingerprint cards maintained within the system.

(2) An auxiliary means of retrieval is through alphabetical name indexes which contain names of the individuals, their birth date, other physical descriptors, and the individuals technical fingerprint classification and FBI numbers, if such have been assigned.

**SAFEGUARDS:**

Information in the system is unclassified. Disclosure of information from the system is made only to authorized recipients upon authentication and verification of the right to access the system by such persons and agencies. The physical security and maintenance of information within the system is provided by FBI rules, regulations and procedures.

**RETENTION AND DISPOSAL:**

(1) The Archivist of the United States has approved the destruction of records maintained in the criminal file when the records indicate individuals have reached 80 years of age, and the destruction of records maintained in the civil file when the records indicate individuals have reached 75 years of age.

(Job No. NC1-65-76-1 and NN-171-160)

(2) Fingerprint cards and related arrest data in the system are destroyed seven years following notification of the death of an individual whose records is maintained in the system.

(Job No. 351-S190)

(3) Fingerprint cards submitted by state and local criminal justice agencies are returned upon the request of the submitting agencies. The return of a fingerprint card under this procedure results in the deletion from the system of all arrest information related to that fingerprint card.

(4) Fingerprint cards and related arrest data are removed from the Identification Division Records System upon receipt of Federal court orders for expunctions when accompanied by necessary identifying information. Recognizing lack of jurisdiction of local

and state courts over an entity of the Federal Government, the Identification Division Records System, as a matter of comity, returns fingerprint cards and related arrest data to local and state criminal justice agencies upon receipt of orders of expunction directed to such agencies by local and state courts when accompanied by necessary identifying informations.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Federal Bureau of Investigation, 10th and Pennsylvania Avenue N.W., Washington, D.C. 20535.

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager.

**RECORD ACCESS PROCEDURE:**

The Attorney General has exempted the Identification Division Records system from compliance with subsection (d) of the Act. However, pursuant to 28 CFR 16.30-34, and Rules and Regulations promulgated by the Department of Justice on May 20, 1975 at 40 FR 22114 (Section 20.34) for Criminal Justice Information Systems, an individual is permitted access to his identification record maintained in the identification Division Records System and procedures are furnished for correcting or challenging alleged deficiencies appearing therein.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

See Categories of Individuals.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/FBI-010**

**SYSTEM NAME:**

Employee Travel Vouchers and Individual Earning Records.

**SYSTEM LOCATION:**

Federal Bureau of Investigation; J. Edgar Hoover Bldg., 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535. Records pending audit are located at Federal Records Centers.

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

Former and current employees of the FBI.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Payroll, travel and retirement records of current and former employees of the FBI.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The head of each executive agency, or his delegate, is responsible for establishing and maintaining an adequate payroll system, covering pay, leave and allowances, as a part of the system of accounting and internal control of the Budget and Accounting Procedures Act of 1950, as amended, 31 U.S.C. 66, 66a, and 200(a).

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

These records are used by Departmental personnel to prepare and document payment to employees of the FBI and to carry out financial matters related to the payroll or accounting functions.

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the National Archives and Records NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Manual on paper files.

**RETRIEVABILITY:**

The records can be retrieved by name; and either social security account number or employee identification number.

**SAFEGUARDS:**

Accessed by Bureau employees at FBI Headquarters and by Field Office employees at Records Centers. Transmittal document contains Bureau statement concerning security, i.e., who may access or view records. Records are maintained in rooms under the control of employees during working hours and maintained in locked file cabinets in locked rooms at other times. Security guards further restrict access to the building to authorized personnel only.

**RETENTION AND DISPOSAL:**

*Employee Travel Vouchers are destroyed 6 years, 3 months, after the period covered by the account (GRS #8, Item 1A2). Individual Earnings Records are destroyed 56 years after date of last entry (GRS #2, Item 1).*

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, D.C. 20535.

**NOTIFICATION PROCEDURE:**

Written inquiries, including name, date of birth, and social security number, to determine whether this system contains records about an individual may be addressed to Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, D.C. 20535.

**RECORD ACCESS PROCEDURE:****CONTESTING RECORD PROCEDURES:**

Written inquiries, including name, date of birth and social security number, requesting access or contesting the accuracy of records may be addressed to: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, D.C. 20535.

**RECORD SOURCE CATEGORIES:**

Travel vouchers turned in by individual employees for official business. Pay records—time and attendance records, pay determined by the agency.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/FBI-011****SYSTEM NAME:**

Employee Health Records.

**SYSTEM LOCATION:**

*Federal Bureau of Investigation, Administrative Services Division, Health Service, J. Edgar Hoover Bldg., 10th and Pennsylvania Avenue, NW., Washington, DC. 20535 and the following field offices: New York, Newark, Philadelphia, Chicago, Los Angeles, San Francisco, and FBI Academy, Quantico, Virginia. Addresses for field offices can be found in the appendix of Field Offices for the Federal Bureau of Investigation in System notice Justice/FBI 002.*

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

Current and former employees of the FBI.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records of visits to health facilities relating to sickness, injuries or accidents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The head of each agency is responsible, under 5 U.S.C. 7902, for keeping a record of injuries and accidents to its employees and for reducing accidents and health risks. These records are maintained under the general authority of 5 U.S.C. 301 so that the FBI can be kept aware of the health related matters of its employees and more expeditiously identify them.

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

These records are maintained by the FBI to identify matters relating to the health of its present and former employees. Information is available to employees of the FBI whose job function relates to identifying and resolving health matters of former and current personnel of the FBI.

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

*Previous procedure of creation and maintenance of 3 x 5 index cards to record individual health service visits is being phased out and a folder will be created to maintain an employee health record and SF 510, "Nursing Notes".*

**RETRIEVABILITY:**

*The index cards and folders are retrievable by the name of an individual.*

**SAFEGUARDS:**

These records are maintained by FBI personnel during working hours and in locked file cabinets during non-working hours. Security guards further restrict access to the building to authorized personnel.

**RETENTION AND DISPOSAL:**

*Remaining index cards will be destroyed 6 years after date of last entry (GRS #1, Item 19). The folder containing the health record and nursing notes will be maintained in the*

*Health Unit for 5 years after the last entry. Thereafter, the contents of the folder will be transferred to the Employee Medical Folder, an appendage of the Official Personnel Folder.*

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, DC. 20535.

**NOTIFICATION PROCEDURE:**

Written inquiries, including name, address and social security number, to determine whether this system of records contains records about an individual may be addressed to Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, DC. 20535, and/or individually to the field offices which maintain similar records.

**RECORD ACCESS PROCEDURES:**

**CONTESTING RECORD PROCEDURES:**

Written inquiries, including name, date of birth and social security number, requesting access or contesting the accuracy of records may be addressed to: Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW., Washington, DC. 20535, and the above-mentioned field offices at addresses referred to in system notice Justice/FBI 002.

**RECORD SOURCE CATEGORIES:**

Employees of the Federal Bureau of Investigation originate their own records. *Nursing Notes appear on SF 510.*

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/FBI-012**

**SYSTEM NAME:**

Time Utilization Record/Keeping (TURK) System.

**SYSTEM LOCATION:**

Administrative Services Division, Federal Bureau of Investigation, J. Edgar Hoover Building, 10th and Pennsylvania Avenue, N.W., Washington, D.C. 20535.

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

Special Agents, Accounting Technicians, Investigative Assistants, and Laboratory Technicians.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

System contains bi-weekly time utilization data of Special Agents, Accounting Technicians, Investigative Assistants and Laboratory Technicians.

**AUTHORITY FOR MAINTANANCE OF THE SYSTEM:**

This system of records is maintained under the authority of 31 U.S.C. 66a which requires the head of the Department, or his delegate, to establish a system of accounting and internal control designed to provide full disclosure of the financial results of the FBI's activities; adequate financial information needed for the FBI's management purposes and effective control over and accountability for all funds, property and other assets for which the FBI is responsible.

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

For the purpose of producing cost accounting reports reflective of personnel utilization, records may be made available to the General Accounting Office, the Office of Management and Budget and the Treasury Department.

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

**STORAGE:**

Information maintained in the system is stored electronically on magnetic tapes and discs for use in a computer environment.

**RETRIEVABILITY:**

Information is retrieved by name and/or social security number:

**SAFEGUARDS:**

Information is safeguarded and protected in accordance with the FBI's Computer Center regulations that permit access and use by authorized personnel only.

**RETENTION AND DISPOSAL:**

*Bi-weekly magnetic tapes are retained for a period of 3 years. Hard copy records are retained in accordance with instructions contained in GRS #8, Items 7 and 8, and GSA Bulletin FPMR-47, "Archives and Records". Hard copy records are destroyed; magnetic tapes are erased and reused. (Job No. NCI-65-82-4, Part E.13c.(1))*

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW, Washington, D.C. 20535.

**NOTIFICATION PROCEDURE:**

Same as above.

**RECORD ACCESS PROCEDURES:**

**CONTESTING RECORD PROCEDURES:**

Written requests for access to information may be made by an

employee through his supervisor or by former employees by writing to: Federal Bureau of Investigation, 9th and Pennsylvania Avenue, NW, Washington, D.C. 20535 (Attn: Administrative Services Division). Contesting of any information should be set out in written detail and forwarded to the above address. A check of all supportive records will be made to determine the factual data in existence.

**RECORD SOURCE CATEGORIES:**

Source of information is derived from daily time utilization recording made by the employees.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/FBI-013**

**SYSTEM NAME:**

Security access control system (SACS)

**SYSTEM LOCATION:**

Federal Bureau of Investigation, J. Edgar Hoover Building, 10th and Pennsylvania Avenue, NW., Washington, D.C. 20535.

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

Individuals, both FBI employees and outside visitors, who have been granted access to the J. Edgar Hoover Building.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains computerized information concerning names, badge numbers, and the dates and times of entries of those individuals, including escorted visitors, who have been issued access badges to the J. Edgar Hoover Building.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The maintenance of this system is authorized by Executive Order 12065, the Privacy Act of 1974 (5 U.S.C. 552a(e)(10)) and Pub. L. No. 90-620, as amended (44 U.S.C. Chapters 21 and 33). Each of these two statutes, as well as the Executive Order, is directed toward security of United States Government records maintained by Federal agencies.

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

Category of users: Federal Bureau of Investigation management officials and security personnel. The information is used to determine the status of individuals entering the building and maintain control of badges issued to

individuals requiring access to the J. Edgar Hoover Building.

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

**STORAGE:**

The automated portion of the records is maintained on a magnetic tape. Documentary records are maintained in manual file folders.

**RETRIEVABILITY:**

Alphabetically by last name; numerically by access badge number.

**SAFEGUARDS:**

Maintained in a locked room, which is manned 24 hours per day, with access limited to FBI security personnel.

**RETENTION AND DISPOSAL:**

*Computerized records are maintained for one year and hard copy computer listings are maintained for six months. Cards containing badge information are destroyed when administrative needs have expired. Duplicate badges are maintained on individuals granted permanent access to the building until access is no longer required and/or upon separation or transfer. (Job No. NC1-65-82-4, Part B. 66c. (8); Part E. 13 c. (1))*

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Federal Bureau of Investigation, J. Edgar Hoover Building, 10th and Pennsylvania Avenue NW., Washington, D.C. 20535.

**NOTIFICATION PROCEDURE:**

Inquiry concerning this system should be in writing and made to the system manager listed above.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

See categories of individuals.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

JUSTICE/FBI-014

**SYSTEM NAME:**

FBI Alcoholism Program.

**SYSTEM LOCATION:**

FBI Headquarters, Administrative Services Division, 10th and Pennsylvania Avenue NW., Washington, DC 20535; and FBI Field Divisions.

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

This system contains information on current and former FBI employees who have been counseled or otherwise treated regarding alcohol abuse or referred to the Alcoholism Program Coordinator or Counselor.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains correspondence and records regarding employees and/or their families who have been referred to the Alcoholism Program Coordinator or Counselor, the results of any counseling which may have occurred, recommended treatment and results of treatment, in addition to interview appraisals and other notes or records of discussions held with employees relative to this program.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The maintenance of this system is authorized by Pub. L. 91-616 and Pub. L. 92-255, as amended by Pub. L. 93-282, Section 122, and the implementing regulations, 42 CFR Part 2.

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

All disclosures of information pertaining to an individual are made in compliance with Public Law No. 91-616, Section 333, and the Confidentiality of Alcoholism and Drug Abuse Patient Records Regulations, 42 CFR Part 2.2, as amended, for the sole purpose of administering the program.

These records are used to document the nature of an individual's alcohol abuse problem and progress made, and to record an individual's participation in and the results of community or private sector treatment or rehabilitation programs.

**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 retrieved by employee's name.

**SAFEGUARDS:**

Files are maintained in locked file cabinets, or safes under the immediate control of the Alcoholism Program Coordinator or other authorized individuals. Access is strictly limited to the Coordinator and other authorized personnel.

**RETENTION AND DISPOSAL**

*Files are destroyed 3 years after case is closed. (GRS #1, Item 27 b.; Job No. NC1-65-82-4, Part B. 67d.)*

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, FBI J. Edgar Hoover Building, 10th and Pennsylvania Avenue NW., Washington, DC 20535.

**NOTIFICATION PROCEDURES:**

Inquiry concerning this system should be in writing and made to the system manager listed above.

**RECORD ACCESS PROCEDURES:**

Requests made by employees should be made in writing to the Director, FBI, Washington, D.C. 20535. Requests must contain employee's full name, date and place of birth, and current office of assignment and/or home address where records are to be sent. If the individual making the request is a former employee, he/she must submit a duly notarized signature in order to establish identity. In addition, the requester must specify the location of the system of records sought, i.e., those maintained at FBI headquarters or those maintained in a particular field division.

**CONTESTING RECORD PROCEDURES:**

Requests for correction/amendment of records in this system should be made in writing to the Director, FBI, Washington, D.C. 20535, specifying the information to be amended, and the reasons and justifications for requesting such amendment.

**RECORD SOURCE CATEGORIES:**

See categories of individuals.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

JUSTICE/FBI-015

**SYSTEM NAME:**

National Center for the Analysis of Violent Crime (NCAVC).

**SYSTEM LOCATION:**

Federal Bureau of Investigation, Training Division, FBI Academy, Behavioral Science Unit, Quantico, Virginia 22135.

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

A. Individuals who relate in any manner to official FBI investigations into violent crimes including, but not limited to, *subjects*, suspects, victims, witnesses, close relatives, medical personnel, and associates who are relevant to an investigation.

B. Individuals who are the subject of unsolicited information or who offer unsolicited information, and law enforcement personnel who request assistance and/or make inquiries concerning records.

C. Individuals who are the subject of violent crime research studies including, but not limited to, criminal personality profiles, scholarly journals, and news media references.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

The National Center for the Analysis of Violent Crime will maintain in both manual and automated formats case investigation reports on all forms of solved and unsolved violent crimes. These violent crimes include, but are not limited to, acts or attempted acts of murder, kidnapping, incendiary arson or bombing, rape, physical torture, sexual trauma, or evidence of violent forms of death.

A. Violent Criminal Apprehension Program (VICAP) case reports submitted to the FBI by a duly constituted Federal, State, county, or municipal law enforcement agency in any violent criminal matter. VICAP reports include but are not limited to, crime scene descriptions, victim and offender descriptive data, laboratory reports, criminal history records, court records, news media references, crime scene photographs, and statements.

B. Violent crime case reports submitted by FBI headquarters or field offices.

C. Violent crime research studies, scholarly journal articles, textbooks, training materials, and news media references of interest to NCAVC personnel.

D. An index of all detected trends, patterns, profiles and methods of operation of known and unknown violent criminals whose records are maintained in the system.

E. An index of the names, addresses, and contact telephone numbers of professional individuals and organizations who are in a position to furnish assistance to the FBI's NCAVC operation.

F. An index of public record sources for historical, statistical and demographic data collected by the U.S. Bureau of the Census.

G. An alphabetical name index pertaining to all individuals whose records are maintained in the system.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C., Section 3101; 41 CFR Subpart 101-11.2 and 28 U.S.C., Section 534.

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

As currently envisioned, the NCAVC will be administered by the FBI through its Training Division's Behavioral Science Unit Located at the FBI Academy, Quantico, Virginia. Its primary mission is to consolidate research, training, and operational support activities for the express purposes of providing expertise to any legitimate law enforcement agency confronted with unusual, bizarre, and/or particularly vicious or repetitive violent crimes.

Records described above are maintained in this system to permit the FBI to function efficiently as an authorized, responsive component of the Department of Justice. Therefore, the information in this system is disclosed to officials and employees of the Department of Justice, and/or all components thereof, who need the information to perform their official duties.

Information in this system may be disclosed as a routine use to any Federal, State, local, or foreign government agency directly engaged in the criminal justice process where access is directly related to a law enforcement function of the recipient agency in connection with the tracking identification, and apprehensive of persons believed to be engaged in repeated or exceptionally violent acts of criminal behavior.

Information in this system may be disclosed as a routine use in a proceeding before a court or adjudicative body, e.g., the Equal Employment Opportunity Commission and the Merit System Protection Board, before which the FBI is authorized to appear, when (a) the FBI or any employee thereof in his or her official capacity, or (b) any employee in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (c) the United States, where the FBI determines it is likely to be affected by the litigation, is a party to litigation or has an interest in litigation and such records are determined by the FBI to be relevant to the litigation.

Information in this system may be disclosed as a routine use to an organization or individual in both the public or private sector pursuant to an appropriate legal proceeding or, if deemed necessary, to elicit information or cooperation from the recipient for use by the FBI in the performance of an authorized activity. An example could be where the activities of an individual are disclosed to a member of the public

to elicit his/her assistance in FBI apprehension or detection efforts.

Information in this system may be disclosed as a routine use to an organization or individual in the public or private sector where there is reason to believe the recipient is or could become the target of a particular criminal activity or conspiracy and to the extent the information is relevant to the protection of life or property.

Relevant information may be disclosed from this system to the news media and general public where there exists a legitimate public interest. Examples would include: to obtain public or media assistance in the tracking, identifying, and apprehending of persons believed to be engaged in repeated acts of violent criminal behavior; to notify the public and/or media of arrests; to protect the public from imminent threat to life or property where necessary; and to disseminate information to the public and/or media to obtain cooperation with violent crime research, evaluation, and statistical programs.

Information in this system may be disclosed as is necessary to appropriately respond to congressional inquiries on behalf of constituents.

A record from a system of records may be disclosed as a routine use to the National Archives and Records Administration [NARA] in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906 to the extent that legislation governing the record permits.

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

##### STORAGE:

Information in the system is stored manually in locked file cabinets, either in its natural state or on microfilm, at the NCAVC in Quantico, Virginia. The active main files are maintained in hard copy form and some inactive records are maintained on microfilm.

In addition, some of the information is stored in computerized data storage devices at the NCAVC and FBI Computer Center in Washington, D.C. Investigative information which is maintained in computerized form may be stored in memory on disk storage on computer tape, or on computer printed listings.

##### RETRIEVABILITY:

On-line computer access to NCAVC files is achieved by using the following search descriptors:

A. A data base which contains the names of individuals, their birth dates,

physical descriptions, and other identification numbers such as FBI numbers, if such have been assigned.

B. Summary variables contained on VICAP reports submitted to the NCAVC as previously described.

C. Key words citations to violent crime research studies, scholarly journal articles, textbooks, training materials, and media references.

#### SAFEGUARDS:

Records are maintained in restricted areas are accessed only by FBI employees. All FBI employees receive a complete pre-employment background investigation. All employees are cautioned about divulging confidential information or any information contained in FBI files. Failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing maximum severe penalties of a ten thousand dollar fine or 10 years' imprisonment or both. Employees who resign or retire are also cautioned about divulging information acquired in the job.

Registered mail is used to transmit routine hard copy records between field offices. Highly classified records are hand carried by Special Agents or personnel of the Armed Forces Courier Service. Highly classified or sensitive privacy information, which is electronically transmitted between field offices and to and from FBI Headquarters, is transmitted in encrypted form to prevent interception and interpretation.

Information transmitted in teletype form between the NCAVC in Quantico, Virginia and the FBI Computer Center in Washington, D.C., is encrypted prior to transmission at both places to ensure confidentiality and security of the data.

FBI field offices involved in certain complicated, investigative matters may be provided with on-line access to the computerized information which is maintained for them on disc storage in the FBI Computer Center in Washington, D.C. This computerized data is also transmitted in encrypted form.

#### RETENTION AND DISPOSAL:

*Records are proposed for destruction after 50 years or upon termination of the program, whichever is earlier. The disposition schedule is pending with NARA as Job No. N1-85-86-13.*

#### SYSTEM MANAGER(S) AND ADDRESS:

Director, Federal Bureau of Investigation, 10th and Pennsylvania Avenue, NW., Washington, D.C. 20535.

#### NOTIFICATION PROCEDURE:

Address inquiries to the System Manager.

#### RECORDS ACCESS PROCEDURES:

Requests for access to records in this system shall be made in writing with the envelope and the letter clearly marked "Privacy Access Request." The request must provide the full name, complete address, date of birth, place of birth, and notarized signature of the individual who is the subject of the record requested. The request should also include the general subject matter of the document or its file number—along with any other known information which may assist in making a search of the records. The request must also provide a return-addressing for transmitting the information. Access requests should be addressed to the Director, Federal Bureau of Investigation, Washington, D.C. 20535.

#### CONTESTING RECORD PROCEDURE:

Individuals desiring to contest or amend information maintained in the system should also direct their request to the Director, Federal Bureau of Investigation, Washington, D.C. 20535. The request should state clearly and concisely (1) the reasons for contesting the information, and (2) the proposed amendment to the information.

#### RECORD SOURCE CATEGORIES:

The FBI, by the very nature of its responsibilities to investigate violations of law within its investigative jurisdiction and ensure the internal security of the United States, collects information from a wide variety of sources. Basically, information is obtained, as a result of investigative efforts, from other Government agencies, law enforcement agencies, the general public, informants, witnesses, and public source material.

#### SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

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

#### JUSTICE/INS-002

#### SYSTEM NAME:

Application/Petition Tracking System (APTS).

#### SYSTEM LOCATION:

District offices of the Immigration and Naturalization Service, as detailed in JUSTICE/INS-999

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

Individuals who have filed applications or petitions for benefits under the Immigration and Nationality Act, as amended.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Name of applicant or petitioner, date and country of birth, alien identification number, form number of application or petition, date filed or received in INS office, control number, status, and location of relating file or records.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 103 of the Immigration and Nationality Act, as amended (8 U.S.C. 1103).

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

Information in this system will be used by employees of the Immigration and Naturalization Service to determine the status of the pending application or petition and to locate relating files and other records promptly. This system of records is used to serve the public by providing data for responses, when authorized, to inquiries, complaints, and so forth.

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

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.



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

**STORAGE:**

Information in this system of records is maintained on magnetic disk.

**RETRIEVABILITY:**

Records are retrieved by the name or alien identification number of the applicant or petitioner, or the control number of the application or petition. Access to the system is restricted to employees of the Immigration and Naturalization Service responsible for the control, processing, and adjudication of petitions and applications. Method of access is by keyboard terminals located in areas restricted to authorized INS personnel.

**SAFEGUARDS:**

This system of records is safeguarded and protected in accordance with Department of Justice and INS rules and procedures.

**RETENTION AND DISPOSAL:**

Records will be deleted from the automated data base ninety (90) days after final decision on the application or petition.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Commissioner, *Information Systems* Central Office, Washington, D.C.; District Directors in district offices in the United States where this system of records is located.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to the District Director of the Immigration and Naturalization Service office where the application or petition was filed. If the filing location is not known, inquiries may be addressed to the Associate Commissioner, *Information Systems* Central Office, Immigration and Naturalization Service, 425 Eye Street NW., Washington, D.C. 20536.

**RECORD ACCESS PROCEDURES:**

In all cases, requests for access to a record from this system of records shall be in writing or in person. If request for access is made in writing, the envelope and letter shall be clearly marked "Privacy Access Request." The requester shall include a description of the general subject matter and, if known, the relating file number. To identify a record relating to an individual the requester should provide the individual's full name; date and place of birth; alien, citizen, or employee identification number; and, if appropriate, the date and place of entry into or departure from the United States.

The requester shall also provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Any individual desiring to contest or amend information maintained in the system should direct his request to the INS office nearest his residence or the office in which he believes a record concerning him may exist. The request should state clearly what information is being contested, the reasons for contesting it, and the proposed amendment to the information.

**RECORD SOURCE CATEGORIES:**

All information is entered from the original application or petition forms completed by the individuals, with the addition of the date of filing or receipt by INS, a control number assigned at the time of receipt, section assignments, and status information updated by each division or unit handling the pending matter.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/INS-003**

**SYSTEM NAME:**

Position Accounting/Control System (PACS).

**SYSTEM LOCATION:**

Central Office, Immigration and Naturalization Service, 425 I Street NW., Washington, D.C.

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

Employees of the Immigration and Naturalization Service.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

A. Position data: Position number; category code; organization code; position title; pay plan; series; grade; description; accounting classification code; active/inactive code; fund control number; amount authorized; hours authorized; new program element code; input control number; input transaction code; date position created or vacated; SF-52 date; announcement date and number; Entered on Duty (EOD) date; projected vacant date; date last classified; date Position Management Committee (PMC) approved; date position last audited or reviewed; date of transaction; position appeal date, if any; union coverage code appealed to code; position freeze code, competitive level code; remarks code.

B. Payroll data: Social Security Account Number (SSAN); pay period number; payroll subobject code; last pay period amount and hours; cumulative amount and hours; accrual amount and

hours; prior month YTD amount and hours; payroll current/prior/manual (C/P/M) code.

C. Personnel data: position number; organization code; position title; payplan; series; grade; description; accounting classification code; incumbent's name, Social Security Account Number, next Quality Step Increase (QSI) date; nature of action; transaction date; FLSA exemption code; and effective date.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 103 of the Immigration and Nationality Act, as amended (8 U.S.C. 1103); Delegation of Authority to Departments (5 U.S.C. 301); Position Management Systems and Employment Ceilings, Bureau of the Budget Circular No. A-64 (June 28, 1965; January 2, 1970).

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

Information in this system is used for reports to INS managers of position authorization and cost data by geographic area, organizational unit, program activity, and budget allocation, including the composition of the INS work force (on-board strength and vacancies); status of each vacancy; turnover and occupancy rate statistics; aggregate position data by grade level, organization unit, program activity, type of position, etc.; actual costs for each position and projected position costs for the next fiscal year; and authorization of positions through funds control and periodic review mechanisms.

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

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

Release of information to the National Archives and Records Administration (NARA) and the General Services

**Administration (GSA):** A record from a system of records may be disclosed as a routine use to *NARA and GSA* in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Automated records are maintained on magnetic disk and tape at the Department of Justice Data Management Service. All other records are maintained as paper documents at the Central Office, 425 I Street N.W., Washington, D.C. and four regional personnel offices.

**RETRIEVABILITY:**

Records are retrieved by position number, organization code, accounting classification code, or program element code.

**ACCESS CONTROLS:**

Access to the system is restricted to employees of the Immigration and Naturalization Service responsible for position accounting and management. Biweekly reports are distributed only to authorized INS personnel. Remote terminals for additional access are located in areas restricted to authorized INS personnel.

**SAFEGUARDS:**

The data in the automated system of records is safeguarded and protected in accordance with Department of Justice and INS rules and procedures. Paper forms are stored in metal file cabinets which are locked outside of normal duty hours.

**RETENTION AND DISPOSAL:**

Records are deleted from the automated data base within 60 days after termination of the position authorization. Employee personnel information in the automated data base is deleted when the position becomes vacant. The data base is updated biweekly to maintain accurate, current information on position status and characteristics.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Commissioner,  
Management.

**NOTIFICATION PROCEDURE:**

Inquires should be addressed to the Associate Commissioner, Management, Immigration and Naturalization Service, 425 I Street NW., Washington, D.C. 20536.

**RECORD ACCESS PROCEDURES:**

In all cases, requests for access to a record shall be in writing, by mail or in person. If request for access is made by mail, the envelope and letter shall be clearly marked "Privacy Access Request." The requester shall include a description of the subject matter and, if known, the relating file number. To identify a record relating to an individual, requester should provide the individual's full name, date and place of birth, employee identification number, and, if known, position number. The requester shall also provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Any individual desiring to contest or amend information maintained in the system should direct his request to the Associate Commissioner, Management. The request should state clearly what information is being contested, the reasons for contesting it, and the proposed amendment to the information.

**RECORD SOURCE CATEGORIES:**

Position management data is obtained from official records in INS personnel offices. Payroll data is obtained from the computerized Department of Justice Payroll System (JUSTICE/OMF-003). Personnel management data is obtained from the Department of Justice Personnel System (JUNIPER).

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/INS-004**

**SYSTEM NAME:**

Top Priority Program (TPP).

**SYSTEM LOCATION:**

Central Office, Immigration and Naturalization Service, 425 I Street, NW., Washington, D.C.

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

Individuals, groups of individuals, or organizations that are expected to generate continuing public interest over a period of time and whose activities lie within the jurisdiction of the Immigration and Nationality Act, including but not limited to those involved in schemes to defraud the government, notorious crime figures, and perpetrators of horrendous or unusual crimes.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

1. Index records of individuals covered by the system, including name of person, group, or organization, and status, reference, and locator

information on the related INS case file, if any, in field offices.

2. Temporary file folders established at headquarters containing personal information about the individuals, such as the date and place of birth, immigration status in the United States, marital status, and names of family members and associates; and progress reports on the priority cases.

Authority for maintenance of the system: Section 103 of the Immigration and Nationality Act, as amended (8 U.S.C. 1103).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information regarding status and progress of top priority cases is disseminated to INS managers, the Attorney General, officials of other Federal law enforcement agencies, Members of Congress, and to the President. No personal information is disseminated outside the Department of Justice.

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

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

Release of information to the National Archives and Records Administration (*NARA*) and the General Services Administration (*GSA*): A record from a system of records may be disclosed as a routine use to *NARA and GSA* in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Records are maintained as paper documents in manually operated index machines and file drawers.

**RETRIEVABILITY:**

Records are retrieved by the name of the individual, group of individuals, or organization.

**SAFEGUARDS:**

The data is safeguarded and protected in accordance with Department of Justice and INS rules and procedures. INS offices are located in buildings under security guard, and access to premises is by official identification. Access to records is restricted to INS employees. All records are stored in locked containers outside normal office hours.

**RETENTION AND DISPOSAL:**

Records are deleted from the system one year after the individual or organization ceases to be active in the Top Priority Program. Records are destroyed by shredding or burning.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Commissioner,  
Investigations, Immigration and  
Naturalization Service, 425 I Street,  
NW., Washington, DC 20536.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to the Assistant Commissioner, Investigations, Immigration and Naturalization Service, 425 I Street, NW., Washington, DC 20536. To enable INS to identify whether the system contains a record relating to an individual, the requester must provide the individual's full name, date of birth, and place of birth; name of organization, if any; description of subject matter; and, if known, the related file number.

**RECORD ACCESS PROCEDURES:**

A person desiring to access or contest a record shall submit his request in writing to the agency official designated under "Notification Procedure" above. If a request to access or contest a record is made by mail, the envelope and letter shall be clearly marked "Privacy Act Request." If a requester wishes access to a record, he must identify the record by furnishing the information listed under "Notification Procedure" above. If the requester wishes to contest a record, he must also clearly state which record(s) is being contested, the reason(s) for contesting, and the proposed amendment(s) to the record(s). In addition, he must provide a return address for transmitting any information.

**CONTESTING RECORD PROCEDURES:**

A person desiring to access or contest a record shall submit his request in writing to the agency official designated under "Notification Procedure" above. If

a request to access or contest a record is made by mail, the envelope and letter shall be clearly marked "Privacy Act Request." If a requester wishes access to a record, he must identify the record by furnishing the information listed under "Notification Procedure" above. If the requester wishes to contest a record, he must also clearly state which record(s) is being contested, the reason(s) for contesting, and the proposed amendment(s) to the record(s). In addition, he must provide a return address for transmitting any information.

**RECORD SOURCE CATEGORIES**

Data is obtained from official records of the Immigration and Naturalization Service. These records include information obtained from other Government agencies.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/INS-005****SYSTEM NAME:**

Case Control System.

**SYSTEM LOCATION:**

District offices and suboffices of the Immigration and Naturalization Service (INS) in the United States, as detailed in JUSTICE/INS-999.

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

Individuals who are covered by various provisions of the immigration and nationality laws of the United States, including current and former applicants or petitioners for benefits; petitioners for naturalization or citizenship; individuals under detention, supervised department, or deportation processes; individuals who are under investigation; students; and others whose case files have been assigned to the INS Office having jurisdiction over the individual's place of residence.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains automated index and summary records to aid in the management of files and administrative control of the processing of various kinds of active cases within each office where a part of this system is located:

A. "A-file" tracking: index records of individuals covered by the system, including name of person, identification or file number, location of file within the office, immigration status, case status (if any), processing checklist;

B. Application and petition control: Name and address of applicant or petitioner and/or beneficiary and

authorized representative (if any), date and country of birth, file number, form number of application of petition, date filed or received, control number, status, case assignment, scheduling data;

C. Automated file summary: Name, file number, abstracts of documents on file in permanent manual file;

D. Closed file docket: Name, file number, Federal Records Center accession number and location, date closed;

E. Deportation and detention docket control: Name, file number, charge, amount of bond, hearing date, case assignment, scheduling data;

F. Investigations control: Name, file number, reason for investigation, case assignment, scheduling data;

G. Naturalization and citizenship docket control: Name, file number, petition number, date of receipt of petition, date and place of filing, number of court where petition was filed, code of authorized representative (if any), scheduling data;

H. Student registration control: Name, file number, date of admission, length of approved stay, school attended.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 103 of the Immigration and Nationality Act, as amended (8 U.S.C. 1103).

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

Information regarding the status and progress of cases is disseminated to the individuals or their authorized representatives, concerned employees of INS and other components of the Department of Justice, officials of other Federal law enforcement agencies, Members of Congress, and to the President.

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

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

behalf on and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A records from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Records are maintained on magnetic disks, tapes, and other computer-readable media.

**RETRIEVABILITY:**

Records are retrieved by the name of file number of the individual, control number of the case, date of filing or last action, pending status, case assignment, or scheduling data.

**SAFEGUARDS:**

The data is safeguarded and protected in accordance with Department of Justice and INS rules and procedures. INS offices are located in buildings under security guard, and access to premises is by official identification. Access to terminals is restricted to INS employees, and access to records is further protected by the use of passwords and controlled data base search arguments.

**RETENTION AND DISPOSAL:**

Case control records (those identified under "Categories of records in the system" as "B," "C," "E," "F," "G," and "H") are delted from the automated data base ninety (90) days after final action. File index records (those identified under "Categories of records in the systems" as "A" and "D") are deleted six months after disposal of the manual files.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Commissioner *Information Systems*, Central Office; District Director or Officer in Charge in each office where as a part of this system is located.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to the District Director or Officer in Charge of the INS office where the file is located. If the file location is not known, inquiries may be addressed to the Associate Commissioner *Information Systems*, 425 I Street NW, Washington, DC 20536. To enable INS to identify whether the system contains a record

relating to an individual, the requester must provide the individual's full name, date of birth, and place of birth; description of subject matter; and, if known, the related file number.

**RECORD ACCESS PROCEDURE:**

A person desiring access to a record shall submit his request in writing to the agency official designated under "Notification procedure" above. He must also identify the record by furnishing the information listed under that procedure. If a request to access a record is made by mail, the envelope and letter shall be clearly marked "Privacy Act Request", and a return address must be provided for transmitting any record to him.

**CONTESTING RECORD PROCEDURES:**

A person desiring to contest a record shall submit his request in writing to the agency official designated under "Notification procedure" above. He must also identify the record by furnishing the information listed under that caption and clearly stating which record(s) is being contested, the reason(s) for contesting, and the proposed amendment(s) to the record(s). If a request to access or contest a record is made by mail, the envelope and letter shall be clearly marked "Privacy Act Request", and a return address must be provided for transmitting any information to him.

**RECORD SOURCE CATEGORIES:**

Data is obtained from official INS records pertaining to the individuals, together with reference and locator data from the *Central Index System (CIS)* INS case files.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/INS-006**

**SYSTEM NAME:**

Alien Address Reports.

**SYSTEM LOCATION:**

Immigration and Naturalization Service (INS), Central Office, 425 I Street, NW, Washington, DC 20536.

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

Aliens required to report addresses each January; nonimmigrants; aliens lawfully admitted for permanent residence; aliens granted political asylum; refugees and other conditional entrants.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains an index and copies of Form I-53, Alien Address

Report Card, required to be filed by aliens in the United States.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Sections 103, 265, and 290 of the Immigration and Nationality Act, as amended (8 U.S.C. 1103, 1305, and 1380).

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

The records in this system are used by officers and employees of INS and other components of the Department of Justice in the administration and enforcement of the immigration and nationality laws, including the processing of applications for benefits under those laws, detecting violations of the laws, and referrals for prosecution; and for compilation of reports of statistical and demographic information.

Relevant records in this system of records may be referred to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting a violation or potential violation of law or charged with enforcing or implementing the statute or rule, regulation, or order issued pursuant thereto, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

A record from this system may be disclosed to other Federal agencies for the purpose of conducting national intelligence and security investigations.

Information contained in this system of records may be disclosed to other Federal agencies in connection with refugee assistance programs.

Records may be disclosed to one or more private firms for the purpose of entering data, sorting, analyzing, coding, microfilming, or otherwise refining records in the system. Such firms will be required to maintain Privacy Act safeguards with respect to such records.

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

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be

made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Original input Forms I-53, Alien Address Report Card, are stored in boxes in INS-controlled areas that are locked when not supervised by INS employees. When entered into the system, the cards are serially numbered and microfilmed. Information for preparation of the microfiche index and reports is coded and stored on computer-readable magnetic tape.

**RETRIEVABILITY:**

Records in the system are indexed and retrievable by name of the individual.

**SAFEGUARDS:**

Records are safeguarded in accordance with Department of Justice rules and procedures. INS offices are located in building, under security guard, and access to premises is by official identification. Access to automated systems is controlled by restricted passwords for use of remote terminals in secured areas.

**RETENTION AND DISPOSAL:**

Original input forms are destroyed in accordance with procedures approved by NARA after microfilming and computer data entry is completed, verified, and accepted, or three years after the year of receipt, whichever is earlier. Copies of the index and reports for each year are kept for three years by INS.

**SYSTEM MANAGER AND ADDRESS:**

Associate Commissioner, *Information Systems*, INS, Central Office, 425 I Street, NW., Washington, DC 20536.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to the system manager. To enable INS to identify whether the system contains a record relating to an individual, the requester must provide the individual's

full name, date of birth, and place of birth; and, if known, the alien registration number.

**RECORD ACCESS PROCEDURE:**

A person desiring access to a record shall submit his request in writing to the agency official designated under "Notification procedure" above. He must also identify the record by furnishing the information listed under that procedure. If a request to access a record is made by mail, the envelope and letter shall be clearly-marked "Privacy Act Request," and a return address must be provided for transmitting any information to him.

**CONTESTING RECORD PROCEDURE:**

A person desiring to contest a record shall submit a request in writing to the agency official designated under "Notification procedure" above. The requestor must also identify the record by furnishing the information listed under that caption and clearly state which record(s) is being contested, the reason(s) for contesting, and the proposed amendment(s) to the record(s). If a request to contest a record is made by mail, the envelope and letter shall be clearly marked "Privacy Act Request," and a return address must be provided for transmitting any information.

**RECORD SOURCE CATEGORIES:**

Information in the system is obtained from requests and petitions filed by the petitioners: public and private adoption agencies and social workers; and Federal, State, local and foreign government agencies.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

This system is exempt from subsection (d) of the Privacy Act. This exemption applies to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(k)(1). Regulations have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/INS-007**

**SYSTEM NAME:**

Orphan Petitioner Index and Files.

**SYSTEM LOCATION:**

District offices and suboffices of the Immigration and Naturalization Service (INS) in the United States and foreign countries, as detailed in JUSTICE/INS-999.

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

Individuals who are prospective petitioners or who have filed a petition to classify an alien orphan as an immediate relative under the Immigration and Nationality Act, as amended.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

A. Index. The system contains Forms G-601, Adjudications Control Cards, to aid in the administrative control of the processing of cases within each office where a part of this system is located. B. Files. The system also contains Forms I-600, Petition to Classify Orphan As An Immediate Relative, filed for advance processing of orphan petitions by prospective adoptive parents; documentation of prospective adoptive parents' United States citizenship and marital status; agency responses indicating whether prospective adoptive parents have any arrest records; and home studies which include statements of financial ability and other elements that relate to the ability of the prospective parents to provide proper care to beneficiary orphans.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 101, 103, and 204 of the Immigration and Nationality Act, as amended (8 U.S.C 1101, 1103, and 1154).

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

Information in the system will be used by employees of the Immigration and Naturalization Service to determine the status of pending requests or petitions, to locate related files and other records promptly, and to determine the suitability of prospective petitioners as adoptive parents. Information regarding the status and progress of cases and the suitability of prospective petitioners as adoptive parents may be disseminated to other components of the Department of Justice, Members of Congress, and the President.

Relevant information from this system may be referred to the Department of State in the processing of petitions or issuance of visas for benefits under the Immigration and Nationality Act, as amended.

Information from this system may be referred to officials of other Federal, state, and local government agencies and adoption agencies and social workers to elicit information required for making a final determination of the petitioner's ability to care for a beneficiary orphan.

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

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Records are maintained on Forms G-601, Adjudications Control Cards, and as paper records in file folders.

**RETRIEVABILITY:**

Records are retrieved by the name of the petitioner.

**SAFEGUARDS:**

This system of records is safeguarded and protected in accordance with Department of Justice and INS rules and procedures. The records are maintained in file cabinets in areas restricted to access by INS employees, and access to the premises is by official identification.

**RETENTION AND DISPOSAL:**

When an orphan petition is filed, records from the advance processing file folders are merged into the case file relating to the beneficiary orphan. See JUSTICE/INS-001, the Immigration and Naturalization Service Index System. Subsystem E, centralized index and records (Master Index).

If no petition is filed within one year of completion of all advance processing, the records are returned to the petitioner or the responsible state or licensed agency. Materials not returned to the

petitioner or responsible state or licensed agency will be destroyed.

The Forms G-601, Adjudications Control Cards, may be retained for three years following the year in which they were created.

**SYSTEM MANAGER(S) AND ADDRESS:**

Associate Commissioner, Examinations, Immigration and Naturalization Service, 425 I Street, NW., Washington, D.C. 20536; and District Director or Officer in Charge of each INS office where a part of this system is located.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to the District Director or Officer in Charge of the INS office where the file is located. If the file location is not known, inquiries may be addressed to the Associate Commissioner, Examinations, Immigration and Naturalization Service, 425 I Street, NW., Washington, D.C. 20536. To enable INS to identify whether the system contains a record relating to an individual, the requester must provide the individual's full name, date of birth, place of birth, and a description of the subject matter.

**RECORD ACCESS PROCEDURE:**

A person desiring access to a record shall submit a request in writing to the agency official designated under "Notification procedure" above. The requester must also identify the record by furnishing the information listed under that caption. If a request to access a record is made by mail, the envelope and letter shall be clearly marked "Privacy Act Request," and a return address must be provided for transmitting any information.

**CONTESTING RECORD PROCEDURE:**

A person desiring to contest a record shall submit a request in writing to the agency official designated under "Notification procedure" above. The requester must also identify the record by furnishing the information listed under that caption and clearly state which record(s) is being contested, the reason(s) for contesting, and the proposed amendment(s) to the record(s). If a request to contest a record is made by mail, the envelope and letter shall be clearly marked "Privacy Act Request," and a return address must be provided for transmitting any information.

**RECORD SOURCE CATEGORIES:**

Information in the system is obtained from requests and petitions filed by the petitioners; public and private adoption agencies and social workers; and Federal, State, local and foreign government agencies.

**SYSTEMS EXEMPTED FOR CERTAIN PROVISIONS OF THE ACT:**

This system is exempt from subsection (d) of the Privacy Act. This exemption applies to the extent that information in this system is subject to exemption pursuant to 5 U.S.C. 552a(k)(1). Regulations have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/INS-008**

**SYSTEM NAME:**

Bond Accounting and Control System (BACS).

**SYSTEM LOCATION:**

Immigration and Naturalization Service regional offices: (1) Burlington, Vermont; (2) Fort Snelling, Twin Cities, Minnesota; (3) Dallas, Texas; and (4) San Pedro, California. Addresses of offices are listed in JUSTICE/INS-999 as published in the Federal Register, or in the telephone directories of the respective cities listed above under the heading "United States Government, Immigration and Naturalization Service."

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

Individuals who have posted a bond with INS and the beneficiaries of posted bonds.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information which allows identification of active bonds posted with INS such as: bond number, obligor's name and address, alien beneficiary's name and alien file number, type of bond, location and date bond was posted, and other data related to bonds.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 103 (8 U.S.C. 1103) in implementing the authorities set forth in Section 213 (8 U.S.C. 1183) and Section 293 (8 U.S.C. 1363) of the Immigration and Nationality Act.

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

Information in this system will be used by employees of INS to control and account for collateral received to support an immigration bond. The system will allow prompt location of related files and other records and will enable INS to make timely responses to inquiries about these records.

The information in the system can be used to generate various documents

(such as voucher disbursements) required for normal accounting procedures and to generate statistical and historical reports pertaining to immigration bonds posted, cancelled or breached.

Release of information may be made to other Federal, state, or local law enforcement agencies for investigative purposes or collection of breached bonds.

*Release of information to Members of Congress:* Information contained in a system of records maintained by the Department of Justice required to be released pursuant to 5 U.S.C. 552, may be made available to a member of Congress or staff upon the member's behalf when the member or staff acting requests the information on behalf of and at the request of the individual who is the subject of the record.

*Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA):* A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Information is stored on magnetic disks.

**RETRIEVABILITY:**

Records may be retrieved by any of the following: Alien's name, alien's file number, obligor's name, bond-receipt control number, breach control number, or location and date bond was posted.

**SAFEGUARDS:**

Records are safeguarded in accordance with Department of Justice rules and procedures. INS offices are located in buildings under security guard, and access to premises is by official identification. All records are stored in spaces which are locked outside of normal office hours. Access to this automated system is obtained through remote terminals which are located in secured areas and require the use of restricted passwords.

**RETENTION AND DISPOSAL:**

Records are deleted from magnetic disks one year (or earlier) after the bond is disbursed and the file closed.

**SYSTEM MANAGER(S) AND ADDRESS:**

The Associate Regional Commissioner, management, at the regional office having jurisdiction over

the area in which the beneficiary alien resides. See the caption "System locations."

**NOTIFICATION PROCEDURES:**

Inquiries should be addressed to the system manager.

**RECORD ACCESS PROCEDURE:**

In all cases, requests for access to a record shall be in writing. Written requests may be submitted by mail or in person at an INS office. If a request for access is made by mail, the envelope and letter shall be clearly marked "Privacy Access Request." To identify a record relating to an individual, a requester should provide: The individual's full name, alien file number, and location and date bond was posted. The requester shall provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Any individual desiring to contest or amend information maintained in the system should direct his request to the regional INS office in which he believes the record concerning him may exist. The request should state clearly what information is being contested, the reasons for contesting it, and the proposed amendment to the information.

**RECORD SOURCE CATEGORIES:**

Information contained in this system or records is supplied on INS forms by individuals who have posted a bond with the INS and by the beneficiaries of posted bonds.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/INS-009**

**SYSTEM NAME:**

Alien Status Verification Index.

**SYSTEM LOCATION:**

Central, Regional, District, and other files control offices of the Immigration and Nationalization Service (INS) in the United States as detailed in JUSTICE/INS-999. Remote access terminals will also be located in state employment security offices (SESA's) and other Federal, State, and local agencies nationwide.

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

Individuals covered by provisions of the immigration and nationality laws of the United States.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of an index of aliens and other persons on whom INS has a record as an applicant, petitioner,

beneficiary, or possible violator of the Immigration and Nationality Act. Records are limited to index and file locator data including name, alien registration number (or "A-file" number), date and place of birth, social security account number, date and port of entry, coded status transaction data, immigration status classification, and office location of related records files.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 290, of the Immigration and Nationality Act, as amended (8 U.S.C. 1360).

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

This system of records is used to verify an alien's status or to locate the INS file control office for the alien file of a particular individual.

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

B. A record from this system may be disclosed to other Federal, State, or local government agencies for the purpose of verifying information in conjunction with the conduct of a national intelligence and security investigation, or for criminal or civil law enforcement purposes.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

*Release of information to Members of Congress:*

Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552 may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member of

staff request the information on behalf of and at the request of the individual who is the subject of the record.

*Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA):*

A record from this system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Records are stored on magnetic disk and tape.

**RETRIEVABILITY:**

Records are indexed and retrievable by name and date and place of birth, or by name and social security account number, by name and A-file number.

**SAFEGUARDS:**

Records are safeguarded in accordance with Department of Justice rules and procedures. Access is controlled by restricted password for use of remote terminals in secured areas.

**RETENTION AND DISPOSAL:**

Centralized index records stored on magnetic disk and tape are updated periodically and maintained for the life of the related record.

**SYSTEM MANAGER AND ADDRESS:**

The Associate Commissioner, Information Systems, Immigration and Naturalization Service, Central Office, 425 I Street NW., Washington, D.C., is the sole manager of the system.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to the system manager listed above.

**RECORD ACCESS PROCEDURES:**

In all cases, requests for access to a record from this system shall be in writing. If a request for access is made by mail, the envelope and letter shall be clearly marked "Privacy Access Request." The requester shall include the name, date and place of birth of the person whose record is sought and, if known, the alien file number. The requester shall also provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Any individual desiring to contest or amend information maintained in the system should direct his request to the System Manager or to the INS office that

maintains the file. The request should state clearly what information is being contested, the reasons for contesting it, and the proposed amendment to the information.

**RECORD SOURCE CATEGORIES:**

Basic information contained in this system is taken from Department of State and INS applications and reports on the individual.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/INS-010**

**SYSTEM NAME:**

Freedom of Information Act/Privacy Act (FOIA/PA) Case Tracking and Reporting System.

**SYSTEM LOCATION:**

Central, Regional, District, and other Files Control Offices of the Immigration and Naturalization Service (INS) in the United States as detailed in JUSTICE/INS-999.

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

Individuals making requests, individuals designated to receive responses, and individuals whose records are requested by others under the provisions of the Freedom of Information Act and/or Privacy Act.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information extracted from FOIA/PA requests and the documentation provided by INS personnel of actions taken on the requests. The data base consists of data such as the names of requesters, record subjects, or persons designated to receive responses to requests; mailing addresses to send responses; date of receipt of requests; assigned request control numbers; date responses are due; interim and final action(s) taken on requests and the date(s) of final and/or interim actions; the persons or offices assigned action on requests; the types of requests; fee data; alien file numbers; specific exemptions applied to denial actions; offices where requests are transferred for referral or consultations; and the names/titles of officials responsible for denials.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is maintained pursuant to 44 U.S.C. 3101 and 8 U.S.C. 1103 to implement the provisions of 5 U.S.C. 552 and 5 U.S.C. 552a.

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

This system of records is used to record, control, and determine the status of FOIA/PA requests, and produce statistical reports required by both Acts. Information from the system may be provided to the record subject, the requester or other persons designated by the requester, and to other Federal agencies and Department of Justice components receiving INS referrals or with whom consultations are required in order to complete the processing of requests. All other uses are internal within INS.

*Release of information to Members of Congress:* Information in this system may be disclosed as is necessary to appropriately respond to congressional inquiries on behalf of constituents.

*Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA):* A record from this system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Records may be stored on magnetic disks and tapes.

**RETRIEVABILITY:**

Records are indexed and retrieved by control number or by name of requester or subject.

**SAFEGUARDS:**

Records are safeguarded in accordance with Department of Justice Security regulations governing Privacy Act systems of records. Access to the automated system is controlled by restricted password from remote terminals in secured areas.

**RETENTION AND DISPOSAL:**

Records are maintained for five years after date of last action and then destroyed.

**SYSTEM MANAGER(S) AND ADDRESS:**

The Associated Commissioner, Information Systems, Immigration and Naturalization Service, Central Office, 425 I Street, NW., Washington, D.C. is the sole manager of the system.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to the system manager listed above.



**RECORDS ACCESS PROCEDURE:**

In all cases, requests for access to a record from this system shall be in writing. If a request for access is made by mail, the envelope and letter shall be clearly marked "FOIA/PA Request." Requests should be submitted to the INS office where the request which is the subject of the inquiry was sent, or to the Immigration and Naturalization Service, Attention: FOIA/PA Section, 425 I Street, NW., Washington, D.C. 20536. The requester shall include the control number or name of the requester and/or name of the record subject, and the date and place of submission of the request. The requester shall also provide a return address for response to the inquiry.

**CONTESTING RECORD PROCEDURE:**

Any individual desiring to contest or amend information maintained in the system should direct his request to the system manager or to the INS office where the request which is the subject of the inquiry was submitted. The request should state clearly what information is being contested, the reason(s) for contesting it, and the proposed amendment to the information.

**RECORDS SOURCE CATEGORIES:**

Individuals requesting information under FOIA/PA and INS officials and employees engaged in processing or making determinations on FOIA/PA requests.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/INTERPOL-001****SYSTEM NAME:**

The INTERPOL-United States National Central Bureau (INTERPOL-USNCB) (Department of Justice) INTERPOL-USNCB Records System.

**SYSTEM LOCATION:**

INTERPOL-U.S. National Central Bureau, Department of Justice, Room 800, Shoreham Bldg., Washington, DC 20530

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

Individuals who have been convicted or are subjects of a criminal investigation with international aspects; specific deceased persons in connection with death notices; individuals who may be associated with certain weapons, motor vehicles, artifacts, etc., stolen and/or involved in a crime; victims of criminal violations in the United States or abroad; and INTERPOL-USNCB personnel involved in litigation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The program records of the INTERPOL-USNCB consists of criminal and non-criminal case files. The files contain fingerprint records, photographs, criminal investigative reports, radio messages (international), teletype messages (internal U.S.), log sheets, computer printouts, letters, memoranda, and statements of witnesses and parties to litigation.

These records relate to fugitives, wanted persons, lookouts (temporary and permanent), specific missing persons, deceased persons in connection with death notices. Information about individuals includes names, alias, date of birth, address, physical description, various identification numbers, reason for the record or lookout, and details and circumstances surrounding the actual or suspected violation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

22 U.S.C. 263a.

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

In the event of record(s) in this system or records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records may be referred, as a routine use to the appropriate law enforcement and criminal justice agencies whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulations or order issued pursuant thereto. A record may be disclosed to federal, state or local agencies maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license grant or other benefit; to federal agencies in response to their request in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. A record may be disclosed to

appropriate parties engaged in litigation or in preparation of possible litigation, e.g., to potential witnesses for the purpose of securing their testimony when necessary before courts, magistrates or administrative tribunals; to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes; to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings; to foreign governments in accordance with formal or informal international agreements; to local, state, federal and foreign agents; to the Treasury Enforcement Communications System [TECS] (Treasury/CS 00.244); to the International Criminal Police Organization (INTERPOL) General Secretariat and National Central Bureaus in member countries; to the INTERPOL Supervisory Board, an international board comprised of three judges having oversight responsibilities regarding the purpose and scope of personal information maintained in the international archives of INTERPOL; to employees and officials of financial and commercial business firms and private individuals where such release is considered reasonably necessary to obtain information to further investigative efforts or to apprehend criminal offenders; to other third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation; and to translators of foreign languages as necessary. In addition, records are accessed by INTERPOL-USNCB employees and by volunteer students and students working under a college work-study program who have a need for the records in the performance of their duties.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of

Congress or staff acting upon the Member's behalf when the Member or staff requests the information in behalf of and at the request of the individual who is the subject of the record.

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) and to the General Services Administration (GSA):**

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Information is stored in file folders and on microfilm in the INTERPOL-United States National Central Bureau. Magnetic disks in the INTERPOL Case Tracking System (ICTS) are stored at the Justice Data Center, U.S. Department of Justice, and certain limited data, e.g., that which concerns fugitives and wanted persons, is stored in the Treasury Enforcement Communications System (TECS) TREASURY/CS 00.244, a system published by the U.S. Department of the Treasury.

**RETRIEVABILITY:**

Information is retrieved primarily by name, file name, system identification number, personal identification number, and by weapon or motor vehicle number or by other identifying data. Prior to 1975, case files were arranged by name of subject. Between 1975 and 1979 case files were sequentially numbered. Since October 1979, files have been arranged by year, month and sequential number.

**SAFEGUARDS:**

Information maintained on magnetic disks is safeguarded and protected in accordance with Department rules and procedures governing the handling of computerized information. Only those individuals specifically authorized and assigned an identification code by the system manager will have access to the computer. Identification codes will be assigned only to those INTERPOL-USNCB employees who require access to the information to perform their official duties. In addition, access to the information must be accompanied through a terminal which is located in the INTERPOL-USNCB office that is occupied twenty-four hours a day. Information in file folders and in microfilm records is stored in file cabinets in the same secured area.

**RETENTION AND DISPOSAL:**

Case files opened after April 5, 1982 have been stored on microfilm (41 CFR Sec. 101-11.506). In addition, records that were closed prior to April 5, 1982 but are recalled from the Federal Archives and Records Center (FARC) are also microfilmed.

Case files that were closed prior to April 5, 1982 are transferred to the FARC two years from the date the case is closed and are destroyed twenty years thereafter, if there has been no recall from the FARC and no case activity.

Case files closed as of April 5, 1982 and thereafter are disposed of as follows: The hard copy (paper record) of the case file may be destroyed when the microfilm records have been verified for clearness, completeness and accuracy. The microfilm record of the case file is destroyed ten years after closing of the case, if there has been no case activity.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, INTERPOL-United States National Central Bureau, Department of Justice, Room 800, Shoreham Building, Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Inquiries regarding whether the system contains a record pertaining to an individual may be addressed to the Chief, INTERPOL-United States National Central Bureau, Department of Justice, Washington, DC 20530. To enable INTERPOL-USNCB personnel to determine whether the system contains a record relating to him or her, the requester must submit a written request identifying the record system, identifying the category and type of records sought, and providing the individual's full name and at least two items of secondary information (data of birth, social security number, employee identification number, or similar identifying information).

**RECORD ACCESS PROCEDURES:**

Although the Attorney General has exempted the system from the access, contest, and amendment provisions of the Privacy Act, some records may be available under the Freedom of Information Act. Inquiries should be addressed to the official designated under "Notification procedure" above. The letter and envelope should be clearly marked "Freedom of Information Request" and a return address provided for transmitting any information to the requester.

**CONTESTING RECORD PROCEDURES:**

See "Access procedures" above.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system include investigative reports of federal, state, local, and foreign law enforcement agencies (including investigative reports from a system of records published by Department of Treasury entitled Treasury Enforcement Communications System (TECS) TREASURY/CS 00.244); other non-Department of Justice investigative agencies; client agencies of the Department of Justice; statements of witnesses and parties; and the work product of the staff of the United States National Central Bureau working on particular cases. Although the organization uses the name INTERPOL-USNCB for purposes of public recognition, the INTERPOL-USNCB is not synonymous with the International Criminal Police Organization (ICPO-INTERPOL), which is a private, intergovernmental organization headquartered in St. Cloud, France. The Department of Justice INTERPOL-USNCB serves as the United States liaison with the INTERPOL General Secretariat and works in cooperation with the National Central Bureaus of other member countries, but is not an agent, legal representative, nor organizational subunit of the International Criminal Police Organization. The records maintained by the INTERPOL-USNCB are separate and distinct from records maintained by the international Criminal Police Organization, and INTERPOL-USNCB does not have custody of, access to, nor control over the records of the International Criminal Police Organization.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/JMD-001**

**SYSTEM NAME:**

Background Investigation Check-off Card.

**SYSTEM LOCATION:**

U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

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

All employees of the Offices, Boards, and Divisions except attorneys and employees in the Offices of the Attorney General and Deputy Attorney General.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains an index card for each employee of the Offices, Boards, and Divisions, except those excluded in Categories of Individuals above, on whom a name and fingerprint or background investigation has been initiated.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in order to fulfill the requirements of Executive Order 10450.

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

The index cards are used to annotate and monitor the progress of the name and fingerprint checks and the full field character investigations of the employees. The completed cards are used to develop a variety of workload and timeframe data concerning the initiation and completion of these investigations to ensure that the requirements of Executive Order 10450 and Department of Justice Order 17321 are being effectively and efficiently met.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 502 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) AND TO THE GENERAL SERVICES ADMINISTRATION (GSA):**

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management

inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Information maintained in the system is manually stored in the boxes.

**RETRIEVABILITY:**

Information is retrieved manually by reference to the name of the employee on whom the investigation is being conducted.

**SAFEGUARDS:**

Information contained in the system is unclassified. It is safeguarded and protected in accordance with Personnel Section policies and procedures.

**RETENTION AND DISPOSAL:**

*When a full-field background investigation or National Agency Check is initiated, the background investigation check-off card is forwarded to the Justice Management Division Security Staff where it is ultimately merged in system Justice/JMD-008, Security Clearance Information System.*

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Personnel Staff, Justice Management Division, U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington D.D.20530.

**NOTIFICATION PROCEDURES:**

Same as the System Manager.

**RECORD ACCESS PROCEDURES:**

Same as the System Manager.

**CONTESTING RECORD PROCEDURES:**

Same as the System Manager.

**RECORD SOURCE CATEGORIES:**

The sources of information contained in this system are those Personnel Section employees authorized to annotate these cards. Information reported is extracted from personnel documents initiating the various investigations and the resulting reports of completion.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/JMD-003****SYSTEM NAME:**

Department of Justice Payroll System.

**SYSTEM LOCATION:**

Categories of records within the Payroll System of Records are kept at the following locations: (1) Justice

Employee Data Service; 633 Indiana Ave. NW., Washington, DC 20004; (2) Justice Computer Service; 425 I Street, NW.; Washington, D.C. 20530; (3) at various time and attendance recording and processing stations around the world; (4) at computerized record off-site backup facilities; and (5) at various Federal Records Centers.

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

(1) Current DOJ employees with the exception of those employed within the FBI and; (2) Many past DOJ employees with the exception of those that served within the FBI.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

A. Payroll Master Employee Records: These are machine-readable and microfiche records containing information on current pay and leave status for individuals serviced by the automated payroll accounting system.

B. Bond, Allotment and Check Mailing Records: These are machine-readable and microfiche records containing information on Savings Bond deductions, savings account allotments, and net check mailing requested by the employee.

C. History of Earning Records: These are machine-readable and microfiche records containing information on earnings, leave and other pay related activities.

D. Automated Retirement Records: These are machine-readable records containing information relevant to the Civil Service Retirement System. These records will be used to automatically generate Individual Retirement Records (SF-2806) upon an employee's separation.

E. Revised Social Security Numbers Records: These are machine-readable records containing the new and old social security number for employees whose current social security number is different from that previously entered into the automated system.

F. Employee Pay Records: These are manila folders containing source documents, correspondence and other papers in support of an active employee's pay, leave and allowances.

G. Active Retirement Records: These are manual records maintained on active employees to facilitate timely compliance with the requirements of the Civil Service Retirement System. Upon separation, the original SF-2806 is forwarded to the Civil Service Commission and a copy is filed in the Employee Pay Record (F above). This category of records will eventually be

replaced by the automated retirement records (D above).

**H. Former Employee Pay Records:** These records are the Employee Pay Records (F above) for employees that have been separated, transferred or retired. In addition to information contained in the Employee Pay Records, these records include information related to the retirement, separation or transfer. These records are destroyed two years after separation of employee.

**I. Employee Death Records:** These records are the Employee Pay Records (F above) for employees that died while on active duty with Department of Justice. In addition to information contained in the Employee Pay Records, these records include information related to the employee's death and the settlement of pending pay and allowances.

**J. Returned Check Records:** These records are a manual log for recording and controlling checks issued to employees that were returned to the Justice Employee Data Service because they were undelivered, erroneous or cancelled prior to conversion to cash.

**K. Time and Attendance Report:** These microfilm records of standard form number DOJ-296 contain information on an employee's attendance and use of leave in a particular pay period. They are also used to indicate leave adjustments and balances.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The head of each executive agency is responsible for establishing and maintaining an adequate payroll system, covering pay, leave, and allowances, as a part of the system of accounting and internal control of the Budget and Accounting Procedures Act of 1950, as amended, 31 U.S.C. 66, 66a, and 200(a).

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

**Purposes(s):** The purpose of each use of categories of records within the DOJ Payroll System of Records is to enable the administration of the payroll function and related financial matters in accordance with applicable laws and regulations and to comply with the requirements of the Comptroller General.

**SYSTEM USES:**

**A.** Authorize, prepare and document payment to all Department employees covered by the DOJ Payroll System entitled to be paid, with consideration given to all authorized deductions from gross pay.

**B.** Specify and document proper disposition of all authorized deductions from gross pay.

**C.** Prepare adequate and reliable payroll reports needed for (1) management, (2) budget, (3) support of payments, (4) the conduct and accounting of payroll related employee services, (5) control and documentation of payroll system operation, and (6) to meet external reporting requirements.

**D.** Support effective communications and payroll matters between the Department of Justice and its present and former employees.

**E.** Support proper coordination of pay, leave and allowance operations with personal functions and other related activities.

**F.** Support adequate control over all phases and segments of the payroll system including leave accounting.

**G.** Support appropriate integration of the payroll system with the Departmental accounting systems.

**H.** Records maintained in this system shall include providing a copy of an employee's Department of the Treasury Form W-2, Wage and Tax Statement of the State, City, or other local jurisdiction which is authorized to tax the employee's compensation. The record will be provided in accordance with a withholding agreement between the State, City, or other local jurisdiction and the Department of the Treasury pursuant to 5 U.S.C. 5516, 5517, and 5520 or in the absence thereof, in response to a written request from an appropriate official of the taxing jurisdiction to the System Manager listed below. The request must include a copy of the applicable statute authorizing the taxation of compensation and should indicate whether the authority of the jurisdiction to tax the employee is based on place of residence, place of employment, or both. However, the social security numbers will only be provided to state or local taxing authorities which meet the criteria of the Privacy Act.

**I.** Provide permanent record of actions taken pertinent to the administration of pay leave and allowances.

**J.** Support legal investigations of suspected fraud.

**CATEGORIES OF USERS:**

Records are accessed by users on a need or right to know basis. A category of users may have potential access under more than one use above.

**A.** Present or former employees serviced by the DOJ Payroll System.

**B.** Justice Employees data Service Staff.

**C.** Department of the Treasury disbursing offices.

**D.** Department of Justice budget and accounting offices.

**E.** Department of Justice personnel offices.

**F.** Employee supervisors.

**G.** Employee administrative offices.

**H.** Federal, state and local taxing authorities.

**I.** Federal Employees Health Benefits carriers.

**J.** Employee organization offices participating in dues allotment program.

**K.** Financial organizations participating in savings account allotment program.

**L.** Financial organizations participating in net pay to checking account program.

**M.** State human resource offices administering unemployment compensation programs.

**N.** General Accounting Office and internal audit staffs.

**O.** Federal, state or local law enforcement agencies (in support of legal investigations of suspected fraud).

**P.** Other Federal agencies requiring information as specified in applicable laws or regulations, e.g., Civil Service Commission).

**Q.** Heirs, executors and legal representatives of beneficiaries.

**R.** State and local courts of competent jurisdiction for the enforcement of child support and/or alimony pursuant to 42 U.S.C. 659.

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

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

*Release of Information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA).* A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Various categories of records are stored on different mediums. Categories A, B, and E are on magnetic discs. Category C is on magnetic tape and microfiche. Category D is on magnetic tape. All other records are maintained in paper form.

**RETRIEVABILITY:**

Categories of records on magnetic media are retrievable by employee social security number which is maintained to comply with Internal Revenue requirements. Records in paper form and microfiche are retrievable by employee name and social security number.

**SAFEGUARDS:**

The principal current safeguard for payroll records is guard force screening of individuals entering buildings within which records are kept. More stringent security practices and procedures are under development.

**RETENTION AND DISPOSAL:**

Payroll records retention and disposal are in accordance with General Records Schedule 2 promulgated by the General Services Administration.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Finance Staff, Justice Management Division; U.S. Department of Justice, 10th and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

A request for notification of the existence of records upon an individual shall be made in writing by the individual or legal designate, with the envelope and the letter clearly marked 'Privacy Notification Request'. Include in the request the name of the system of records, the individual's full name and social security number while employed with the Department of Justice, the organization within which employed (if available), and whether the individual is a current or former employee. The requestor shall include a return address for the notification response. If the request is submitted by other than the subject individual, indicate the authority under which the information is sought. The request must be signed by the subject individual and, if applicable, by the legal designee. Address inquiries to the System Manager.

**RECORD ACCESS PROCEDURES:**

A request for access to records from this system shall be made in writing by the subject individual or legal designee,

with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the name of the system of records, the legal name and social security number of the data subject, the organization within which the individual is a current or former employee. The requestor shall also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individual desiring to contest or amend information maintained in the system of records should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reason for contesting it, and the proposed amendment to the information sought. If the request is submitted by other than the subject individual, indicate the authority under which the information is sought. The request must be signed by the subject individual and, if applicable, by the legal designee.

**RECORD SOURCE CATEGORIES:**

Information contained within the DOJ Payroll System of Records is obtained from the following sources:

A. Subject Individual: Information collected from the subject individual generally consists of that necessary to administer allotments, deductions or other services requested by the individual.

B. Personnel Office: Information collected from the personnel office generally consists of employment status information which provides the legal basis upon which valid payments are computed.

C. Time and Attendance Clerk: Information collected from this clerk generally consists of an accounting of the individual's presence or absence from the duty station and the usage of leave.

D. Supervisor or Administrative Officer: Information collected from these officers generally consists of leave authorizations and information concerning the individual's duty station.

E. Financial Institutions or Employee Organizations: Information collected from institutions or organizations generally consists of that necessary to insure the timely and accurate forwarding to the institution or organization of monies allotted to an account at the institution or organization by the subject individual.

F. Previous Federal Employer: Information collected from the previous employer within the Federal government

generally consists of leave status information at the time of separation.

G. Other Federal Agencies: Information collected from other Federal agencies generally consists of program information necessary to properly administer pay, leave, and allowances.

H. Other Officials: Information collected from other officials consists of that necessary to administer the payroll function. This may include authorization for special payments, death certificate or other documents as necessary.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**SYSTEM NAME:**

Bookstream (Justice/JMD-004).

**SYSTEM LOCATION:**

Justice Manager Division (JMD), Main Library, Department of Justice, 10th and Constitution Avenue, NW., Washington, DC. 20530.

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

All Office, Board, and Division (OBD) Metropolitan Washington Department of Justice employees, and other selected Department employees who request to borrow from the Library system.

**CATEGORY OF RECORDS IN THE SYSTEM:**

The file contains the full name of Department of Justice employees; their organization building; room number; telephone number and last four digits of their social security number. In addition, a record of all library materials borrowed by or loaned to each employee is maintained.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This file is maintained pursuant to requirements for maintenance of records of Federal agencies. (See 44 U.S.C. 3101 (1976).)

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

The file is used by Main Library staff personnel to maintain more effective control over library materials, including the ability to recall materials and to clear Department of Justice employees leaving the agency. Records will not be disseminated, and there will be no release of information outside of the Library system other than to notify library patrons of the availability of materials or overdue status of borrowed materials. A list of items outstanding prior to clearance from the agency will be provided to the employee.

There will also be a release of outstanding loans to the Department of Justice Board of Survey when an employee leaving the Department cannot account for items charged out. The Board of Survey, consisting of Department of Justice personnel, was established by OBD Order 1300.4, February 18, 1981.

A record from the system of records may be disclosed to the National Archives and Records Administration for records management inspections conducted under the authority of 44 U.S.C. 2404 and 2906.

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

**STORAGE:**

Automated records are maintained by JMD Library staff on a Data General M600 minicomputer using DATALIB proprietary software.

**RETRIEVABILITY:**

Information is retrieved by a variety of datafields including, but not limited to the name of the employee, call number, title key or patron identification code.

**SAFEGUARDS:**

Information maintained in the system is safeguarded and protected in accordance with Department rules and procedures governing the handling of computerized information. Only those individuals specifically authorized and assigned an access code will have use of the circulation system. Access codes will be assigned only to those library employees who have the requisite need for the information to perform their official duties. In addition, access to the information must be accomplished through a single terminal which is only operational from 9:00 a.m. to 5:30 p.m., and access to such terminal will be limited.

**RETENTION AND DISPOSAL:**

Records classified by the employee's name are retained for two weeks after the employee leaves the employment of the Justice Department. The records are then deleted from the system.

**SYSTEM MANAGER AND ADDRESS:**

Circulation Librarian, Room 5400, Main Library, United States Department of Justice, Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Inquiries regarding whether the system contains a record pertaining to an individual may be addressed to the Circulation Librarian, Room 5400, Main Library, United States Department of Justice, Washington, D.C. 20530. Before identifying whether the system contains

a record relating to an individual employee, Department of Justice employment is first verified by checking information provided by the employee against an employee personnel listing extracted from the Justice Uniform Personnel System (Juniper). (See "Record source categories" below.) Bookstream is then searched for records relating to that employee. Therefore, to assist the Library in verifying employment and in identifying any record relating to an employee, the employee must provide his full name, social security number, date of employment and duty assignment station.

**RECORD ACCESS PROCEDURE:**

Persons desiring to access a record shall submit their request in writing, by mail, or in person to the agency official designated under "Notification procedure" above. If a request to access a record is made by mail, the envelope and letter shall be clearly marked "Privacy Act Request." In addition, the requester must furnish the information set forth under "Notification procedure" above.

**CONTESTING RECORD PROCEDURE:**

See "Record access procedure" above.

**RECORD SOURCE CATEGORIES:**

Sources are the Juniper system and bibliographic records either keyed at the time an item is borrowed or taken from the master record of Library holdings. The Juniper system is a system of records which is included under the umbrella of a government-wide system of records reported by the Office of Personnel Management. The system is entitled "General Personnel Records, OPM/GOVT-1."

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/JMD-005**

**SYSTEM NAME:**

Grievance Records.

**SYSTEM LOCATION:**

Records relating to grievances originating in an office, board or division (defined in 28 CFR 0.1) are located in the office of the Associate Director for Operations, Personnel and Training Staff (PTS). Records relating to grievances originating in a particular bureau (defined in 28 CFR 0.1) are located in the central personnel office of the bureau where the grievance originated, except for the Federal Bureau of Investigation (FBI) which is excluded from coverage of the Agency

Administrative Grievance System by 5 CFR 771.206(a). (See caption "System managers and addresses.")

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

Current or former Department of Justice employees, except for employees of the FBI, who have submitted grievances in accordance with 5 CFR Part 771 (Office of Personnel Management (OPM) regulations) and the Department's grievance procedures, or in accordance with a negotiated grievance procedure.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains records relating to grievances filed by the agency employees under 5 CFR Part 771 and the Department's grievance procedures, or under a negotiated grievance procedure. These case files contain all documents related to the grievance, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, and a copy of any original and final decision and related correspondence and exhibits. This system includes files and records of internal grievance and arbitration systems that PTS and the bureaus may establish through negotiations with recognized labor organizations.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 552a(f); 5 CFR Part 771; 5 U.S.C. 1032, 3301, 3302; E.O. 10577; 3 CFR 1954-1958 Comp., p. 218.

**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 another appropriate Federal, State, or local agency, responsible for investigating, prosecuting, enforcing, or implementing a statute rule, regulation, or order, where the Department 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 another Federal agency (in response to its request) for its use in the hiring or retention of an employee, the issuance of a security clearance, the conducting

of a security and/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 to the extent that the information is relevant and necessary to its decision on the matter.

d. To provide information to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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 Administration and the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2908.

g. By the Department or OPM in the production of summary descriptive statistics, if available, 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 data elements 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 Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority and its General Counsel; the Equal Employment Opportunity Commission; or, the OPM when requested to perform 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 labor organization officials 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.

**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:**

These records are disposed of three years after closing of the case. Disposal is by shredding or burning.

**SYSTEM MANAGER(S) AND ADDRESS:**

a. *Offices, Boards and Divisions.* Director, Personnel Staff, U.S. Department of Justice, 10th Street and Constitution Avenue, NW., Washington, D.C. 20530.

b. *Bureau of Prisons.* Personnel Office, Bureau of Prisons, HOLC Building, 320 First Street, NW., Washington, D.C. 20534.

c. *Drug Enforcement Administration.* Personnel Officer, Drug Enforcement Administration, 1405 Eye Street, NW, Washington, D.C. 20537.

d. *Immigration and Naturalization Service.* Assistant Commissioner for Personnel, Immigration and Naturalization Service, CAB Building, 425 I Street, NW., Washington, D.C. 20530.

e. *Office of Justice Assistance, Research and Statistics.* Personnel Officer, Office of Justice Assistance Research and Statistics, 633 Indiana Avenue NW., Washington, D.C. 20531.

f. *United States Marshals Service.* Personnel Officer, U.S. Marshals Service, 1 Tysons Corner Center, McLean, Virginia 22102.

**NOTIFICATION PROCEDURES:**

It is required that individuals submitting grievances be provided a copy of the record under the grievance process. They may, however, contact the appropriate personnel office (named under the caption "System managers and addresses" above) where the action was processed regarding the existence of such records on them. They must furnish the following information for the records to be located and identified:

- a. Name.
- b. Date of birth.
- c. Approximate date of closing of the case and kind of action taken.
- d. Organizational component involved.

**RECORD ACCESS PROCEDURES:**

It is required that the individuals submitting grievances be provided a copy of the record under the grievances process. However, after the action has been closed, an individual may request access to the official copy of the grievance file by contacting the appropriate personnel office (named under the caption "System managers

and addresses" above) where the action was processed. Individuals must provide the information listed under the caption "Notification procedures" for their records to be located and identified. Individuals requesting access must also follow the Department's Privacy Act regulations (28 CFR 16.41) regarding access to records and verification of identity.

**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 the records to correct factual errors should contact the personnel office (named under the caption "System managers and addresses" above) where the grievance was processed. Individuals must furnish the information listed under the caption "Notification procedures" for their records to be located and identified.

Individuals requesting amendment must also follow the office's Privacy Act regulations (28 CFR 16.41) regarding amendment to records and verifications of identity.

**RECORD SOURCE CATEGORIES:**

Information in this system of records is provided:

- a. By the individual on whom the record is maintained.
- b. By testimony of witnesses.
- c. By Department officials.
- d. From related correspondence from organizations or persons.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/JMD-007**

**SYSTEM NAME:**

Accounting System for the Offices, Boards and Divisions and the United States Marshals Service.

**SYSTEM LOCATION:**

United States Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

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

All individuals on whom vouchers are submitted requesting payment for goods or services rendered (except payroll

vouchers for Department of Justice employees,) including vendors, contractors, experts, witnesses, court reporters, travelers, and employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

All vouchers processed, i.e., all documents required to reserve, obligate, process and effect collection or payment of funds. (Excluded from the system are payroll vouchers.)

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with 31 U.S.C. 3512.

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

After processing the vouchers, the records are used to maintain individual financial accountability; to furnish statistical data (not identified by personal identifiers) to meet both internal and external audit and reporting requirements; and to provide Administrative Officers from the *Officers, Boards and Divisions and the United States Marshals Service* with information on vouchers by name and social security number.

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

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

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

Release of taxpayer mailing address information. Information contained in the system or records may be disclosed to the Internal Revenue Service (IRS) to obtain taxpayer mailing addresses for the purpose of locating such taxpayer to

collect or compromise a Federal claim against the taxpayer.

Release of information to consumer reporting agencies. Information directly related to the identity of debtors and the history of claims contained in the system or records may be disclosed to consumer reporting agencies for the purpose of encouraging repayment of overdue debts. Such disclosures will be made only when a claim is overdue and only after due process steps have been taken to notify the debtor and give him or her a chance to meet the terms of the debt. Addresses of taxpayers obtained from the Department of the Treasury will be disclosed to consumer reporting agencies only for the purpose of allowing such agencies to prepare a commercial credit report on the taxpayer for use by the Department.

Release of information about debtors. Information contained in the system of records may be disclosed in order to effect salary or administrative offsets to satisfy a debt owed the United States by that person. Such disclosures will be made only when all procedural steps established by the Debt Collection Act have been taken.

Release of information to debt collection agencies. Information contained in the system of records may be disclosed to a person or organization with whom the head of the agency has contracted for collection services to recover indebtedness owed to the United States. Addresses of taxpayers obtained from the Department of the Treasury will also be disclosed, but only where necessary to locate such taxpayer to collect or compromise a Federal claim.

Release of information to United States Attorneys. Information contained in the system of records may be disclosed to United States Attorneys' offices for litigation and enforced collection.

Release of information in a proceeding before a court or adjudicative body. Records within this system or any facts derived therefrom, may be disseminated before a court or adjudicative body before which the Justice Management Division is authorized to appear when i. the Justice Management Division, or any subdivision thereof, or ii. any employee of the Justice Management Division in his or her official capacity, or iii. any employee of the Justice Management Division in his or her individual capacity where the Department of Justice has agreed to represent the employee, or iv. the United States, where the Justice Management Division determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such

records are determined by the Justice Management Division to be arguably relevant to the litigation.

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

**STORAGE:**

Magnetic disks, magnetic tapes, microfilm, and file folders.

**RETRIEVABILITY:**

Records on magnetic tapes and disks are primarily retrieved by social security number or digital identifiers. Records covering all fiscal years prior to Fiscal Year 1983 are maintained in paper form; as of Fiscal Year 1983 paper records have been converted to microfilm. Records in paper form and on microfilm are retrieved by batch and controlled by schedule on which paid.

**SAFEGUARDS:**

Information contained in the system is unclassified. Operational access to information maintained on magnetic disks is controlled by the convention of the operating system utilized. This is normally by password key. These passwords are issued only to employees who have a need to know in order to perform job functions relating to financial management and accountability. Records are also safeguarded in accordance with organizational rules and procedures. Access is limited to personnel of the Department of Justice who have a need for the records in the performance of their official duties.

**RETENTION AND DISPOSAL:**

Magnetic disks, magnetic tapes, microfilm, and paper documents are retained for a period of six years and three months and subsequently destroyed in accordance with regulations prescribed by the General Accounting Office and promulgated by the General Services Administration.

**SYSTEM MANAGER(S) AND ADDRESS:**

Directors, Finance Staff: Office of the Comptroller, Justice Management Division, U.S. Department of Justice, 10th & Constitution Avenue, NW, Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Same as the System Manager.

**RECORD ACCESS PROCEDURE:**

Same as the System Manager.

**CONTESTING RECORD PROCEDURES:**

Same as the System Manager.



**RECORD SOURCE CATEGORIES:**

Submitted by operating accounting personnel or individual of record.

**SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/JMD-010****SYSTEM NAME:**

Document Information System. (DIS)

**SYSTEM LOCATION:**

U.S. Department of Justice; 10th and Constitution Avenue NW., Washington, DC 20530.

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

Employees of the Department of Justice who have been designated by the Attorney General as authorized to classify documents. Employees of the Department of Justice who have been delegated classifying authority by designation of the Attorney General. Individuals (mostly aliens) about whom documents exist which have been classified in the interest of national security.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains records of all documents classified by Department of Justice employees. The system also contains a record on all Department of Justice employees (from January 1, 1973 to present) who have or have had the authority to classify documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system was established and is maintained pursuant to Executive Order 11652.

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

The system is routinely used by the Interagency Classification Review Committee, the Department of Justice Security Staff, and the Department of Justice Review Committee.

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

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5

U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Information is stored in machine readable form on magnetic tape. A copy of the data capture form is maintained in the originating office for two weeks, then destroyed. The original data capture form is maintained at the Department until data contained therein has been successfully processed, then the form is destroyed.

**RETRIEVABILITY:**

Information is retrieved in any form for all routine uses. Information may be retrieved for non-routine uses with the approval of the Director, Central Management Services Staff, and in accordance with the provisions of the Privacy Act.

**SAFEGUARDS:**

Access to information contained in the system is controlled by the Director, Systems Operations Staff, Justice Management Division. Access is normally limited to routine users and members of the Systems Operations Staff, on a "need-to-know" basis.

**RETENTION AND DISPOSAL:**

Records contained in the system are retained indefinitely. The system of records is never purged and no disposal schedule is required.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Security Staff Justice Management Division; U.S. Department of Justice; 10th and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager.

**RECORD ACCESS PROCEDURES:**

Same as the System Manager.

**CONTESTING RECORD PROCEDURES:**

Same as the System Manager.

**RECORD SOURCE CATEGORIES:**

Employees of the Department who have been designated by the Attorney General as classifying officials and employees who have been delegated classifying authority.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/JMD-013****SYSTEM NAME:**

Employee Locator File.

**SYSTEM LOCATION:**

U.S. Department of Justice; 10th and Constitution Avenue NW., Washington, DC 20530.

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

All employees of the U.S. Department of Justice, with the exception of individuals employed by the Federal Bureau of Investigation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains information relating to each employee's home and business address, home and business telephone number, information as to next of kin, and personal physician preferred in case of medical emergency.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is maintained pursuant to 5 U.S.C. 301, 5 U.S.C. 7901, 28 U.S.C. 6011, 28 U.S.C. 8109, 5 U.S.C. 5516, 5 U.S.C. 5517 and 5 U.S.C. 5520.

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

The locator system is used to provide address data to federal, state and local tax authorities in accordance with the reporting requirements of their income tax withholding programs. The locator system is also used to contact employees of the Department at their official place of business or their residence regarding matters of an official nature relating to their employment with the Department of Justice. It is also used in medical emergencies to contact an employee's personal physician if he or she has an indicated preference, and to notify next of kin. Use of the file for these purposes is limited to supervisors of the employees concerned or individuals having the permission of a supervisor of the employee concerned.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS Administration (NARA) and the General Services Administration (GSA):**

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Records are stored on magnetic tape and magnetic disc.

**RETRIEVABILITY:**

Records are retrieved by name or any other date item by means of cathode-ray tubes.

**SAFEGUARDS:**

Access to terminals is limited to persons with terminal identification numbers. These numbers are issued only to employees who have a need to know in order to perform job functions relating to income tax reporting or personnel matters.

**RETENTION AND DISPOSAL:**

Records are retained for the duration of an individual's employment with the Department. They are destroyed upon his or her separation.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Finance Staff, Office of the Comptroller, Justice Management Division; U.S. Department of Justice; 10th and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Same as System Manager.

**RECORD ACCESS PROCEDURE:**

Same as Notification.

**CONTESTING RECORD PROCEDURES:**

Same as Notification.

**RECORD SOURCE CATEGORIES:**

Information is supplied by the individual to whom the record pertains.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/JMD-014****SYSTEM NAME:**

Department of Justice Relocation Management Services Information System.

**SYSTEM LOCATION:**

Office of Personnel and Administration, Justice Management Division (JMD), 10th and Constitution Avenue NW., Washington, DC 20530.

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

Department of Justice (DOJ) employees who have been authorized by their employing organizations to transfer to an alternate location for the benefit of the Government and who have chosen to utilize the relocation services offered by a firm under contract to DOJ.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Manual and automated records will contain abbreviated data, e.g., relocation number, name, social security number, employing organization, address, telephone number, descriptive housing data, and billing information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509 and 510; 5 U.S.C. 301; 44 U.S.C. 3101; and 28 CFR 0.75.

**PURPOSE(S):**

The purpose of this system is to maintain information on home sale transactions for those individuals employed by DOJ who are authorized to use home sale services when being transferred for the benefit of the Government. To enable DOJ to administer its relocation management program and provide home sale services for transferring employees, it is necessary for a system of records to be maintained. This system will be maintained for DOJ by a contractor offering relocation services designed specifically for DOJ. The system will allow tracking of employee home sale transactions from initial employee

notification of eligibility, through appraisal, offer, acquisition, and final contractor billing and payment. Such information is essential to the conduct and monitoring of relocation services. In accordance with subsection (m) of the Privacy Act, DOJ shall cause the requirements of the Privacy Act to apply to this system.

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

Primary users of this system will be DOJ and contractor employees working directly for DOJ. The system will be used to manage relocation services within DOJ and to monitor the status of home sale transactions for employees using the relocation management program.

**Release of Information to a Court or Adjudicative Body:**

Records or information may be disclosed as a routine in use a proceeding before a court or adjudicative body before which DOJ is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by DOJ to be arguably relevant to the litigation: the DOJ or any of its subdivisions; and DOJ employee in his or her official capacity or in his or her individual capacity were DOJ agrees to represent the employee; or the United States where the DOJ determines that the litigation is likely to affect it or any of its subdivisions.

**Release of Information to the News Media:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from the system of records maintained by DOJ unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

**Release of Information to Members of Congress:**

Information contained in the system of records maintained by DOJ may be disclosed as is necessary to respond appropriately to congressional inquiries on behalf of constituents.

**Release of Information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA):**

A record from a system of record may be disclosed as a routine use to NARA and to GSA in records management inspections conducted under the authority of Title 44 of the United States Code.

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

Records will be stored on magnetic discs and in file folders.

**RETRIEVABILITY:**

Records will be indexed and retrieved by name, relocation number and type of transaction.

**SAFEGUARDS:**

Access to computerized records will be restricted to DOJ and contractor relocation management personnel through the use of assigned codes. Paper records will be secured in locked file cabinets.

**RETENTION AND DISPOSAL:**

A detailed records retention plan and disposal schedule is being developed by NARA and DOJ.

**SYSTEM MANAGER(S) AND ADDRESS:**

*Director, Finance Staff, Office of the Comptroller, Justice Management Division, U.S. Department of Justice, Room 1111, 10th and Constitution Avenue NW., Washington, DC 20530.*

**NOTIFICATION PROCEDURE:**

Direct all inquiries to the system manager identified above. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD ACCESS PROCEDURE:**

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate name of the requestor, nature of the record sought, approximate date of the record, and provide the required verification of identity (28 CFR 18.41 (d)). Direct all requests to the system manager identified above, and provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager identified above. State clearly and concisely the information being contested, the reason for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD SOURCE CATEGORIES:**

The relocating employee will be either the primary source of records in this system or will be actively and directly involved with any information provided by other sources i.e., personnel files, office records, contractor files.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/JMD-017****SYSTEM NAME:**

Department of Justice Controlled Parking Records.

**SYSTEM LOCATION:**

U.S. Department of Justice: 10th Street and Constitution Avenue NW., Washington, DC 20530.

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

Department of Justice employees who have applied for vehicle parking space which is assigned and controlled by the Department of Justice, per Department of Justice Order 2540.2D, Dec. 20, 1977.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains copies of Form DOJ-362, Department of Justice Parking Space Application (DOJ Space), and DOJ OT-80, Department of Justice Parking Space Application (DOJ Carpool Space), which have been completed and submitted by Department of Justice employees.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained in accordance with 5 U.S.C. 301 and Federal Property Management Regulation 41 CFR 101-20.1. Operating procedures contained in Department of Justice Order 2540.2D, Dec. 20, 1977.

**PURPOSE OF THE SYSTEM:**

Justice Management Division personnel use these records to assign, identify, and control the use of vehicle parking space for which the Department of Justice is responsible.

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

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

Release of information to the National Archives and Records Administration: (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections

conducted under the authority of 44 U.S.C. 2904 and 2906.

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

These records are stored in a locked file cabinet, on hard disk, and on floppy disk.

**RETRIEVABILITY:**

These records are indexed alphabetically by the last name of the applicant, within the organizational element.

**SAFEGUARDS:**

*Records are in a room protected by a cipher lock during non-duty hours. In addition, paper records are kept in a locked filing cabinet; and the computer is key-locked and has password protection. Information is disseminated on a need-to-know basis.*

**RETENTION AND DISPOSAL:**

Although these records are currently retained as long as applicants remain as employees of the Department of Justice, inactive records are disposed of in accordance with the General Records Schedule, 41 CFR Part 101-11.

**SYSTEM MANAGER(S) AND ADDRESS:**

*Assistant Director, Mail, Fleet and Records Management Services, General Services Staff, Office of Personnel and Administration, Justice Management Division, U.S. Department of Justice, 10th Street and Constitution Avenue NW., Washington, DC 20530.*

**NOTIFICATION PROCEDURE:**

Same as System Manager.

**RECORD ACCESS PROCEDURE:**

Same as System Manager.

**CONTESTING RECORD PROCEDURES:**

Same as System Manager.

**RECORD SOURCE CATEGORIES:**

Applications from employees.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/JMD-019****SYSTEM NAME:**

Freedom of Information Act-Privacy Act (FOIA-PA) Records System

**SYSTEM LOCATION:**

U.S. Department of Justice, Justice Management Division, 10th and Constitution Avenue NW., Washington, DC 20530.

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

Persons who have made a request to access any Justice Management Division (JMD) record relating to JMD functional responsibilities and activities; individuals who have made a request to access or correct records pertaining to themselves which they believed to be in JMD systems of records; and persons who, on behalf of another individual, have made a request to access or correct that individual's records which they believed to be in JMD systems of records. Such requests were made pursuant to the Freedom of Information Act, the Privacy Act, or both.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Manual records contain Freedom of Information Act and Privacy Act requests for JMD records, responses thereto, and where applicable, a copy of the records requested and any other correspondence or internal memoranda related to the processing of these requests. Automated records (stored on disks) contain summary data such as the date of request, name of requester, addressee, subject of request, date request was received, JMD staff to which request were assigned, date request was assigned, date response was due, control number, and date of response.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 44 U.S.C. 3101 and is maintained to implement the provision of 5 U.S.C. 552 and 552a and the provision of 28 CFR 16.1 et. seq. and 28 CFR 16.40 et seq.

**PURPOSE OF THE SYSTEM:**

*To assist the Justice Management Division in carrying out its responsibilities under the Freedom of Information Act and the Privacy Act.*

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

A record maintained in the system may be disseminated as a routine use of such record as follows: (1) A record may be disseminated to a Federal agency which furnished the record for the purpose of permitting a decision as to access or correction to be made by that agency, or for the purpose of consulting with that agency as to the propriety of access or correction; (2) a record may be disseminated to any appropriate federal, state, local, or foreign agency for the purpose of verifying the accuracy of information submitted by an individual who has requested amendment or correction of

records, contained in a system of records maintained by the Justice Management Division.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

Information contained in systems of records maintained by the Department of Justice, nor otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Members' behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS Administration (NARA) and the General Service Administration (GSA):**

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Manual requests records are stored in locked safes. Automated requests records are stored on disks.

**RETRIEVABILITY:**

Requests records are filed and retrieved under the names of those persons and individuals identified under the caption "Categories of individuals covered by the system. These records are retrieved by Department personnel to perform their duties, e.g., when subsequent requests are made by the public for copies of their previous requests and responses thereto, or when the requester submits a supplemental request to information clarifying a previous request.

**SAFEGUARDS:**

Access to requests records is limited to Department of Justice personnel who have need for the records to perform their duties. Request files (manual records) are stored in locked safes. All records are stored in an office which is

occupied during the day and locked at night.

**RETENTION AND DISPOSAL:**

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

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Attorney General for Administration, U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, DC. 20530.

**NOTIFICATION PROCEDURE:**

Same as the System Manager.

**RECORD ACCESS PROCEDURES:**

A request to access a record in this system shall be made in writing to the system manager named above with the envelope and letter clearly marked "Freedom of Information Act request" or "Privacy Act request." The requester shall include the full name of the person who made a request, date of that request, name of official to whom the request was addressed, and subject of the request. Where applicable (Title 28 of the Code of Federal Regulations § 16.41(b) (2) and (3)), the requester shall also include the current address, date and place of birth, and notarized signature of the individual requesting a copy of his/her previous request and response thereto. Where applicable (Title 5 of the United States Code, section 552a(b)), the requester shall also include a written statement authorizing the Department to release these records to a third party. In addition, the requester shall provide his return address.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

The sources of information contained in this system are the individuals and persons making requests, the systems of records searched in the process of responding to requests, and other agencies referring requests for access to or correction of records originating in the Justice Management Division.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Attorney General has exempted certain categories of records in this system from subsections (c)(3) and (d) of

the Privacy Act pursuant to 5 U.S.C. 552a(k)(2). That is, the exemptions apply only to the extent that other correspondence or internal memoranda retained with the request file contain investigatory material for law enforcement purposes. Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the *Federal Register*.

**JUSTICE/JMD-020****SYSTEM NAME:**

Freedom of Information Act/Privacy Act (FOIA/PA) Request letters.

**SYSTEM LOCATION:**

FOIA/PA referral unit, *Mail, Fleet and Records Management Services, General Services Staff, Justice Management Division, Department of Justice (DOJ)*, Washington, D.C. 20530

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

Persons making FOIA/PA requests to the Department. (The names of persons making requests directly to the Board of Immigration Appeals (BIA), individual United States Attorneys' Offices, or a Department bureau, i.e., the Bureau of Prisons, the Drug Enforcement Administration, the Federal Bureau of Investigation, the Office of Justice Assistance, Research and Statistics, and the Immigration and Naturalization Service, will not usually be in this system, except in those rare instances where these organizations may forward a request to the Department for appropriate referral.)

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Paper documents consist of written FOIA/PA requests for Department records not addressed to a specific DOJ component and therefore forwarded to the unit for assignment and referral; forms indicating the DOJ components to which requests have been referred; acknowledgement/referral advisory letters to requesters; and other related correspondence, e.g., letters to requesters seeking additional information and the responses thereto. (This system contains no replies which grant or deny access to records, nor any other records relating to the individual other than as stated here.)

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

44 U.S.C. 3101; 5 U.S.C. 552 and 552a; 28 CFR 16.1-10; and 28 CFR 16.40-57.

**PURPOSE OF THE SYSTEM:**

To assist the Department in carrying out its responsibilities under the

**Freedom of Information Act and the Privacy Act.****ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

These records are not disseminated outside the Department except as indicated below. They are accessed only by Department personnel with a need to know, i.e., requests are referred by the FOIA/PA referral unit to the appropriate Department component(s) to respond, or to the Civil Division and/or United States Attorney to prepare the Department's defense in FOIA/PA litigation.

Release of information to the news media:

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of Information to Members of Congress:

Information in this system may be disclosed as is necessary to appropriately respond to Congressional inquiries on behalf of constituents.

Release of Information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA):

A record may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Records are stored in paper folders in filing cabinets.

**RETRIEVABILITY:**

A record is retrieved by name of the individual making the request.

**SAFEGUARDS:**

Records are stored in file cabinets in an office which is occupied during the day and locked at night.

**RETENTION AND DISPOSAL:**

Records are retained in the FOIA/PA mail referral section for approximately one year. Records are then transferred to the Federal Records Center for storage in accordance with the General Services Administration's General Records Schedule 14, item 18(a) which

provides for a disposal date of five years from the date of the most recent request being stored.

**SYSTEM MANAGER(S) AND ADDRESS:**

Assistant Director, Mail, Fleet and Records Management Services, General Services Staff, Justice Management Division, Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Inquiries as to whether the system contains a record of a request from an individual should be addressed to the Assistant Director, Mail, Fleet and Records Management Services, General Services Staff (GSS), Justice Management Division, Department of Justice, Room 7317, 10th and Constitution Avenue, NW., Washington, D.C. 20530. To enable the GSS to identify whether the system contains a request from the individual, the individual must provide the name of the person who made the request, the date of the request, and, if appropriate, the date of the Assistant Director's letter to the requester acknowledging receipt and referral of the request.

**RECORD ACCESS PROCEDURE:**

Persons desiring to access a record shall submit a request in writing to the Assistant Director at the address indicated under "Notification Procedure" above.

**CONTESTING RECORD PROCEDURE:**

Same as above.

**RECORD SOURCE CATEGORIES:**

Request from individuals for DOJ records under the Freedom of Information and Privacy Acts.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/LDN-003****SYSTEM NAME:**

Lands Docket Tracking System.

**SYSTEM LOCATION:**

U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

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

The individuals on whom records are maintained in the Lands Docket Tracking System are as follows:

1. Those individuals who have been charged with civil or criminal violations or whose names may appear in the case name or subject name of a matter coming to the attention of the Land and Natural Resources Division for possible

litigation including those individuals or corporations which have sued the United States;

2. Those individuals who are currently under investigation for civil or criminal violations; and

3. Those individuals who are a direct party to a case or matter.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

The data in the Lands Docket and Tracking System fall into the following major categories:

1. Information about the Department of Justice (DOJ) case. Administrative information dealing with the case or matter including the DOJ file number, client agency, court of origin, opposing party, title, section, and associated data.

2. Information about the calendar. Includes key dates in tracking the docket of the case or matter.

3. Information about events concerning the case or matter. Tracks all activities related to the DOJ number including correspondence and court events.

4. Information about party. Includes the name of the individual, the type of party this individual is in relation to the case or matter, and the state of the party.

5. Information by tract. Only included with cases dealing with Land Acquisition. This record includes tract finances, participants, owners, events, court, estate type, and payees.

6. Information about the court. Includes the criminal/civil action number, court, and the judicial officer.

7. Information on status. Includes actions, dates, and reasons which affect the status of a case or matter.

8. Information on appellate action. Includes items relating to appellate actions taken relative to the case.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The system is established and maintained as an incident of such of the statutory authority of the Attorney General relating to the conduct of litigation as he has delegated to the Land and Natural Resources Division. (5 U.S.C. 301)

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

These records are used by personnel of the Division as an aid in determining the existence in the Division of a matter relating to the named case or subject, and to facilitate appraisal of the status of the pertinent matter for the purpose of taking timely appropriate action relating thereto.

Reports are continually produced to monitor the progress of the caseload and the utilization of Division resources.

#### RELEASE OF INFORMATION TO THE NEWS MEDIA:

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

#### RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:

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

#### RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) AND THE GENERAL SERVICES ADMINISTRATION (GSA):

A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

##### STORAGE:

These records are stored on magnetic tapes and discs at the Justice Management Division Data Center. Printouts from the terminals and from the Data Center which include status and statistical reports are stored in locked files and offices of Division management.

##### RETRIEVABILITY:

Information is retrieved on data display terminals which are located in various work stations throughout the Division. Identifiers used in retrieval operations include party name, court, date, status, section, case type, and assigned attorney.

##### SAFEGUARDS:

The magnetic tapes and discs are located in the Justice Data Center which maintains controlled access to the building and additional controlled access to the computer installation. The data display terminals are located within secured DOJ work areas, and

operators can only access information through the utilization of passwords and special identification numbers.

#### RETENTION AND DISPOSAL:

The records are retained within the system during their useful life after which they will be off-loaded onto magnetic tape, stored in a secured vault, leaving a skeletal trail in the on-line data base.

#### SYSTEM MANAGER(S) AND ADDRESS:

Chief, *Systems Group*; Land and Natural Resources Division, U.S. Department of Justice, 10th and Constitution Avenue NW., Washington, DC 20530.

#### NOTIFICATION PROCEDURE:

Address inquiries to the Assistant Attorney General, Land and Natural Resources Division, U.S. Department of Justice, 10th and Constitution Avenue NW., Washington, DC 20530.

#### RECORD ACCESS PROCEDURES:

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request', and the system and record sufficiently described in the letter for identification.

#### CONTESTING RECORD PROCEDURES:

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

#### RECORD SOURCE CATEGORIES:

Sources of information contained in this system are the correspondence, pleadings, and other indices of developments regarding the pertinent case or subject, from wheresoever received.

#### SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The Attorney General has exempted this system from subsections (c)(3) and (d) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

JUSTICE/OJP-001

#### SYSTEM NAME:

Equipment Inventory.

**SYSTEM LOCATION:**

Office of Justice Programs, 633 Indiana Avenue NW., Washington, DC 20531.

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

Employees who have filed the following forms in the Office of the Comptroller: Property Sign-out, *OJARS Administrative Form 1820/1*; Equipment Control Records, *OJARS Administrative Form 1820/2*.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Property Sign-out, *OJARS Administrative Form 1820/1*; Equipment Control Records, *OJARS Administrative Form 1820/2*.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with 5 U.S.C. 301, 1302.

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

The property data is used for inventory control.

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

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

Release of information to the National Archives and Records Administration (*NARA*) and to the General Services Administration (*GSA*): A record from a system of records may be disclosed as a routine use to *NARA* and *GSA* in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Information maintained in system is stored on index cards.

**RETRIEVABILITY:**

Information is retrieved by name of employee and type of equipment.

**SAFEGUARDS:**

Data is maintained in a locked room.

**RETENTION AND DISPOSAL:**

Documents relating to equipment control are closed when employee leaves agency. Records are destroyed three years thereafter. Operating files are destroyed when an individual resigns, transfers, or is separated from Federal service.

**SYSTEM MANAGER(S) AND ADDRESS:**

Comptroller; Office of the Comptroller; Office of Justice Programs; 633 Indiana Avenue NW., Washington, DC 20531.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURE:**

A request for access to a record from the system shall be in writing, with the envelope and letter clearly marked "Privacy Access Request." Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Individual to whom record pertains, employee's supervisors.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE-OJP-006****SYSTEM NAME:**

Congressional and Public Affairs System

**SYSTEM LOCATION:**

Office of Justice Programs (OJP); 633 Indiana Avenue, NW., Washington, D.C. 20531.

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

Members of Congress, and other public figures.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Correspondence with Congressional Committees, members of Congress, and the general public. The file also contains biographical data, speeches, press

releases, and photograph files relating to public figures.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with 5 U.S.C. 301.

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

Information in this system is used or may be used in response to inquiries from the general public or member of Congress.

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

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

Release of information to the National Archives and Records Administration (*NARA*) and to the General Services Administration (*GSA*): A record from a system of records may be disclosed as a routine use to *NARA* and *GSA* in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Information is indexed on a correspondence control log and stored in file folders.

**RETRIEVABILITY:**

Information is retrieved by name of the member of Congress who is the correspondent, or by the name of the public figure.

**SAFEGUARDS:**

Records are maintained in file cabinets. Entrance to the building is controlled by required employee identification or security clearance procedures. Records are used by

employees on a need to know basis only.

**RETENTION AND DISPOSAL:**

Records are retained for two years, then retired to Federal Records Center. Six years thereafter records are destroyed.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Office of Congressional and Public Affairs: Office of Justice Programs, 633 Indiana Avenue NW., Washington, DC 20531.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURE:**

A request for access to a record from the system shall be in writing, with the envelope and letter clearly marked "Privacy Access Request." Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Sources of information are Congressional members.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/OJP-012**

**SYSTEM NAME:**

Public Safety Officers Benefits System.

**SYSTEM LOCATION:**

Bureau of Justice Assistance, Office of Justice Programs, (OJP), 633 Indiana Avenue, NW., Washington, D.C. 20531.

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

Public Safety Officers who died while in the line of duty and their surviving beneficiaries.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains an index by claimant and deceased Public Safety Officers: case files of eligibility documentation; and benefit payment records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Authority for maintaining this system exists under 42 U.S.C. 3796 and 44 U.S.C. 3103.

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

Information contained in this system is used or may be used to determine and record eligibility of Public Safety Officers under the Public Safety Officers Benefits Act. It may be released to:

- (1) State and local agencies to verify and certify eligibility for benefits;
- (2) researchers for the purpose of researching the cause and prevention of public safety officer line of duty deaths;
- (3) appropriate Federal agencies to coordinate benefits paid under similar programs; and
- (4) Members of Congress or staff acting upon the member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is a party in interest.

**RELEASE OF INFORMATION IN AN ADJUDICATIVE PROCEEDING:**

It shall be a routine use of records within this system or any facts derived therefrom, to disseminate them in a proceeding before a court or adjudicative body before which the OJP is authorized to appear, when

- i. The OJP, or any subdivision thereof, or
- ii. Any employee of the OJP in his or her official capacity, or
- iii. Any employee of the OJP in his or her individual capacity, where the Department of Justice has agreed to represent the employee, or
- iv. The United States, where the OJP determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by the OJP to be arguably relevant to the litigation.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) and to the General Services Administration (GSA):**

A record from a system of records may be disclosed as a routine use to the NARA AND GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

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

**STORAGE:**

Information in this system is maintained on a master index, in folders and on computer magnetic tape.

**RETRIEVABILITY:**

Information is retrievable by name of claimant, name of deceased Public Safety Officer, and case file number.

**SAFEGUARDS:**

Computerized information is safeguarded and protected by computer password key and limited access. Noncomputerized data is safeguarded in locked cabinets. All files are maintained in a guarded building.

**RETENTION AND DISPOSAL:**

Files are retained in the Public Safety Officer Benefits (PSOB) Office on hard copy. Files will be disposed of pursuant to OJP Handbook 1330.2A.

**SYSTEM MANAGER(S) AND ADDRESS:**

PSOB Program Officer Bureau of Justice Assistance Office of Justice Programs, 633 Indiana Avenue, NW., Washington, D.C. 20531.

**NOTIFICATION PROCEDURE:**

Same as above.

**RECORD ACCESS PROCEDURES:**

Request for access to a record from this system should be made in writing with the envelope and the letter clearly marked "Privacy Access Request." Access requests will be directed to the System Manager listed above.



**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above and state clearly and concisely what information is being contested, the reason for contesting it and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Public agencies including employing agency, beneficiaries, educational institutions, physicians, hospitals, official state and Federal documents.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/OLA-001****SYSTEM NAME:**

Congressional Committee Chairman Correspondence file.

**SYSTEM LOCATION:**

U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

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

Current and past Chairmen of Congressional Committees who correspond with the Department on legislative and other related matters.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains letters and attachments transmitted by Congressional Committee Chairmen together with copies of the Departmental responses to these letters.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with 5 U.S.C. 301 and 44 U.S.C. 3101.

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

Use of the information is entirely within the Department on a need to know basis.

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS Administration (NARA) and the General Services Administration (GSA):**

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

**RELEASE OF INFORMATION OF THE NEWS MEDIA:**

Information permitted to be released to the news media and the public

pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

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

Information maintained in the system is stored in file cabinets.

**RETRIEVABILITY:**

Information is retrieved by using the name of the particular Congressional Committee Chairman who initiated the correspondence in a particular matter.

**SAFEGUARDS:**

Information contained in the system is unclassified. Routine protection is provided.

**RETENTION AND DISPOSAL:**

Information maintained in this system contains correspondence generated during the *current and two preceding* Congresses.

**SYSTEM MANAGER(S) AND ADDRESS:**

Legislative Assistance, Office of Legislative Affairs, U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address inquiries to the: Assistant Attorney General, Office of Legislative Affairs; U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the nature of the letter or document as well as the general subject matter of the document. The requestor will also provide a certification of identity and a return address for transmitting the information.

Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

The source of the information contained in this system comes directly from the individual initiating the correspondence.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/OLA-G02****SYSTEM NAME:**

Congressional Correspondence File.

**SYSTEM LOCATION:**

U.S. Department of Justice, 10th and Constitution Avenue NW., Washington, D.C. 20530.

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

Current and past members of Congress who correspond with the Department on legislative and other related matters.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains letters and attachments transmitted by the individual members of Congress together with copies of the Departmental responses to these letters.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with 5 U.S.C. 301 and 44 U.S.C. 3101.

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

Use of the information is entirely within the Department on a need to know basis.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an

unwarranted invasion of personal privacy.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Information maintained in the system is stored in file cabinets.

**RETRIEVABILITY:**

Information is retrieved by using the name of the individual member of Congress who initiated the correspondence in a particular matter.

**SAFEGUARDS:**

Information contained in the system is unclassified. Routine protection is provided.

**RETENTION AND DISPOSAL:**

Information maintained in this system contains correspondence generated during the *past and present Congress*.

**SYSTEM MANAGER(S) AND ADDRESS:**

Legislative Assistant, Office of Legislative Affairs, U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address inquires to the Assistant Attorney General, Office of Legislative Affairs, U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing, with the envelope and letter clearly marked 'Privacy Access Request'. Include in the request the nature of the

letter or document as well as the general subject matter of the document. The requestor will also provide a certification of identity and a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

The source of the information contained in this system comes directly from the individual initiating the correspondence.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

JUSTICE/OLA-003

**SYSTEM NAME:**

Citizen Correspondence File.

**SYSTEM LOCATION:**

U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

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

Persons corresponding with the Department on legislative and other related matters.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains letters and attachments transmitted by individuals together with copies of the Departmental responses to these letters.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintenance in accordance with 5 U.S.C. 301 and 44 U.S.C. 3101.

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

Use of the information is entirely within the Department on a need to know basis:

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice, unless it is determined that release of

the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Information maintained in the system is stored in file cabinets.

**RETRIEVABILITY:**

Information is retrieved by using the name of the individual who initiated the correspondence in a particular matter.

**SAFEGUARDS:**

Information contained in the system is unclassified. Routine protection is provided.

**RETENTION AND DISPOSAL:**

Information maintained in this system contains correspondence from individuals during the *past and present Congress*.

**SYSTEM MANAGER(S) AND ADDRESS:**

Legislative Assistant, Office of Legislative Affairs, U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address inquiries to the: Assistant Attorney General, Office of Legislative Affairs, U.S. Department of Justice, 10th and Constitution Avenue, NW., Washington, D.C. 20530.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked 'Privacy Access Request'. Include in the request the nature of the letter or document as well as the general subject matter of the document. The requestor will also provide a certification of identity and a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

The source of the information contained in this system comes directly from the individual initiating the correspondence.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/OPR-001****SYSTEM NAME:**

Office of Professional Responsibility Record Index.

**SYSTEM LOCATION:**

U.S. Department of Justice, 10th and Constitution Avenue NW., Washington, D.C. 20530.

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

(1) Department of Justice employees who are the subjects of complaints directed to, or *inquiries or investigations* conducted by, the Office of Professional Responsibility; (2) individuals (complainants) who write to the Office of Professional Responsibility; (3) individuals (complainants) who write to the Attorney General or other officials of the Department and whose *correspondence* is referred to the Office of Professional Responsibility; (4) employees of agencies of the Federal Government, other than the Department of Justice, about whom information indicating possible criminal or administrative misconduct has been developed during the course of routine investigation by components of the Department of Justice, when such information is furnished to the Office of Professional Responsibility for referral—if warranted—to an appropriate investigative component of the Department of Justice, or to another government agency.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records consists of complaints filed against Departmental employees, the results of investigations into those complaints, and actions taken after completion of the investigations. This system also includes all records developed pursuant to special assignments given to the Office of Professional Responsibility by the

Attorney General or the Deputy Attorney General as well as records containing information indicating possible misconduct by employees of the Federal Government, other than the Department of Justice, which have been furnished to the Office of Professional Responsibility for referral, if warranted, to the appropriate investigative authority.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

44 U.S.C. 3101 et seq. and 28 CFR 0.39 et seq.

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

A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) In any case in which there is an indication of a violation or a potential violation of law, whether civil, criminal, or regulatory in nature, and arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto; (2) in the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violations, a record may be disseminated to a Federal, state, local, or foreign agency, or to an individual or organization. If there is reason to believe that such agency, individual, or organization possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (3) a record relating to a case or matter may be disseminated in an appropriate Federal, state, local or foreign court or grand jury proceeding in accordance with established constitutional, substantive or procedural law or practice; (4) a record relating to a case or matter may be disseminated to a Federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (5) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or

retention of an employee, the issuance of security clearance or the reporting of an investigation of an employee; (6) information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy; (7) release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests information on behalf of and at the request of the individual who is the subject of the record; (8) a record from a system of records may be disclosed as a routine use to the National Archives and Records Administration the General Services Administration in records management inspections conducted under 44 U.S.C. 2904 and 2906.

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

Information is stored manually in file jackets and *electronically in office automation equipment.*

**RETRIEVABILITY:**

Information is retrieved in some instances by the name of the complainant and in some instances by the name of the employee who is the subject of the complaint.

**SAFEGUARDS:**

The information is stored in safes, locked filing cabinets and *office automation equipment* in a limited access area and is maintained according to applicable departmental security regulations.

**RETENTION AND DISPOSAL:**

Records in this system are retained and disposed of in accordance with the General Records Schedule, Federal Property Management Regulations 101-11.4.

**SYSTEM MANAGER(S) AND ADDRESS:**

Counsel on Professional Responsibility, Department of Justice, 10th and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Address any inquiries to the system manager listed above.

**RECORD ACCESS PROCEDURE:**

The major part of this system is exempted from this requirement under (5 U.S.C. 552a(j)(2), (k)(1), (k)(2) or (k)(5). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to record contained in this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request." Include in this request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to their information sought.

**RECORD SOURCE CATEGORIES:**

Department officers and employees, and other Federal, state, local and foreign law enforcement and non-law enforcement agencies, private persons, witnesses, and informants.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/PRC-001****SYSTEM NAME:**

Docket, Scheduling and Control.

**SYSTEM LOCATION:**

Records are maintained at each of the Regional Offices for inmates incarcerated in and persons under supervision in each region, except for the National Appeals Board docket maintained in Washington. Duplicates

of regional materials are maintained in Washington. All requests for records should be made to the appropriate regional office or Headquarters at the following addresses: United States Parole Commission, 2nd and Chestnut Sts. Customs House—7th Floor Philadelphia, PA 19106, United States Parole Commission, 1718 Peachtree St., NW, Suite 250, Atlanta, GA 30309, United States Parole Commission, 5550 Friendship Blvd., Chevy Chase Md. 20815, ATTN: National Appeals Board, United States Parole Commission, Air World Center Suite 220, 10920 Ambassador Dr., Kansas City, Mo. 64153, United States Parole Commission, 525 Griffin St., Suite 820 Dallas, Tex. 75202, United States Parole Commission, 1301 Shoreway Road Fourth Floor, Belmont CA 94002

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

Current and former inmates under the custody of the Attorney General who are to be scheduled for hearings under Commission procedures. Former inmates includes those presently under supervision as parolees or mandatory releasees and those against whom a revocation warrant has been issued.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(a) Docket sheets—Each region and the National Appeals Board in Washington maintains a cumulative series of docket sheets in time sequence showing Commission action. Principal data elements are name and register number of inmate, offense, sentence, and previous and present Action. The appeal docket includes the data and type of appeal in addition to much of the above data. These provide a continual running record of the basic data elements per inmate and former inmate. Docket sheets are used to input this information into a computer program which produces printouts of identical information and certain statistical reports. (b) Hearing schedules—*Shortly after inmates are incarcerated*, their names appear on an eligibility list prepared by the Bureau of Prisons, for initial parole hearings. *Following the hearing, the Commission may order that the inmate be denied parole, granted a presumptive parole date, granted an effective (within six months) parole date or continued to a 15 year reconsideration hearing.* Other types of hearings and reviews are provided for in the Code of Federal Regulations as part of parole, rescission or revocation procedures. All of the different types of hearings and reviews are placed on schedules for examiners to process when they visit the various institutions

or hold "local" hearings. The data elements are similar to those on the docket but indicate the number and type of hearing or review to be held instead of the result.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

18 U.S.C. 4201-4218, 5005-5041, 28 CFR Part 0, Subpart V, and 28 CFR Part 2.

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

(a) The dockets provide the basis of answering basic inquiries, mostly from within the Parole Commission, as to when a hearing came up for an individual and what action was taken. The schedules indicate to examiners and prison staff the specific hearings and reviews to be prepared for and held.

(b) In the event that material in this system indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records may be referred to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

(c) A record from this system of records may be disclosed to a Federal, State or local agency maintaining civil, criminal or other relevant information if necessary to obtain information relevant to an agency decision concerning parole matters.

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

(e) Internal users—Employees of the Department of Justice who have a need to know the information in the performance of their duties.

(f) External users—As noted above, on occasion employees of Federal, State and local enforcement, correctional, prosecutive, or other agencies, and courts may have access to this information.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

Information not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and in response to a communication from the individual who is the subject of the record.

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS Administration (NARA) and to the General Services Administration (GSA):**

A record may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Information stored in the system is on sheets of paper, one item per line, stored in folders or binders. An experimental program to store such data on tape disk, or microfiche using ADP technology, and to prepare certain computer printouts is in effect in all regions. Data also may be stored on paper printouts through file retention.

**RETRIEVABILITY:**

Name, register number, date, institution Commission action, and statistical data as to such actions.

**SAFEGUARDS:**

Copies of dockets, printouts and schedules are not disseminated outside of Commission offices and Bureau of Prisons installations. They are available only to Commission and bureau employees on a "need to know" basis. Information therefrom may be given outside the Department as indicated in the "Routine Uses." If so, a letter will be written covering the item disclosed, date and identity of the recipient. If information must be given over the phone due to urgency, the caller will be identified beforehand and details of the call recorded.

**RETENTION AND DISPOSAL:**

Records in this system are kept for five (5) years after the effective date of the schedule or date of the last item recorded on the docket. They are then shredded and electronically stored records are erased.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Research and Program Development, United States Parole Commission, 5550 Friendship Blvd., Chevy Chase, Md. 20815.

**NOTIFICATION PROCEDURE:**

Address inquiries to Regional Commissioner at appropriate location. For general inquiries, address system manager. The Attorney General has exempted this system from compliance with the provisions of subsection (d), under the provisions of subsection (j).

**RECORD SOURCE CATEGORIES:**

(1) Bureau of Prisons files; (2) Parole Commission and Bureau of Prison's employees; (3) Court Records; (4) Parole Commission inmate files.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/PRC-002****SYSTEM NAME:**

Freedom of Information Act Record System.

**SYSTEM LOCATION:**

Records may be retained at any of the Regional Offices as indicated in the Inmate and Supervision Files System and the Headquarter's Office. All requests for records may be made to the Central Office, United States Parole Commission, 5550 Friendship Blvd., Chevy Chase, Md. 20815, ATTN: FOIA OFFICER or to the appropriate Regional Office.

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

Current and former inmates under the custody of the Attorney General, including former inmates on supervision.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(1) Administrative requests and responses to requests for information and records under 5 U.S.C. 552, and 552a and appeals from denials of data; (2) Final orders of Commission following all

parole, rescission, and revocation hearings, record reviews, and appeals are maintained in the Freedom of Information Act reading room at Commission headquarters with names removed to protect individual privacy of inmates and persons on supervision. Final decisions in labor and pension cases are maintained in said reading room.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 552 and 552a.

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

The system is used: (a) to maintain records concerning the processing and determination or requests for information made pursuant to the Freedom of Information Act, 5 U.S.C. 552 and Privacy Act, 5 U.S.C. 552a; and make final orders available in a reading room pursuant to 5 U.S.C. 552; (b) to provide documentation of receipt and processing requests for information made pursuant to the Freedom of Information and Privacy Acts if needed for processing contested denials of release of data (c) to furnish information to employees of the Department of Justice who have a need for information from the system in performance of their duties; (d) to maintain a count of requests and method of compliance as required by Freedom of Information and Privacy Acts.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

Information not otherwise required to be released pursuant to 5 U.S.C. 552 and 552a may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and in response to a communication from the individual who is the subject of the record.

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS Administration (NARA) and to the General Services Administration (GSA):**

A record may be disclosed as a routine use to the NARA and GSA in records management inspections

conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Information maintained in the system is stored on documents and microfilm.

**RETRIEVABILITY:**

Documents are indexed by name and/or register number. Final orders in the reading room are indexed by region and date.

**SAFEGUARDS:**

Information is stored in file cabinets in rooms supervised by day and locked at night and are made available to Commission personnel and other Department of Justice employees on a "need to know" basis. Each requestor may see his own file. The public may use the reading room.

**RETENTION AND DISPOSAL:**

Records in this system are in accordance with General Records Schedule No. 14, then destroyed by shredding.

**SYSTEM MANAGER(S) AND ADDRESS:**

FOIA Officer, United States Parole Commission, 5550 Friendship Blvd., Chevy Chase Md. 20815.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURE:**

Same as the above.

**CONTESTING RECORD PROCEDURES:**

Same as the above.

**RECORD SOURCE CATEGORIES:**

(1) Inmates and persons on supervision; (2) Department of Justice employees.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/PRC 003**

**SYSTEM NAME:**

Inmate and Supervision Files.

**SYSTEM LOCATION:**

Records are maintained at each of the U.S. Parole Commission's (USPC) Regional Offices for inmates incarcerated in and persons under supervision in each region. Records are housed temporarily at the Commission's Headquarters Office located at 5550 Friendship Blvd., Chevy Chase, Md. 20815 when used by the National Appeals Board or other Headquarters

personnel. A duplicate record of certain data elements from files is maintained on microfiche for Headquarters use. Prior to the first parole hearing, the inmate's file is maintained at the institution at which he is incarcerated. Certain records on parolees and mandatory releasees are maintained at probation offices. All requests for records should be made to the appropriate regional office at the following addresses: U.S. Parole Commission, Customs House Seventh Floor, Second and Chestnut Streets, Philadelphia, Pa. 19106. U.S. Parole Commission, 1718 Peachtree St. NW, Suite 250, Atlanta, GA 30309. U.S. Parole Commission, Air World Center, Suite 220, 10920 Ambassador Drive, Kansas City, Mo. 64153. U.S. Parole Commission 525 Griffin St., Suite 820, Dallas, Tex. 75202, U.S. Parole Commission, 1301 Shoreway Road, 4th Floor, Belmont, CA 94002.

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

Current and former inmates under the custody of the Attorney General. Former inmates include those presently under supervision as parolees or mandatory releasees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

1. Computation of sentence and supportive documentation.
2. Correspondence concerning pending charges, and wanted status, including warrants.
3. Requests from other Federal and non-Federal law enforcement agencies for notification prior to release.
4. Records of the allowance forfeiture, withholding and restoration of good time.
5. Information concerning present offense, prior criminal background sentence, and parole from the U.S. Attorneys, the Federal Courts, and Federal prosecuting agencies.
6. Identification data.
7. Order of designation of institution or original commitment.
8. Records and reports of work and housing assignments.
9. Program selection assignments and performance adjustments/progress reports.
10. Conduct records.
11. Social background.
12. Educational data.
13. Physical and mental health data.
14. Parole Commission applications, appeal documentation, orders, actions, examiner's summaries, transcripts or tapes of hearings, guideline evaluation documents, parole or mandatory release certificates, statements or third parties for or against parole, special reports on

youthful offenders and adults required by statute and related documents.

15. Correspondence regarding release planning, adjustment and violations.
16. Transfer orders.
17. Mail and visit records.
18. Personal property records.
19. Safety reports and rules.
20. Release processing forms and certificates.
21. Interviews request forms from inmates.
22. General correspondence.
23. Copies of inmate court petitions and other court documents.
24. Report of probation officers, Commission correspondence with former inmates and others, and Commission order and memoranda dealing with supervision and conditions of parole or mandatory release.
25. If an alleged parole violation exists, correspondence requesting a revocation warrant, warrant application, warrant, instructions as to service, detainers and related documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

18 U.S.C. 4201-4218, 5005-5041, 28 CFR Part O, Subpart V, and 28 CFR Part 2.

**PURPOSE(S):**

The system constitutes the agency's records upon which it bases all its decisions with respect to every stage of parole consideration from initial hearing to termination of parole supervision. For example, it is used by USPC hearing examiners to perform a prehearing review and to conduct the inmate's initial parole hearing. After that hearing, it is maintained in the appropriate regional office where it provides the principal information source for all decisions leading to parole or denial of parole, and all decisions following release to supervision. It is used at USPC headquarters when appeals come before the National Appeals Board or when needed by legal counsel and others on the headquarters staff. It is used by employees at all levels, including USPC members, to provide information for decisionmaking in every area of USPC responsibility. Files of released inmates are used to make statistical studies of subjects related to parole and revocation. Finally, the file is maintained to provide the rationale of USPC actions when an agency determination is questioned by members of the public or challenged in judicial proceedings.

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

(a) The system may be used as a source for disclosure of information which is solely a matter of public record and which is traditionally released by the agency to further public understanding of its criminal justice system, including but not limited to offense, sentence data, and prospective release date.

(b) The system may be used to provide an informational source for responding to inquiries from Federal inmates, their families, representatives, and Congressional offices.

(c) Record from the system of records may be routinely disclosed to U.S. Probation Officers for the performance of their official duties.

(d) In the event that the USPC is informed of a violation or suspected violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records may be disclosed to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order, issued pursuant thereto.

(e) Records from this system may be disclosed to a Federal, State or local agency or court if that agency or court requests information for an official purpose to which the documents appear to be relevant.

(f) A record from this system may be disclosed to a person or to persons who may be exposed to harm through contact with a particular parolee or mandatory releasee (or to persons in a position to prevent or minimize such harm), if it is deemed to be necessary to give notice that such danger exists.

(g) Lists of names of parolees and mandatory releasees entering a jurisdiction and related information may be disclosed to law enforcement agencies upon request as may be required for the protection of the public for the enforcement of parole conditions.

(h) Disclosure of USPC notices of action may be made (1) by the Office of Public Affairs of the U.S. Department of Justice to the public generally, and (2) by USPC to specific crime victims and witnesses (as those terms are used in the Victim and Witness Protection Act of 1982), from the files of prisoners whose applications for parole have been decided by USPC. The purpose of such disclosure is to further understanding of

the criminal justice system by the public and by crime victims and witnesses.

(i) Incidental disclosure of file material may be made during the course of a parole or parole revocation hearing to victims and witnesses of crime and other legitimately interested persons authorized by USPC to attend such hearing, so as to further their understanding of the case to permit their intelligent comment with respect to USPC's decision.

(j) Records which are arguably relevant to litigation in which the Parole Commission has an interest, or to the litigation defense of its present or former employees (if the Department of Justice has agreed to provide representation) may be disclosed from a current or former inmates's or parolee's file by disseminating in proceedings before a court or tribunal at any time deemed appropriate by the Government's attorney.

(k) A record from this system of records may be disclosed to a current or former criminal justice official who is a defendant in a lawsuit brought by, or which involves, an individual who is the subject of a file maintained in this system of records, provided that such litigation arises from allegations of misconduct on the part of the defendant while a criminal justice official, and that the records are arguably relevant to the matter in litigation. Such records may be disclosed to the defendant to facilitate the preparation of his or her defense.

(l) Records from this system may be disclosed to any person performing any service for the USPC pursuant to authority exercised by the Chairman under 18 U.S.C. 4204(b) (1) through (8), and for the purposes contemplated by that statute.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO MEMBER OF CONGRESS:**

Information contained in systems of records maintained by the Department of Justice, nor otherwise required to be released pursuant to 5 U.S.C. 532, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf

of and at the request of the individual who is the subject of the record.

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) and to the General Services Administration (GSA):**

A record may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Manual requests records are stored in locked safes. Automated requests records are stored on disks.

**RETRIEVABILITY:**

Requests reports are filed and retrieved under the names of those persons and individuals identified under the caption "Categories of individuals covered by the system." These records are retrieved by Department personnel to perform their duties, e.g., when subsequent requests are made by the public for copies of their previous requests and responses thereto, or when the requester submits a supplemental request to information clarifying a previous request.

**SAFEGUARDS:**

Access to requests records is limited to Department of Justice personnel who have need for the records to perform their duties. Request files (manual records) are stored in locked safes. All records are stored in an office which is occupied during the day and locked at night.

**RETENTION AND DISPOSAL:**

Records are held at the regional office until termination of sentence then transferred to the Washington National Records Center. Records are destroyed ten years after the case becomes inactive.

**SYSTEM MANAGER(S) AND ADDRESS:**

FOIA Officer, United States Parole Commission, 5550 Friendship Blvd., Chevy Chase, Md. 20815.

**NOTIFICATION PROCEDURE:**

Address inquiries to Regional Commissioner at appropriate location. For general inquiries, address system Manager. The Attorney General has exempted this system from compliance with the provisions of Subsection (d) under the provisions of Subsection (j).

**RECORD SOURCE CATEGORIES:**

1. Individual inmate; 2. Federal law enforcement agencies and personnel; 3. State and Federal probation services; 4. Non-Federal law enforcement agencies; 5. Educational institutions; 6. Hospital or medical sources; 7. Relatives, friends and other interested individuals or groups in the community; 8. Former or future employers; 9. Evaluations, observations, reports and findings of institution supervisors, counselors, boards and committees, Parole Commission examiners, Parole Commission Members; 10. Federal court records; 11. U.S. Bureau of Prisons personnel and records.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/PRC-004****SYSTEM NAME:**

Labor and Pension Case, Legal File and General Correspondence System.

**SYSTEM LOCATION:**

All Labor and Pension cases, most legal files and some general correspondence material is located at: Commission Headquarters, 5550 Friendship Blvd., Chevy Chase, Md. 20815. The balance of the general correspondence material is located at the Commission's Regional Offices, the addresses of which are specified in the Inmate and Supervisions System. Some legal files are maintained at the Northeast Regional Office.

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

All applicants for exemptions under 29 U.S.C. 504 and 29 U.S.C. 1111, all persons litigating with the U.S. Parole Commission, all persons corresponding with the Commission on subjects not amenable to being filed in an inmate or supervision file identified by an individual, and all Congressmen inquiring about constituents.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The Commission processes applications of persons convicted of certain crimes for exemptions to allow their employment in the Labor field under 29 U.S.C. 504 of by Employee Benefit Plan under 29 U.S.C. 1111. The files contain memoranda,

correspondence, and legal documents with information of a personal nature, i.e., family history, employment history, income and wealth, etc., and of a criminal history nature, i.e., record of arrests and convictions, and details as to the crime which barred employment. The final decision of the Commission in each case is a public document under the Freedom of Information Act. The Counsel's Office of the Parole Commission maintains work files for each inmate or person on supervision who is litigating with the Commission. These files contain *personal and* criminal history type data regarding inmates, and internal communications among attorneys, Commissioners and others developing the Commission's legal position in these cases. Files of the Commission's correspondence with Congressmen who inquire about groups of constituents who have paroles or revocations pending or other subjects are maintained in the Chairman's Office and in the regions. Files of correspondence, notes, and memoranda concerning parole revocation rescission and related problems are also maintained in those locations. Some of this material duplicates material in the inmate files and contains personnel-criminal history type information about individuals.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These files are maintained pursuant to 18 U.S.C. 4201-4218, 5005-5041, 28 CFR Part O, Subpart V, 28 CFR Parts 2 and 4, 29 U.S.C. 504, 1111, and all statutory sections and procedural rules allowing inmates, persons under supervision, or others to litigate with the Parole Commission.

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

Within the Parole Commission material in this system is used respectively by Counsel's Office staff and Commission Members in processing exemption applications. The legal file material is used by Counsel's Office staff in asserting the litigative position of the Commission. The general correspondence is used by the Commission personnel in responding to Congressmen, and by Commission Members and others in transacting the day-to-day business of the Commission. Final pension and labor case decisions are used by the Commission, the Justice, and Labor Departments, and the public to establish precedents in this field of litigation.

In the event that material in this system indicates a violation or potential

violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records may be referred to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. A record from this system of records may be disclosed to a Federal, State or local agency maintaining civil, criminal or other relevant information if necessary to obtain information relevant to an agency decision relating to pension or labor matters. A record from this system may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the U.S. Parole Commission unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS Administration (NARA) and to the General Services Administration (GSA):**

A record may be disclosed as a routine use to the NARA & GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.



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

**STORAGE:**

All data is on documents or other papers on bound files. Labor and pension case material is in Counsel's Office or the Chairman's Office at Headquarters, except for final decisions which are in the Freedom of Information Act reading room. Legal files are in Counsel's Office at Headquarters, or in the Northeast Regional Attorney's office. general correspondence is in the Chairman's Office, the office of his staff at Headquarters, and the offices of each regional Commissioner. Files are in file cabinets.

**RETRIEVABILITY:**

Labor, pension, and legal file material is indexed or filed by name of applicant or litigant, respectively. General correspondence is indexed or filed by subject, time sequence or individuals to whom the items refer.

**SAFEGUARDS:**

Material is available only to Commission employees on a "need to know" basis. Storage locations are supervised by day and locked at night. Only disclosure made therefrom is to other agencies of the Department of Justice, the U.S. Probation Office, Federal enforcement agencies or the Congress. Disclosure to Congressmen in response to inquiries concerning constituents is subject to the exemptions of the Freedom of Information Act. The Commission Decisions in labor and pension cases are public information under the Freedom of Information Act.

**RETENTION AND DISPOSAL:**

Records are maintained for 10 years after the final decision of the court, and are shredded or destroyed electronically thereafter.

**SYSTEM MANAGER(S) AND ADDRESS:**

General Counsel, United States Parole Commission, 5550 Friendship Blvd., Chevy Chase, MD 20815.

**RECORD SOURCE CATEGORIES:**

a. Applicants for exemptions under 29 U.S.C. 504 and 29 U.S.C. 1111; b. U.S. Department of Labor; c. Administrative Law Judges and others connected with labor or pension cases; d. Litigants proceeding against Parole Commission; e. The Commission's legal staff and other Commission personnel; f. Congressmen and others making inquiries of Commission; g. Commission Members and employees responding to inquiries, corresponding with others, preparing speeches, policy statements

and other means of contact with other branches of the Federal Government, State, and local governments, and the public.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/PRC-005**

**SYSTEM NAME:**

Office Operation and Personnel System.

**SYSTEM LOCATION:**

At each regional office as indicated in the "Inmate and Supervision File System Report" and at the U.S. Parole Commission, 5550 Friendship Blvd., Chevy Chase, Md. 20815.

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

Present and former Commission Members and employees of the U.S. Parole Commission.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personnel records, leave records, property schedules, budgets and actual expense figures, obligation schedules, expense and travel vouchers, and the balance of the usual paperwork to run a Government office efficiently.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

All statutory sections, CFR sections, and OPM, MSPB, GSA, and OMB directives establishing procedures for government personnel, financial, and operational functions.

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

Day-to-day activity involving personnel, financial, procurement, maintenance, recordkeeping, mail delivery, and management functions.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an

unwarranted invasion of personal privacy.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS Administration (NARA) and to the General Services Administration (GSA):**

A record may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Records are in paper files or on computer printouts. They are stored in operations areas of offices.

**RETRIEVABILITY:**

Data of a personal nature is in employee personnel files, used by Commission personnel files, used by Commission personnel on a "need to know" basis. Each employee has a right to see his own file on request. Other files are used by Commission personnel on a "need to know" basis.

**SAFEGUARDS:**

Files are supervised by appropriate personnel during the working day and are in locked rooms at night.

**RETENTION AND DISPOSAL:**

Cutoff files at the end of the calendar year, held at the agency for one year then transfer to the Washington National Records Center. Destroy seven years after cutoff.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Administration and Personnel, U.S. Parole Commission, 5550 Friendship Blvd., Chevy Chase, MD 20815.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURES:**

Same as the above.

**CONTESTING RECORD PROCEDURES:**

Same as the above.

**RECORD SOURCE CATEGORIES:**

*The U.S. Parole Commission, the Justice Management Division and all other contributing government agencies.*

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/PRC-006****SYSTEM NAME:**

Statistical, Education and Developmental System.

**SYSTEM LOCATION:**

Parole Commission Headquarters, 5550 Friendship Blvd., Chevy Chase, Md. 20815.

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

Any inmate or former inmate under custody of the Attorney General including former inmates supervised as parolees or mandatory releases.

**CATEGORIES FOR RECORDS IN THE SYSTEM:**

All records as described in the Workload Record, Decision Result, and Annual Report System Plus data on additional input forms and certain follow-up forms and the Salient Factor Worksheet Form. These forms include criminal history-type data elements regarding specific individuals selected from the above category of individuals. This data is either organized and processed by hand or is input into a computer and has been used to provide the following one-time reports in pamphlet-text form: (a) Administrative Review of Parole Selection and Revocation decisions; (b) Parole Decisionmaking, a Salient Factor Score; (c) Effect of Representation at Parole Hearings; (d) Parole Decisionmaking—Structuring *Discretion* (e) Time Served and Release Performance—A Federal Sample and certain additional reports, all available in the public reading room. The data base collected as described in this and in JUSTICE/PRC 007 system will be used to prepare studies on similar or related subjects in the future. It has been used to develop revocation guidelines similar to parole guidelines, rescission guidelines and other operational improvements. Items collected for this data base may change depending on the subject matter of new studies to be undertaken by the Commission.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

18 U.S.C. 4201-4218, 5005-5041, 28 CFR Part O, Subpart V, 28 CFR Part 2.

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

a. Internal—Develop methodology for a more scientific determination of parolability and revocability, methodology to comply with changing concepts of due process, and methodology to select persons to be released from prison who will be less likely to recidivate.

b. External—Add to the general body of knowledge in the parole area of criminology, and provide educational material for other parole boards, and members of the criminal justice and academic communities interested in this subject. Published pamphlets in text form are prepared on subjects of interest in this area of criminology and are circulated freely. They contain no references to individuals, either by name, address, register number or other means of identification. They do not contain recognizable fact situations, descriptions, or other writings through which identification of any individual within the present or former jurisdiction of the Parole Commission can be made.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 502 may be made available from systems of records maintained by the U.S. Parole Commission unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS Administration (NARA) and to the General Services Administration (GSA):**

A record may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Data is in input forms on printouts or other computer produced storage media. It is stored as described in the JUSTICE/PRC-007 system description. Pamphlet text reports are public documents stored in offices, libraries, and in bookshelves, and in the public reading room.

**RETRIEVABILITY:**

Information by name, register number or FBI identification number may be retrieved from the input forms, card decks, or storage media. This material is used only by authorized Parole Commission personnel on a "need to know" basis and is data processed only by authorized Bureau of Prisons or Justice Department personnel. Material is not retrieved in identifiable form except that computer produced "hard copy" may be used to prepare a report or internal work papers. The final pamphlet text reports and material resulting from studies are used by Commission personnel for internal purposes and the public externally. None of this material contains any references to an individual. Documents which contains information concerning one individual are made available to that individual if requested under the Privacy Act.

**SAFEGUARDS:**

See "Safeguards" section of JUSTICE/PRC-007 regarding input forms, printouts, discs, or tape. Reports in pamphlet form are not safeguarded.

**RETENTION AND DISPOSAL:**

See "Retention and Disposal" of preceding system. The studies in pamphlet form are not disposed of on schedule. Some will be maintained perpetually in archives.

**SYSTEM MANAGER(S) AND ADDRESS:**

Research Director, U.S. Parole Commission, 5550 Friendship Blvd., Chevy Chase, Md. 20815.

**RECORD SOURCE CATEGORIES:**

a. Commission Inmate files; b. Docket Sheets; c. Commission Notices of Action, orders and documentation following hearings; d. Commission warrant applications and warrants; e. General Commission records and data; f. Enforcement agency records regarding former inmates.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Attorney General has exempted this system from subsections (c)(3) and

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

**JUSTICE-PRC-007**

**SYSTEM NAME:**

Workload Record, Decision Result, and Annual Report System.

**SYSTEM LOCATION:**

U.S. Parole Commission  
Headquarters, 5550 Friendship Blvd.,  
Chevy Chase, Md. 20815.

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

Any inmate and parolee or mandatory releasee who has been the subject of a decision for the period covered in the report for which the data is used (prior month, prior quarter, prior year or other period).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Certain original input forms indicate the inmate or person under supervision by name and register number and give the date and specific statistical detail as to the decision made. They include criminal history type of information regarding the persons in questions. The principle types of decisions covered are after initial or review hearings, after record review, after Regional Appeal, after National Appeal, and after a decision reopening and modifying. The data is input into a computer and is used to provide the following: (a) A monthly report of workload containing number and type of hearings per region further broken out by institutions within regions and type of sentence; (b) Bimonthly report on decision results indicating, among other statistics, number and type of decisions within above, and below guidelines broken out by examiners making the decisions; (c) Other or substitute reports as needed; and (d) Together with land posted data on other items of statistical value, this data is being used to create the Annual Report of the Commission.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

18 U.S.C. 4201-4216, 5005-5041, 28 CFR Part O, Subpart V, 28 CFR Part 2

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

(a) These records are used internally to analyze work product, the performance of evaluators, and various types of procedures and hearings and to

evaluate the guidelines and other Commission procedures.

(b) These records are used to prepare an annual report to the Attorney General, and Congress and the public indicating in quantitative and qualitative terms Commission activity and accomplishment.

(c) In the event that material in this system indicates a violation or potential violation of law, whether a civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records may be referred to the appropriate agency, whether Federal, State, local, or foreign charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule; regulation or order issued pursuant thereto.

(d) A record from this system of records may be disclosed to a Federal State, or local agency maintaining civil, criminal or other relevant information if necessary to obtain information relevant to Parole Commission matters.

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

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the U.S. Parole Commission unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS Administration (NARA) and to the General Services Administration (GSA):**

A record may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Paper input forms are stored in folders only until information from them is entered into machine readable media. Monthly and other reports in the form of computer printouts are filed in folders. Annual report is in book form and stored in library shelves.

**RETRIEVABILITY:**

Data in this system can be retrieved by inmate's name and register number from the original input forms, and computer-produced storage media. It is usually only retrieved by region, by examiner, by type of decision made or hearing held, by relation to the guidelines and other similar means except for individual case retrievability when infrequently required.

**SAFEGUARDS:**

Data on forms, tape or other computer produced storage media retrievable by individual is stored in the Commission's Office in cabinets. Commission employees supervise this data by day and use it on a "need to know" basis. The rooms where it is stored are locked outside of office hours and the entire Headquarters building is locked at certain times with card key access. Monthly and other reports are for use of the Chairman, the Director, Administration and Personnel Management and Commission Members and professional personnel. No information thereon is retrievable as pertaining to any individual except certain breakouts by Parole Commission employee examiners and by inmate in the guideline section of reports. These printouts are stored in the Commission Headquarters offices, all of which are supervised by day, and locked at night. The Annual Report contains no information identifiable by individual and is a public document.

**RETENTION AND DISPOSAL:**

The master file and documentation are to be retained permanently. All other related records, including reports & software, are to be destroyed when no longer needed for administrative use.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Research and Program Development, 5550 Friendship Blvd., Chevy Chase, Md. 20815.

**RECORD SOURCE CATEGORIES:**

(a) Commission inmates files; (b) Docket sheets; (c) Commission notices of action, orders, and documentation following hearings; (d) Commission warrant applications and warrants; (e) General Commission records and data.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/USM-001****SYSTEM NAME:**

U.S. Marshals Service Badge & Credentials File.

**SYSTEM LOCATION:**

U.S. Marshals Service; One Tyson Corner Center, McLean, Virginia 22102.

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

U.S. Marshals Service (USMS) Personnel.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personnel data system established to control issuance of badges and credentials to USMS personnel which contains photographs of all employees and hand receipts showing the employee's name, title, duty location, badge and credential numbers, and date of issuance.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301 and 44 U.S.C. 3101.

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

This file serves as a record of issuance of credentials. Information from this file is requested by various law enforcement agencies, e.g., FBI, Secret Service, states, county and Municipal police.

Records or information may be disclosed as a routine use in a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to

be arguably relevant to the litigation:

The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Records are kept in standard file folders.

**RETRIEVABILITY:**

Indexed by name of individual and numerical order of badges and credentials.

**SAFEGUARDS:**

Access restricted to personnel of the Procurement and Property Management Division. Records are maintained in metal filing cabinets which are locked during non-duty hours.

**RETENTION AND DISPOSAL:**

Records are kept for duration of employee's tenure in the Service.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Procurement and Property Management Division: United States Marshals Service, U.S. Department of Justice: One Tyson Corner Center, McLean, Virginia 22102.

**NOTIFICATION PROCEDURE:**

Same as System Manager.

**RECORD ACCESS PROCEDURE:**

A request for access to a record from this system shall be made in writing with the envelope and the letter clearly marked "Privacy Access Request." It should clearly indicate name of requester, the nature of the record sought and approximate dates covered by the record. The requester shall also provide the required verification of identity (28 CFR 16.41(d)) and provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above, Attention: FOI/PA Officer.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Record of Notification of Employment by U.S. Marshals Service Personnel Division.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/USM-002****SYSTEM NAME:**

Internal Inspections System.

**SYSTEM LOCATION:**

United States Marshals Service: Department of Justice: One Tysons Corner Center, McLean, Virginia 22102.

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

United States Marshals Service (USMS) employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The Internal Inspections System contains reports prepared by the Office of Internal Inspections. United States Marshals Service on findings of alleged misconduct of U.S. Marshals, Service employees.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509, 510 and 569; 5 U.S.C. 301; 44 U.S.C. 3101; and 28 CFR 0.111(n)

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

The information gathered is used by U.S. Marshals Service in disciplinary proceedings against employees. To the extent that investigations reveal actual or potential violations of criminal or civil laws, the information is used by other Federal law enforcement agencies for further investigations.

Records or information may be disclosed as a routine use in a proceeding before a Court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation. The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

**Release of Information to the News Media:**

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

**Release of Information to Members of Congress:**

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Originals stored in standard file folders.

**RETRIEVABILITY:**

Information is retrieved by name of employee.

**SAFEGUARDS:**

Records are stored in locked safe.

**RETENTION AND DISPOSAL:**

Records are retained for 24 months and then referred to Federal Records Center.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Office of Internal Inspections  
U.S. Marshals Service; U.S. Department of Justice, One Tysons Corner Center, McLean, Virginia 22102.

**NOTIFICATION PROCEDURE:**

Same as the System Manager.

**RECORD ACCESS PROCEDURE:**

To the extent that this system is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request." It should clearly indicate name of the requestor, the nature of the record sought and approximate dates covered by the record. The requestor shall also provide the required verification of identity (28 CFR 16.41(d)) and provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above, Attention: FOI/PA Officer.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Information derived from investigation of alleged malfeasance, by U.S. Marshals Service Office of Internal Inspections.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4) (G) and (H),

(f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). To the extent that investigations reveal actual or potential criminal or civil violations, this system is additionally exempt from subsection (e)(8) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/USM-003****SYSTEM NAME:**

U.S Marshals Service Prisoner Transportation System.

**SYSTEM LOCATION:**

U.S. Marshals Service (USMS), Department of Justice: 324 East 11th Street, Kansas City, Missouri 64108.

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

Prisoners taken into U.S. Marshal custody.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

D.J. 100's Compilation of identifying information for each prisoner taken into U.S. Marshal custody, when and where the prisoner is taken into custody, what he is charged with and where he is moved to. These files provide a ready reference source on the prisoner for purposes of arranging prisoner transportation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509, 510 and 569; 5 U.S.C. 301; 44 U.S.C. 3101; and 28 CFR 0.111(k).

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

Used as working files in the transporting of prisoners, by USMS, Bureau of Prisons and other federal, state and local law enforcement officials.

Records or information may be disclosed as a routine use in a proceeding before a Court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

Release of information to the National Archives and Records Administration (*NARA*) and the General Services Administration (*GSA*): A record from a system of records may be disclosed as a routine use to *NARA* and *GSA* in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Information is stored in standard file cabinets.

**RETRIEVABILITY:**

Information is retrieved by name of prisoner and number.

**SAFEGUARDS:**

Access restricted to Operations Personnel. File cabinets are locked during non-duty hours.

**RETENTION AND DISPOSAL:**

Records are disposed of after 24 months.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Prisoner Transportation Division, United States Marshals Service U.S. Department of Justice, 324 East 11th Street, Kansas City, Missouri 64106.

**NOTIFICATION PROCEDURE:**

Same as System Manager,

**RECORD ACCESS PROCEDURE**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly

marked 'Privacy Access Request.' It should clearly indicate name of requester, the nature of the record sought and approximate dates covered by the record. The requestor shall also provide the required verification of identity (28 CFR 16.41(d)) and provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above, Attention: FOI/PA Officer.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Identifying material of each prisoner taken into custody by the U.S. Marshal.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/USM-004****SYSTEM NAME:**

Special Deputy File.

**SYSTEM LOCATION:**

United States Marshals Service (USMS), Department of Justice, One Tysons Corner Center, McLean, Virginia 22102.

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

Special Deputies, who are selected law enforcement officers or employees of the U.S. Government.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Special Deputization file contains oath of office of persons utilized as deputy marshals.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 CFR Subpart T, Section 0.112, 28 U.S.C. 562.

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

Federal agencies for whom the Marshals Service has deputized employees would have access to this system.

Records or information may be disclosed as a routine use in a proceeding before a Court or adjudicated body before which the USMS is authorized to appear when any of the following is a party to litigation and has an interest in litigation and such

records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

Release of information to the National Archives and Records Administration (*NARA*) and the General Services Administration (*GSA*): A record from a system of records may be disclosed as a routine use to the *NARA* and *GSA* in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Records are filed in standard file cabinets.

**RETRIEVABILITY:**

Files are indexed by name and by government department.

**SAFEGUARDS:**

Records are kept in a locked file.

**RETENTION AND DISPOSAL:**

Records are retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

Deputy Director, U.S. Marshals Service, U.S. Department of Justice, One Tysons Corner Center, McLean, Virginia 22102.

**NOTIFICATION PROCEDURES:**

Address inquiries to: System Manager.

**RECORD ACCESS PROCEDURE:**

A request for access to a record from this system shall be made in writing with the envelope and letter clearly marked "Privacy Access Request." The requestor shall also provide the required verification of identity (28 CFR 16.41(d)) and provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above, Attention: FOI/PA Officer.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reason for contesting it and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Federal agencies requesting special deputations provide all necessary information required by the Marshals Service in making the special deputations.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/USM-007****SYSTEM NAME:**

Warrant-Information System.

**SYSTEM LOCATION:**

Each district office of the U.S. Marshals Service (USMS) maintains their own files. See Appendix.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM**

Individuals for whom Federal warrants have been issued.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The warrant and other court records and internal correspondence related to the warrant; biographical data including physical description, photograph and criminal history; wanted flyers/posters and investigative reports reflecting patterns of activity, leads developed, statements of witnesses and other persons cooperating with USMS fugitive investigations. Investigative reports and criminal record information from other Federal, State, local and foreign law enforcement agencies participating in or cooperating with USMS fugitive investigations and apprehension efforts are also included in this system.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 USC 509, 510 and 569; 28 CFR 0.111(a).

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

Records of information may be disclosed to public and private organizations, individuals, and Federal, State, local, and foreign agencies to the extent necessary to obtain information or cooperation in USMS fugitive investigations and apprehension efforts. Records or information may be disclosed upon request to the appropriate Federal, State, local, or foreign law enforcement agency responsible for investigating, prosecuting, enforcing, defending, or implementing a statute, rule, regulation, or order, to the extent that the information is relevant to the recipient's function. Records may be disclosed without a request to an appropriate Federal, State or local law enforcement agency where there is an indication of an actual or potential violation of civil or criminal laws, statutes, rules, or regulations within the jurisdiction of the recipient agency. Records or information may be disclosed in a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the

Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA and the General Services Administration (GSA)):**

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Records are stored on Roladex Cards and in standard file folders.

**RETRIEVABILITY:**

Records are retrieved by individual names.

**SAFEGUARDS:**

Access is restricted to personnel in each district's U.S. Marshals office. Records are maintained in metal file cabinets within supervised areas of the U.S. Marshal's Offices. District Offices are locked during working and non-duty hours and entry is restricted to employees with official identification.

**RETENTION AND DISPOSAL:**

Records are kept in operating file until warrant is executed and then transferred to closed files, where they are indefinitely kept.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Enforcement Operations Division; U.S. Marshals Service; U.S. Department of Justice; One Tysons Corner Center, McLean, Virginia 22102.

**RECORD SOURCE CATEGORIES:**

Information is obtained from the courts. Federal, State, local and foreign law enforcement agencies, public and private organizations, witnesses, informants and other persons interviewed during the course of the fugitive investigation.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/USMS-008****SYSTEM NAME:**

Witness Security Files Information System.

**SYSTEM LOCATION:**

United States Marshals Service (USMS), Department of Justice, One Tysons Corner Center, McLean, Virginia 22102.

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

Government witnesses who are participants in the Federal Witness Security Program.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(1) Request to enter program; (2) background information (education, experience, medical history, names, relatives, etc.); (3) funding information; (4) moving information; (5) documentation of all the above.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Authority for the Witness Security Program is 28 U.S.C. 509, 510 and 569; 5 U.S.C. 301; 44 U.S.C. 3101; 28 CFR 0.111(c); 28 U.S.C. 524; 18 U.S.C. 3521.

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

(1) Background for planning working files; (2) Used to accomplish major functions of witness security e.g. protection of government witnesses and their families; and (3) records or information may be disclosed as a routine use in a proceeding before a Court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

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

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

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

Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2908.

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

Records are kept in file folders.

**RETRIEVABILITY:**

Filed according to ID special number.

**SAFEGUARDS:**

Locked files limited access—(Witness Security Personnel).

**RETENTION AND DISPOSAL:**

All records at this time are being indefinitely maintained.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief Witness Security Division, U.S. Marshals Service, U.S. Department of Justice, One Tysons Corner Center, McLean, Virginia 2102.

**RECORD SOURCE CATEGORIES:**

All identifying background criteria of individual; (1) education; (2) job history; (3) medical history; (4) history of residence; (5) relatives, etc.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/USM-009****SYSTEM NAME:**

U.S. Marshals Service Threat Analysis Information System.

**SYSTEM LOCATION:**

Threat Analysis, Division, U.S. Marshals Service (USMS), One Tysons Corner Center, McLean, Virginia 22102.

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

Individuals who have directly threatened or pose a violent threat to Government witnesses, U.S. Attorneys and their assistants, Federal jurists and other court officials, U.S. Marshals, deputies and other law enforcement officers; to courtroom security; and to Federal property and buildings.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Manual and automated indices contain abbreviated data, e.g., case number, name, social security number, known aliases, address, telephone number, descriptive physical data, an indication of the means by which the threat was issued, and the date of the threat. In addition to the abbreviated data named above, the complete file may contain criminal record information—in particular, known history of violence and skills related to the nature of the threat, associations with dangerous/outlaw gangs or violent extremist groups; and threat-related, investigative information furnished by other Federal, State and local law enforcement agencies.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509, 510, and 569; 5 U.S.C. 301; 44 U.S.C. 3101; and 28 CFR 0.111(c) through (f).

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

USMS officials responsible for conducting threat analysis and for planning and carrying out security operations access this information. Records or information may be disclosed to other appropriate Federal, State and local law enforcement agencies in connection with actual or potential violation of criminal or civil laws, statutes, or regulations, or in conjunction with investigative or litigative responsibilities of the recipient agency, or to the extent that disclosure is necessary to obtain additional threat-related information or to develop protective measures. Records or information may be disclosed to other law enforcement agencies to develop protective measures where a specific threat is posed to their members; and to an individual or organization where the recipient is or could become the target of a specific threat. Records or information may be disclosed as a



routine use in a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: the USMS or any of its subdivisions; any USMS employee in his or her official capacity or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

**Release of Information to the News Media:**

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

**Release of Information to Members of Congress:**

Information contained in systems of records maintained by the Department of Justice may be disclosed as is necessary to appropriately respond to congressional inquiries on behalf of constituents.

**Release of Information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA):**

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

An index record is stored on index cards and magnetic disks. Original paper records are kept in file folders.

**RETRIEVABILITY:**

Records are indexed and retrieved by name.

**SAFEGUARDS:**

Access to computerized records is restricted to Threat Analysis Division personnel by assigned code. In addition, records are stored in locked metal filing cabinets during off-duty hours. The records are located in a restricted area and USMS Headquarters is under 24-

hour guard protection with entry controlled by official and electronic identification.

**RETENTION AND DISPOSAL:**

Records are maintained indefinitely until a detailed records retention plan and disposal schedule is developed by NARA and the USMS.

**SYSTEM MANAGER(S) AND ADDRESS:**

Chief, Threat Analysis Division, U.S. Marshals Service, One Tysons Corner Center, McLean, Virginia 22102

**NOTIFICATION PROCEDURE:**

Direct all inquiries to the system manager identified above. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD ACCESS PROCEDURE:**

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate date of the record, and provide the required verification of identity (28 CFR 16.4(d)). Direct all requests to the system manager identified above. Attention: FOI/PA Officer, and provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager identified above. State clearly and concisely the information being contested, the reason for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD SOURCE CATEGORIES:**

Information is obtained from public and confidential sources and from Federal, State and local law enforcement agencies.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

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

**JUSTICE/USMS-010**

**SYSTEM NAME:**

Judicial Facility Security Index System.

**SYSTEM LOCATION:**

Court Security Division, U.S. Marshals Service, (USMS) One Tysons Corner Center, McLean, Virginia 22102.

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

Individuals employed, or offered employment as contract court security officers (CSO's) by companies contracting with the USMS to provide judicial area security in Federal courthouses.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

An alphabetical index contains the name, date of birth and social security number of the court security officer, name of the contracting security firm (employer), completion dates and cost data for limited background investigation and orientation, district of employment, dates contract performance started and ended, posts and hours of duty and the status of employment, i.e., active or inactive. For inactive CSO's, the index contains the reason for inaction, e.g. CSO resigned; applicant rejected based on the preliminary records check; CSO removed based on Office of Personnel Management (OPM) background investigation; etc. In addition to providing abbreviated data, the index assists in locating records on the court security officer related to the initial screening process for eligibility, e.g., application and preliminary checks for arrest records, which are filed under the contract number and name of the contracting security firm (employer). The index also assists in locating files containing OPM reports on the limited background investigation and internal suitability memoranda which are segregated by the categories "active" and "inactive."

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509, 510 and 569; 5 U.S.C. 301; 44 U.S.C. 3101 and 28 CFR 0.111 (c) through (f).

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

Contracting personnel and court security program officers within the USMS use this system to make security/suitability determinations in the hiring of contract court security officers, to monitor orientation completed, to track costs related to background investigations and attendance at Government-sponsored orientation, to monitor orientation completed, and to monitor contractor performance. Records may be disclosed as follows:

Individual cost data may be disclosed to the contractor (employer) in connection with billing and recovering reimbursable costs. Records or information may be disclosed to an appropriate Federal, State or local law enforcement agency to the extent necessary to obtain information on arrests, or to the extent relevant to an actual or potential, criminal or civil investigation, litigation or enforcement proceedings of that agency. Records or information may be disclosed as a routine use in a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

**Release of Information to the News Media:**

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

**Release of Information to Members of Congress:**

Information contained in systems of records maintained by the Department of Justice may be disclosed as is necessary to appropriately respond to congressional inquiries on behalf of constituents.

**Release of information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA):**

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

An index record is stored on magnetic disks and original paper records are kept in file folders.

**RETRIEVABILITY:**

Records are retrieved by name of the contract court security officer.

**SAFEGUARDS:**

Records are stored in locked metal filing cabinets during off-duty hours. Access to computerized records is controlled by restricted code to personnel on a need-to-know basis. Entry to USMS Headquarters is restricted by 24-hour guard service to employees with official and electronic identification.

**RETENTION AND DISPOSAL:**

Records are maintained indefinitely until a detailed records retention plan and disposal schedule is developed by NARA and the USMS.

**SYSTEM MANAGER AND ADDRESS:**

Chief, Court Security Division, U.S. Marshals Service, One Tysons Corner Center, McLean, Virginia 22102.

**NOTIFICATION PROCEDURES:**

Direct all inquiries to the system manager identified above. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD ACCESS PROCEDURES:**

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate dates of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above, Attention: FOI/PA Officer, and provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager listed above. State clearly and concisely the information being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD SOURCE CATEGORIES:**

Information contained in this system is collected from the individual, USMS orientation records, other law enforcement agencies, OPM, and from the contractor (employer).

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Attorney General has exempted this system from subsections (c)(3) and (d) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been

promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/USM-011**

**SYSTEM NAME:**

Judicial Protection Information System

**SYSTEM LOCATION:**

Court Security Division, U.S. Marshals Service, (USMS), One Tysons Corner Center, McLean, Virginia 22102.

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

Individuals who have been directly threatened or are subject to violent threat by virtue of their responsibilities within the judicial system, e.g., U.S. Attorneys and their assistants, Federal jurists and other court officials.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Manual and automated indices contain abbreviated data, e.g., case number, name of protectee, name of control district and district number, an indication of the type and source of threat, and the means by which the threat was made. In addition to the abbreviated data named above, the complete file may contain descriptive physical data of the protectee, and other information to identify security risks and plan protective measures in advance of or during periods of active protection, e.g., individual practices and routines, including associational memberships. Information regarding the expenditure of funds and allocation of resources assigned to the protectee may also be included in the file to enable officials to develop operating plans to counteract threat situations.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509, 510 and 569; 5 U.S.C. 301; 44 U.S.C. 3101; and 28 CFR 0.111(c) through (f).

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

USMS officials responsible for planning and carrying out security operations access this information. Other Federal, State and local law enforcement agencies have access to the extent that disclosure is necessary to develop and/or implement protective measures. Records or information may be disclosed as a routine use in a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation

and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

**Release of Information to the News Media:**

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

**Release of Information to Members of Congress:**

Information contained in systems of records maintained by the Department of Justice may be disclosed as is necessary to appropriately respond to congressional inquiries on behalf of constituents.

**Release of Information to the National Archives and Records Administration: (NARA) and the General Services Administration (GSA):**

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2908.

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

**STORAGE:**

An index record is stored on index cards and magnetic tape. Original paper records are kept in file folders.

**RETRIEVABILITY:**

Records are indexed and retrieved by name of protectee.

**SAFEGUARDS:**

Access to computerized records is restricted to Court Security Division personnel by assigned user code and password. In addition, records are stored in locked metal cabinets during off-duty hours. The records are located in a restricted area, and USMS Headquarters is under 24-hour guard protection with entry controlled by official and electronic identification.

**RETENTION AND DISPOSAL:**

Records are maintained indefinitely until a detailed records retention plan and disposal schedule is developed by NARA and the USMS.

**SYSTEM MANAGER AND ADDRESS:**

Chief, Court Security Division, U.S. Marshals Service, One Tysons Corner Center, McLean, Virginia 22102.

**NOTIFICATION PROCEDURE:**

Direct all inquiries to the system manager identified above. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD ACCESS PROCEDURES:**

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate dates of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above. Attention: FOI/PA Officer, and provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager identified above. State clearly and concisely the information being contested, the reason for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD SOURCE CATEGORIES:**

Information is obtained from individual protectees. Where information is maintained in this system on identified threat sources to a particular protectee, such information is obtained from public and confidential sources and from Federal, State and local law enforcement agencies, and is not retrievable by name or other identifying particular assigned to the threat source.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/USM-012**

**SYSTEM NAME:**

U.S. Marshals Service Freedom of Information Act/Privacy Act (FOIA/PA) Files.

**SYSTEM LOCATION:**

Office of Legal Counsel, U.S. Marshals Service, One Tysons Corner Center, McLean, Virginia 22102.

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

Individuals who request disclosure of U.S. Marshals Service (USMS) records pursuant to the Freedom of Information Act (FOIA); individuals who request access to or correction of records maintained in USMS systems of records pursuant to the Privacy Act (PA); and individuals whose FOIA or PA requests have been referred to the USMS by another Department of Justice component or another agency.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Alphabetical and chronological indices are maintained to aid in the orderly processing of requests and to compile statistical data for annual reports. Indices include such data items as the name and address of the requester; the type or request; dates on which the request was received, acknowledged and answered; type or final responses; and exemptions used to deny access to records, when applicable. Identifying data, i.e., date and place of birth and social security number, is maintained on PA requesters to verify their identity and ensure proper disclosure. Files contain a record of the FOIA/PA request, along with the response, copies of documents which have been requested, and internal memoranda or other records related to the initial processing of such request, subsequent appeals and/or litigation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301 and 44 U.S.C. 3101 to implement the provisions of 5 U.S.C. 552 and 5 U.S.C. 552a.

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

A record maintained in this system may be disseminated as a routine use to any Department of Justice component for consideration in connection with an FOIA or PA request, appeal, or civil suit pursuant to the Acts. A record may be disseminated to a Federal, State or local agency which furnished the record to permit that agency to make a decision as to access or correction, or to consult with that agency to enable the USMS to determine the propriety of access or correction.

Records or information which are relevant to the subject matter involved in a pending judicial or administrative proceeding may be disclosed in response to a request for discovery or for appearance of a witness. Records or information may be disclosed as a routine use in a proceeding before a court or adjudicative body before which

the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

#### Release of Information to the News Media

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

#### Release of Information to Members of Congress:

Information contained in systems of record maintained by the Department of Justice may be disclosed as is necessary to appropriately respond to congressional inquiries on behalf of constituents.

#### Release of Information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA):

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

##### STORAGE:

Index cards are stored in standard card file boxes. Request files are stored in standard file cabinets.

##### RETRIEVABILITY:

Records are retrieved by name of requester.

##### SAFEGUARDS:

Request files are stored in locked metal filing cabinets within the Office of Legal Counsel, USMS headquarters, during off-duty hours. Access to USMS headquarters is controlled by 24-hour guard service.

##### RETENTION AND DISPOSAL:

Records are destroyed 6 years after final response or appeal determination

by the Department of Justice, Office of Information and Privacy; or 3 years after final adjudication by the courts.

#### SYSTEM MANAGER AND ADDRESS:

General Counsel, Office of Legal Counsels, U.S. Marshals Service, One Tysons Corner Center, McLean, Virginia 22102.

#### NOTIFICATION PROCEDURE:

Address inquiries to the system manager identified above. Attention: FOIA/PA Officer. Clearly mark the letter and envelope "Freedom of Information Act/Privacy Act Request."

#### RECORD ACCESS PROCEDURE:

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate dates of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above. Attention FOI/PA Officer, and provide a return address for transmitting the information.

#### CONTESTING RECORD PROCEDURES:

Direct all requests to contest or amend information to the system manager listed above. State clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information Act/Privacy Act Request."

#### RECORD SOURCE CATEGORIES:

The sources of information contained in this system are the individuals making requests, the systems of records searched in the process of responding to requests and other agencies who have referred to the USMS those requests for access to or correction of USMS records.

#### SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The Attorney General has exempted certain categories of records in this system from subsections (c)(3) and (4); (d); (e)(1), (2) and (3); (e)(4) (G) and (H); (e)(5); (e)(8); (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2), (k)(2) and (k)(5). The system is exempted pursuant to subsections (j)(2) and (k)(2) only to the extent that the records there reflect criminal and civil law enforcement and investigative information. The system is exempted pursuant to subsection (k)(5) only to the extent necessary to protect confidential sources. Rules have been promulgated in accordance with the requirements of 5

U.S.C. 553(b), (c) and (e) and have been published in the Federal Register.

#### JUSTICE/USM-013

##### SYSTEM NAME:

U.S. Marshals Service Administrative Proceedings, Claims and Civil Litigation Files

##### SYSTEM LOCATION:

Office of Legal Counsel, U.S. Marshals Service (USMS), One Tysons Corner Center, McLean, Virginia 22102.

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

Individual who have filed tort and employee claims against the USMS; individuals who have initiated administrative proceedings against the USMS; individuals who have filed civil suits naming the USMS and/or personnel as defendants, including those suits arising from authorized criminal law enforcement activities; and individuals named as defendants in Federal Court actions initiated by the USMS.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

In addition to the names of individuals covered by the system and the titles of cases, index cards contain certain summary data, e.g.; a summary of correspondence and pleadings received in a case, names of parties involved; name of attorney handling the case or matter, court in which action is brought, civil action number, and an indication of whether the case is open or closed, thereby facilitating location of the complete file. Cases or matters include adverse actions, grievances, unfair labor practice charges, tort claims, Equal Employment Opportunity and other employee claims, and suits against USMS employees in their official capacities, etc. Files contain correspondence/claim forms submitted by claimants and internal reports and related documents concerning the merits of the claim, attorney or staff recommendations and findings related to claim; records on actions taken by USMS giving rise to appeals, attorney notes, recommendations and strategy for defending appeals; copies of civil actions filed and criminal investigative records related to the action e.g., criminal investigative reports relating the underlying criminal matter which relates to or constitutes the basis of the claim or suit (including those from non-Federal law enforcement participants in USMS criminal or civil law enforcement activities), witness statements, reports of interviews, exhibits, attorney notes,

pleadings, and recommendations and strategy for defending civil actions.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301 and 44 U.S.C. 3101.

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

Records maintained in this system of records may be disseminated as follows:

(a) To any component of the Department of Justice for consideration in connection with the case or matter to which the record relates; (b) To the appropriate Federal, State or local agency responsible for investigating, prosecuting or defending an action where there is an indication of actual or potential violation of criminal or civil laws or regulations or civil liability of any government action; (c) To any Federal, State or local agency, organization or individual to the extent necessary to elicit information or witness cooperation if there is reason to believe the recipient possesses information related to the case or matter; (d) Records or information may be disclosed as a routine use in a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions; (e) 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 conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of a grant, license 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; (f) To respond to a request for discovery or for appearance of a witness when the information is relevant to the subject matter involved in a pending judicial or administrative proceeding.

Release of Information to the News Media:

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records

maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of Information to Members of Congress:

Information contained in systems of records maintained by the Department of Justice may be disclosed as is necessary to appropriately respond to congressional inquiries on behalf of constituents.

Release of Information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA):

A record from a system of records may be disclosed as a routine use to NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Index cards are stored in standard card file boxes. Administrative claim, appeal and litigation files are stored in standard file cabinets.

**RETRIEVABILITY:**

Records are retrieved by name of claimant or litigant, or by caption of civil action or administrative proceeding.

**SAFEGUARDS:**

Files are stored in locked metal filing cabinets within the Office of Legal Counsel, USMS headquarters, during off-duty hours. Access to USMS headquarters is controlled by 24-hour guard service.

**RETENTION AND DISPOSAL:**

Index cards are retained indefinitely. Claim files are destroyed after 7 years. Litigation files are destroyed after 10 years. Cases designated by the General Counsel as significant or precedential are retained indefinitely.

**SYSTEM MANAGER(S) AND ADDRESS:**

General Counsel, Office of Legal Counsel, U.S. Marshals Service, One Tysons Corner Center, McLean, Virginia 22102.

**NOTIFICATION PROCEDURE:**

Address inquiries to the system manager identified above, Attention: FOI/PA Officer. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD ACCESS PROCEDURE:**

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate dates of the records, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above. Attention: FOI/PA Officer, and provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager listed above. State clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information Act/Privacy Act Request."

**RECORD SOURCE CATEGORIES:**

The sources of information contained in this system are the individual claimant/litigant, USMS officials, law enforcement agencies, statements of witnesses and parties, transcripts of depositions and court proceedings, administrative hearings and arbitrations, and work product of staff attorneys and legal assistants working on a particular case or matter.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Attorney General has exempted certain categories of records in this system from subsections (c)(3) and (4); (d); (e)(2) and (3); (e)(4)(G) and (H); (e)(8); (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2) and (k)(5). The system is exempted pursuant to subsection (j)(2) only to the extent that information in a record pertaining to a particular individual relates to a criminal investigation which relates to or constitutes the basis of a particular suit or claim. The system is exempted pursuant to subsection (k)(5) only to the extent necessary to protect a confidential source. Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/UST-001**

**SYSTEM NAME:**

Bankruptcy Case Files and Associated Records.

**SYSTEM LOCATION:**

The Executive Office for United States Trustees and various offices of

*the United States Trustees depending upon the judicial district where a case is pending or was administered. (See appendix of addresses identified as JUSTICE/UST-999.)*

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

Individuals involved in bankruptcy proceedings (under Chapters 7, 11 and 13 of 11 U.S.C.) subsequent to September 30, 1979, including but not limited to debtors, creditors, bankruptcy trustees, agents representing debtors, creditors, and trustees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(a) Petitions/orders for relief, (b) schedules of assets and liabilities of bankrupts, (c) lists of creditors, (d) statements of debtors' financial affairs, (e) docket cards (UST-001, 002, 003, and any alterations thereof), (f) alphabetical cross-reference index cards, (g) general correspondence regarding cases, (h) miscellaneous investigative records, (i) copies of certain petitions, pleadings or other papers filed with the court, including UST recommendations to court for appointment of trustee or examiner in Chapter 11, recommendations for dismissal or conversion, recommendations as to dischargeability, (j) appraisal reports, (k) names of approved depositories and amounts of funds deposited therein, (l) names of sureties and amounts of trustees' bonds, (m) tape or other recordings of creditors meetings called pursuant to Section 341 of Title 11, U.S.C., for the purpose of examination of debtors by creditors, trustee and others, (n) plans filed under Chapter 11 or 13, (o) lists of persons serving as counsel, trustee, or other functionaries in bankruptcy cases, including compensation earned or sought by each, (p) lists of attorneys representing creditors in bankruptcy cases.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These systems are established and maintained pursuant to 28 U.S.C. 588 and 11 U.S.C., especially Chapter 15 thereof.

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

The records are used by personnel of the Executive Office and the United States Trustee field offices to determine the existence of a case, to ascertain the status of actions with respect to a case, and to ensure that timely action is taken as appropriate, and to determine the involvement of agents or other representatives of parties in such cases.

As provided in 11 U.S.C. 107, a paper filed in a case and the dockets of the bankruptcy court are public records and open to examination except when the court acts to protect an entity with respect to a trade secret or confidential research, development, or commercial information; or to protect a person with respect to scandalous or defamatory matter contained in a paper filed in a case under title 11. If the court enters such a protective order, that portion of the record is only available upon the consent of the entity, so protected.

In addition, except when the court has moved to protect an entity, the records will be disseminated as a routine use of such records as follows: (1) A record, or any facts derived therefrom, may be disseminated in a proceeding before a court, an adjudicative body or any proceeding relevant to the administration of a case or any proceeding relevant to the administration of a case filed under title 11 of the United States Code in which the United States Trustees are authorized to appear, when (i) the United States Trustees, or (ii) any employee of the United States Trustees in his or her official capacity, or (iii) any employee of the United States Trustees in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (IV) the United States, where the United States Trustees determine that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by the United States Trustees to be arguably relevant to the litigation; (2) a record, or any facts derived therefrom, may be disseminated in a proceeding before a court, an adjudicative body or any proceeding relevant to the administration of a case filed under title 11 of the United States Code in which the United States Trustee is authorized to appear, when the United States, or any agency or subdivision thereof, is a party to litigation or has an interest in litigation and such records are determined by the United States Trustees to be arguably relevant to the litigation.

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

Release of information to Members of Congress: Information contained in

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

Release of Information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from the system of records may be disclosed to the NARA and GAS for records management inspections conducted under the authority of 44 U.S.C. Secs. 2904 and 2906.

Release of information to law enforcement or regulatory agencies: Information obtained by the U.S. Trustees will be transmitted to appropriate state, local, Federal or other law enforcement or regulatory agencies whenever a U.S. Trustee or the Director, Executive Office for U.S. Trustees or his designee believes that such transmittal in public interest except to the extent that such transmittal would conflict with any immunity granted by a court of competent jurisdiction in accordance with the provisions of Title 11, U.S.C.

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

**STORAGE:**

All information, except that specified below in this paragraph is recorded on basic paper/cardboard material and maintained within metal file boxes, file cabinets, electric file/card retrievers or safes. Certain information from the documents, forms, lists and reports described under "categories of records in the system" will be entered into an automated information system and stored on magnetic disks for reproduction in report form at various times. This includes the case number, debtor's names, case status, type of case, assets of estate, dates of reports filed, trustee bonds, debtor's attorney's name and fees, calendar of meetings and hearings, creditor's committee status, plan and schedule due dates, and trustee/examiner names and dates appointed.

**RETRIEVABILITY:**

Banks, is maintained alphabetically. (Case files maintained in the Executive Office are assigned sequential file numbers and are cross referenced alphabetically by name of the debtor.) Automated information is retrieved by case number or report number.

**SAFEGUARDS:**

Information contained in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures governing the handling of office records and computerized information. During duty hours access to this system is monitored and controlled by U.S. Trustee office personnel. During nonduty hours offices are locked.

**RETENTION AND DISPOSAL:**

Maintenance and disposition schedules are being developed within the Executive Office for U.S. Trustees. There is presently no authority to destroy any information within this system except those documents which are duplicates of records for which the bankruptcy courts maintain the official record copies.

**SYSTEM MANAGER(S) AND ADDRESS:**

System manager for the system in each office is the U.S. Trustee and in the Executive Office, the Chief, Management and Budget Section. (See appendix of addresses identified as JUSTICE/UST-999.)

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager for the judicial district in which the case is pending, or was administered. (See appendix of addresses identified as JUSTICE/UST-999.)

**RECORD ACCESS PROCEDURE:**

A request for access to record from this system shall ordinarily be made in person at the U.S. Trustee office in which the case is filed.

**CONTESTING RECORD PROCEDURES:**

Individual desiring to contest or amend information maintained in the system should direct their request to the System Manager (see appendix of addresses identified as JUSTICE-UST-999), stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this record are generally limited to debtors, creditors, trustees, examiners, attorneys, and other agents participating in the administration of a case, judges of the bankruptcy courts and employees of the U.S. Trustee offices.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/UST-002****SYSTEM NAME:**

Panel Trustee Application File.

**SYSTEM LOCATION:**

*The Executive Office for United States Trustees and various offices of the United States Trustees depending upon the judicial district where the trustee has made application to the panel. (See appendix of addresses identified as JUSTICE/UST-999.)*

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

All applicants for membership on the private panels of trustees eligible to serve as trustees in Chapter 7 bankruptcy cases.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Panel Trustee Application File (UST-002), may also include resumes, letters of recommendation, notes reflecting oral checking of references, school transcripts, and other supporting information provided by applicants or developed by the U.S. Trustee.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The systems are established and maintained pursuant to 28 U.S.C. 588(a).

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

These records are used by the individual U.S. Trustee office in which they are maintained. Their sole purpose is for determining the qualifications and eligibility of persons applying to serve as trustees in Chapter 7 bankruptcy cases. The records are reviewed by the Executive Office for U.S. Trustees.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS**

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

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS Administration (NARA) and the General Services Administration (GSA):**

A record from the system of records may be disclosed to the NARA and GSA for records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

These records are filed in paper folders in metal filing cabinets.

**RETRIEVABILITY:**

Folders are filed alphabetically by the applicant's name.

**SAFEGUARDS:**

Information contained in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures governing the handling of official records. During duty hours access to this system is monitored and controlled by U.S. Trustee office personnel. During nonduty hours offices are locked.

**RETENTION AND DISPOSAL:**

Maintenance and disposition schedules are being developed within the Executive Office for U.S. Trustees. There is presently no authority to destroy any information within this system.

**SYSTEM MANAGER(S) AND ADDRESS:**

System Manager for the System in each office, is the U.S. Trustee and in the Executive Office, the Deputy Director. (See appendix of addresses identified as JUSTICE-UST-999.)

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager.

**RECORD ACCESS PROCEDURE:**

A request for access to a record from this system shall be made in writing with the envelope and letter clearly marked "Privacy Access Request".

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Information contained in the system is provided by the applicant the applicant's references, and interested third parties.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/UST-003****SYSTEM NAME:**

U.S. Trustee Timekeeping System.

**SYSTEM LOCATION:**

*The Executive Office for United States Trustees and various offices of the United States Trustees depending upon where an employee has been assigned for duty. (See appendix of addresses identified as JUSTICE/UST-999.)*

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

Nonclerical employees of the U.S. Trustees' offices.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system includes employees' names and a record of their work time by program activity.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established and maintained pursuant to 11 U.S.C., and 28 U.S.C. 552.

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

This system consists of a record of the work time, by program activity, of nonclerical employees of the U.S. Trustee pilot program. The system is used by the EOUST to analyze workload as a basis for requesting and allocating personnel and other resources. This information is compiled in each of the 13 field offices and forwarded to EOUST for analysis.

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

Release of Information to the National Archives and Records Administration (NARA) and the General Services Administration (GSA): A record from the system of records may be disclosed to the NARA and GSA for records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Records are kept on forms UST-4a, UST-4b, UST-4c and UST-4d, which are filed in metal cabinets.

**RETRIEVABILITY:**

Information is maintained alphabetically by the name of the employee. In EOUST, duplicate records are maintained and organized by district.

**SAFEGUARDS:**

Information contained in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures governing the handling of official records. During duty hours access to this system is monitored and controlled by U.S. Trustee office personnel. During nonduty hours offices are locked.

**RETENTION AND DISPOSAL:**

Maintenance and disposition schedules are being developed within the Executive Office for U.S. Trustees. There is presently no authority to destroy any document within this system.

**SYSTEM MANAGER(S) AND ADDRESS:**

System Manager for the system in each office, is the U.S. Trustee and in the Executive Office, the Deputy Director. (See appendix of addresses identified as JUSTICE/UST-999.)

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager.

**RECORD ACCESS PROCEDURE:**

A request for access to a record from this system shall be made in writing with the envelope and letter clearly marked "Privacy Access Request".

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Nonclerical employees of the U.S. Trustee's offices.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/UST-999****SYSTEM NAME:**

U.S. Trustee Appendix 1—List of Record Retention Addresses:

Executive Office for U.S. Trustees, 320 First Street, N.W., HOLC Building, Room 812, Washington, D.C. 20530  
 California, Central District: 300 North Los Angeles, Room 3101, Federal Building, Los Angeles, California 90012 and Civic Center Plaza Towers, 600 West Santa Ana Boulevard, Suite 501, Santa Ana, California 92701  
 Colorado: 1845 Sherman Street, Room 202, Columbine Building, Denver, Colorado 80203  
 Connecticut: James English Building, 105 Court Street, Room 402, New Haven, Connecticut 06510  
 Florida, Southern District: Federal Building, 51 Southwest First Avenue, Room 904, Miami, Florida 33130  
 Florida, Middle and Northern Districts: One Memorial Center, 4921 Memorial Highway, Suite 340, Tampa, Florida 33634  
 Georgia, Northern and Middle Districts: Russell Federal Building, 75 Spring Street, S.W., Suite 1418, Atlanta, Georgia 30303  
 Georgia, Southern District: 12 West State Street, P.O. Box 10487, Savannah, Georgia 31412  
 Illinois, Northern District: 175 West Jackson Boulevard, Room A-1335, Chicago, Illinois 60604  
 Iowa, Northern District: The Transportation Center, 428 Second Street, S.E., Room 875, Cedar Rapids, Iowa 52401  
 Iowa, Southern District: 210 Walnut Street, Suite 517, Des Moines, Iowa 50309  
 Kansas: 401 North Market Street, United States Courthouse, Room 501, Wichita, Kansas 67202  
 Maine: 66 Pearl Street, Room 322, Portland, Maine 04101  
 Maryland: Fillon Federal Building, 31 Hopkins Plaza, Room G-13, Baltimore, Maryland 21201  
 Massachusetts, New Hampshire and Rhode Island: Boston Federal Office Building, 10 Causeway Street, Room 472, Boston, Massachusetts 04101 and 595 Main Street, Worcester, Massachusetts 01601  
 Minnesota, North Dakota, and South Dakota: 110 South Fourth Street, Room 550, United States Courthouse, Minneapolis, Minnesota 55401  
 New Jersey and Delaware: 60 Park Place, Second Floor, Newark, New Jersey 07102  
 New Mexico: 320 Central Avenue, S.W., Third Floor, Albuquerque, New Mexico 87103



New York, Southern District: 28 Federal Plaza, Room 306, Federal Building, New York, New York 10007

New York, Northern District and Vermont: P.O. Box 465, United States Post Office and Courthouse, Albany, New York 12201

New York, Western District: 42 Delaware Avenue, Suite 100, Buffalo, New York 14222 and United States Courthouse, 100 State Street, Room 617, Rochester, New York 14614

New York, Eastern District: 825 East Gate Boulevard, Suite 304, Garden City, New York 11530

Oklahoma, Western District: United States Courthouse, 201 Dean A. McGee Avenue, Room 518, Oklahoma City, Oklahoma 73102

Oklahoma, Northern and Eastern Districts: Federal Building, 333 West Forurth Street, Room 3471, Tulsa, Oklahoma 74101

Pennsylvania, Eastern District: United States Customs House, 200 Chestnut

Street, Suite 600, Philadelphia, Pennsylvania 19106

Pennsylvania, Western District: Federal Building, 1000 Liberty Avenue, Room 319, Pittsburgh, Pennsylvania 15222

Pennsylvania, Middle District: Federal Building, 228 Walnut Street, Room 1160, Post Office Box 1248, Harrisburg, Pennsylvania 17108

Puerto Rico and the Virgin Islands: 105D Chardon Street, Room CH-162, Hato Rey, Puerto Rico 00918

South Carolina: Strom Thurmond Federal Building, 1835 Assembly Street, Room 1272, Columbia, South Carolina 29201

Texas, Northern District: 1100 Commerce Street, United States Courthouse, Room 9C60, Dallas, Texas 75242

Texas, Eastern District: Federal Building, 211 West Ferguson, Suite 208, Tyler, Texas 75701

Utah: Federal Office Building, 125 South State Street, Suite 4425, Salt Lake City, Utah 84138

Virginia, Eastern District: 421 King Street, Room 410, Alexandria, Virginia 22314 and Federal Building, 200 Granby Mall and City Hall Avenue, Suite 744, Norfolk, Virginia 23510

Virginia, Western District: Poff Federal Building, 210 Franklin Road, S.W., Roanoke, Virginia 24011

West Virginia: 22 Capitol Street, First Floor, Charleston, West Virginia 25301

Wisconsin, Western District: 14 West Mifflin Street, Capitol Square, Suite 310, Madison, Wisconsin 53703

Wisconsin, Eastern District: Federal Building, 517 East Wisconsin Avenue, Room 533, Milwaukee, Wisconsin 53202

Wyoming: Federal Office Building, 2121 Capital Avenue, Suite 8010, Cheyenne, Wyoming 82003

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