

disposition schedule is pending with NARA as Job No. N1-65-88-13.

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

Director, Federal Bureau of Investigation, 10th and Pennsylvania Avenue NW., Washington, DC 20535.

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager.

**RECORD 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, DC 20535.

**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, DC 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.

**SYSTEMS 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/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, *OJP Administrative Form 1820/1*; Equipment Control Records, *OJP Administrative Form 1820/2*.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Property Sign-out, *OJP Administrative Form 1820/1*; Equipment Control Records, *OJP form 1820/2*.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with 5 U.S.C. 301, 1302.

**PURPOSE:**

*The property data is used for inventory control.*

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

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.

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

A record may be disclosed as a routine use to 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 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-011**

**SYSTEM NAME:**

Register Users File—National Criminal Justice Reference Service (NCJRS).

**SYSTEM LOCATION:**

National Criminal Justice Reference Service: 1600 Research Blvd., Rockville, MD 20850

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

The system contains information on those individuals engaged in criminal justice activities, citizen groups and academicians.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system provides a record of registrants who request reference services and products from NCJRS.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is maintained and established in accordance with 42 U.S.C. 3721.

**PURPOSE(S):**

Information in this system is used as a mailing list to supply registrants requesting services from NCJRS with information or products.

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

Information permitted to be released to the news media and the public pursuant to 29 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.

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

A record may be disclosed as a routine use to the National Archives and Records Administration and the General Services Administration 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****STORAGE:**

Information is stored on magnetic disc pack for use in a computer environment.

**RETRIEVABILITY:**

Information is retrieved by the name and user identity number of the individual or organization requesting information.

**SAFEGUARDS:**

Information is maintained in the NCJRS Data Services Center which is a secured area. Special identity cards are required for admittance to the area.

**RETENTION AND DISPOSAL:**

Information is retained until the individual no longer wishes to utilize the service. Upon notification by an individual that he no longer wishes to use the service, or by lack of response of user to Annual Renewals, his record is electronically purged from the film.

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

User Services Coordinator, National Criminal Justice Reference Service; P.O. Box 6000, Rockville, MD 20850.

**NOTIFICATION PROCEDURE:**

Address inquires to the system manager(s) at the above address.

**RECORD ACCESS PROCEDURE:**

A request for access to a record contained in this system shall be made in writing with the envelope and letter clearly marked: 'PRIVACY ACCESS REQUEST.' Access requests will be directed to the system manager(s) at the above address.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their requests to the system manager(s) 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 for the information contained in this system are those individuals covered by the system.

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

None.

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

Delegations of Procurement Authority, Justice/JMD-018.

**SYSTEM LOCATION:**

Office of the Procurement Executive, Department of Justice, Ariel Rios Building, Room 1228, 13th & Pennsylvania Avenue, NW., Washington, DC 20530.

**CATEGORIES OF INDIVIDUALS COVERED:**

All Department of Justice procurement personnel in the GS/GM 1102 and other series who are actively engaged in the acquisition process and who are or will be designated as contracting officers, or are authorized to obligate the Government contractually.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Individual delegations of procurement authority files will contain information on the employees grade/series, job title, employing bureau location, education, procurement experience and procurement-training, type of delegation, level of signatory authority, effective date of entry into the program and experience code.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 507, 509 and 510; 41 U.S.C. 257; 5 U.S.C. 301; 28 CFR 0.75(d) and 0.75(j); and Executive Order 12352.

**PURPOSES:**

Individual delegations of procurement authority files will be used to support a newly established Contracting Officer Standards Program which will serve as a basis to establish Department-wide training and experience standards for issuing contracting officer delegations and to ensure the standards are met. In addition, the files will be used by the Procurement Executive to manage and enhance career development of the Department's procurement work force.

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

(1) Records or information may be disclosed as a routine use in a proceeding before a court or adjudicative body before which the Department 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 Department to be arguably relevant to the litigation: The Department, or any of the Department's components or its subdivisions; any Department 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 Department determines that the litigation is likely to affect it or any of the Department's components or its subdivisions.

(2) Records or 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.

(3) Records or information may be disclosed as is necessary to respond to congressional inquiries on behalf of constituents.

(4) Records may be disclosed to the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of title 44 U.S.C. 2904 and 2906.

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

Originals of paper records are kept in standard file cabinets. Duplicates of original paper records will be stored electronically in the Department's main frame computer.

**RETRIEVABILITY:**

Records are retrieved by name of employee.