

**DEPARTMENT OF JUSTICE**  
**OFFICE OF THE ATTORNEY GENERAL**

[Order No. 748-77]

**PRIVACY ACT OF 1974**

**Systems of Records; Annual Publication**

Pursuant to section 3(e)(4) of the Privacy Act of 1974 (5 U.S.C. 552a(e)(4)), attached is the annual compilation of notices of the systems of records maintained by the Department of Justice. This document incorporates all published changes and additions to the Department's systems notices which have been published and adopted since the 1976 compilation (41 FR 39916, September 16, 1976), and also corrects omissions, spelling and typographical errors, and makes other necessary editorial changes. In some systems, system managers and addresses have been changed to reflect internal reorganizations of the Department of Justice.

Following is a list of major or substantive changes that have been made to the systems since the 1976 compilation:

(a) Four systems have been deleted. JUSTICE/OSG—001, Attorney Assignment Reports are no longer maintained by the Department of Justice as their use has been discontinued by the Office of the Solicitor General. JUSTICE/WSPF—001 and 002 were transferred to the Archivist of the United States upon termination of the Office of the Watergate Special Prosecution Force. JUSTICE/WSPF—003 has been destroyed as these records were duplicative of records maintained elsewhere in the Department of Justice.

(b) JUSTICE/ATR—009, Consumer Inquiry Index: A new routine use was adopted effective April 25, 1977. (42 FR 22953)

(c) JUSTICE/BOP—006, Inmate Commissary Accounts Record System: A change in the storage and retrievability (as a result of automating the system) was adopted effective April 25, 1977. (42 FR 22953)

(d) JUSTICE/CIV—001, Civil Division Case File System was divided into three separate systems to describe more accurately the categories of records, the routine uses and the methods of access. The new systems are CIV—001, Civil Division Case File System, CIV—002, Civil Division Case File System—Customs Section, and CIV—003, Office of Alien Property Case File System. (42 FR 23558)

(e) JUSTICE/CRM—999, Appendix to Criminal Division System of Records Field Offices of the Organized Crime and Racketeering Section: Four locations for the maintenance of records were deleted and the records transferred to the U.S. Attorneys within those districts. (42 FR 1311)

(f) Due to a reorganization of the Department of Justice, 12 systems were transferred from the Office of the Deputy Attorney General to the Office of the Associate Attorney General, and two DAG systems were renumbered. JUSTICE/DAG—001 is now AAG—001, DAG—002 is now AAG—002, DAG—003 is now AAG—003, DAG—006 is now AAG—004, DAG—007 is now AAG—005, DAG—008 is now AAG—006, DAG—009 is now AAG—007, DAG—010 is now AAG—008, DAG—011 is now AAG—009, DAG—012 is now AAG—010, DAG—013 is now AAG—011, DAG—014 is now AAG—012, DAG—003 is now DAG—001, DAG—004 is now DAG—002. (42 FR 33810)

(g) JUSTICE/DEA—027, DEA Employee Profile System which was inadvertently omitted from the 1976 compilation was adopted on April 25, 1977. (42 FR 22953)

(h) JUSTICE/DEA/INS—111, Automated Intelligence Record System (Pathfinder) was proposed to enlarge and redesignate DEA—002 (Pathfinder 1), to reflect the sharing of the data base by the Drug Enforcement Administration and the Immigration and Naturalization Service. (42 FR 15075)

(i) JUSTICE/FBI—002, FBI Central Records System: A new routine use was adopted and the description of categories of records was revised for clarification. (42 FR 21668 and 22953)

(j) JUSTICE/FBI—010, Employee Travel Vouchers and Individual Earning Records, and JUSTICE/FBI—011, Employee Earning Records, two existing systems that were inadvertently omitted from the 1976 compilation, were reported on March 30, 1977. (42 FR 16875)

(k) JUSTICE/FBI—012, Time Utilization Record-Keeping (TURK) System is a new system which was reported in the March 30, 1977, Federal Register. (42 FR 16875)

(l) JUSTICE/INS—001, Immigration and Naturalization Service Index System: The retrievability capacity of a portion of the system was expanded and new routine uses were proposed. (42 FR 15349)

(m) JUSTICE/LEAA—012, Public Safety Officers' Benefits System is a new system which was adopted April 25, 1977. (42 FR 22953)

(n) JUSTICE/OMF—013, Employee Locator File: The retrievability capacity of the system was expanded and changes were proposed in the storage, retrievability and safeguards of the system. (42 FR 15151)

(o) JUSTICE/OPA—001, Executive Clemency Files: A new routine use was adopted April 25, 1977 (42 FR 22953)

(p) JUSTICE/TAX—001, Central Classification Cards, Index Docket Cards and Associated Records was redesignated TAX—001 and TAX—002, separating the Criminal and Civil Records. (42 FR 15146)

(q) JUSTICE/TAX—005, Tax Division Special Projects Files is a new system proposed in the March 18, 1977, Federal Register (42 FR 15146)

(r) JUSTICE/USA—007, Criminal Case Files: A new routine use was adopted April 25, 1977. (42 FR 22953)

(s) JUSTICE/USA—015, Pre-Trial Diversion Program Files is a new system proposed January 27, 1977. (42 FR 5104) A new routine use was adopted for this system April 25, 1977. (42 FR 23506)

(t) A system-wide routine use was proposed which would permit the routine disclosure of information to the National Archives and Records Service in connection with records management inspections. (42 FR 22612)

SEPTEMBER 26, 1977

Griffin B. Bell,  
*Attorney General.*

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## JUSTICE/BOP - 001

## System name Custodial and Security Record System

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons, 320 First Street, N.W., Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) Conduct Records; 2) Escape Information; 3) Assault Information; 4) Disturbance Information; 5) Investigative Reports; 6) Social Data; 7) Bus Movements; 8) Transfers; 9) Emergency Plans; 10) Daily Activity Sheet; 11) Intelligence Information; 12) Segregation Reports and Log Book; 13) Special Offender List; 14) Physical Health Data; 15) Personal Property Records; 16) Identification and Sentence Data; 17) Records of Work and Housing Assignments; 18) Visiting and Mail Records; 19) Confidential Informant Information from Inmates, Staff, and Others; 20) Work and Study Release Information; 21) FBI Referral Record; 22) Rectal and X-ray Examination Record; 23) Phone Call Record

Authority for maintenance of the system: This system is established and maintained under authority of 18 U.S.C. 4003, 4042, 4082

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are (a) to provide information source and documented records of the protection given Federal inmates, and security in Federal penal facilities; (b) to provide information source to officers and employees of the Department of Justice who have a need for the information in the performance of their duties; (c) to provide information source to state and federal law enforcement officials for investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings; (d) to provide information source for responding to inquiries from federal inmates involved or Congressional inquiries; (e) to provide information source for contracting or consulting correctional agencies who provide services to federal inmates (f) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials

Release of information to 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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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

Retrievability: Documents are indexed by name and/or register number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by shredding.

System manager(s) and address: Chief, Management and Information Systems Group; U.S. Bureau of Prisons; 320 First Street, N.W., Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director; Bureau of Prisons, 320 First Street, N.W., Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C.

552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). 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.

Contesting record procedures: Same as the above.

Record source categories: 1) Inmates; 2) Federal Law Enforcement Agencies; 3) State and Federal Probation Services; 4) Non-Federal Law Enforcement Agencies; 5) Educational Institution (Study Release); 6) Relatives, friends, and other interested community individuals; 7) Former or Future Employers; 8) Evaluations, Observations, and Findings of Institutional Staff; 9) Foreign 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)(2) and (3), (e)(4)(H), (e)(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/BOP - 002

## System name: Freedom of Information Act Record System

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) Administrative requests and responses to requests for information and records under 5 U.S.C. 552; 2) Personal data; 3) Litigation reports; 4) Litigation pleadings and court decisions; 5) Reports made in preparation for litigation.

Authority for maintenance of the system: This system is established and maintained under authority of 5 U.S.C. 552.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are: (a) to maintain public records concerning the processing and determination of requests for information made pursuant to the Freedom of Information Act 5 U.S.C. 552; (b) to provide documentation of receipt and processing requests for information made pursuant to the Freedom of Information Act for purposes of litigation of contested denial of release of information; (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 provide information relating to federal offenders and state courts, court personnel, and probation officials.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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

Retrievability: Documents are indexed by name and/or register number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.



**Retention and disposal:** Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by shredding.

**System manager(s) and address:** Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Notification procedure:** Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Record access procedures:** Same as the above.

**Contesting record procedures:** Same as the above.

**Record source categories:** 1) Inmates; 2) Department of Justice Employees; 3) State and Federal Law Enforcement Agencies; 4) Courts; 5) Attorneys.

**Systems exempted from certain provisions of the act:** None

#### JUSTICE/BOP - 003

**System name:** Industrial Inmate Employment Record System

**System location:** Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Categories of individuals covered by the system:** Current and former inmates under the custody of the Attorney General.

**Categories of records in the system:** 1) Inmate assignment records; 2) Time and Attendance Reports; 3) Work Performance Reports; 4) Payroll Records.

**Authority for maintenance of the system:** This system is established and maintained under authority of 31 U.S.C. 841; 18 U.S.C. 4002, 4121 et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The routine uses of this system are: (a) to determine compensation of inmates pursuant to 18 U.S.C. 4002, 4126, 4125, 4121 et seq.; (b) to record employment history of an inmate within the Federal Prison Industries, Inc.; (c) to record disbursement of Federal Prison Industries, Inc., funds for payroll purposes; (d) to evaluate effectiveness of industrial training of inmates; (e) to evaluate authenticity of Federal Prison Industries, Inc., accounting records; (f) to provide information source to officers and employees of the Department of Justice who have need for information in the performance of their duties; (g) to provide information source to state and federal law enforcement officials for investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings; (h) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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, magnetic tape, magnetic disk, tab cards, and microfilm.

**Retrievability:** 1) Documents, Tab Cards and Microfilm - Information is indexed by name and/or register number. 2) Magnetic Tape and Disk - Information is indexed by Name, Register Number, Social Security Number, and FBI Number.

**Safeguards:** Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

**Retention and disposal:** Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means or shredding.

**System manager(s) and address:** Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Notification procedure:** Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

**Record access procedures:** The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). 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.

**Contesting record procedures:** Same as the above.

**Record source categories:** 1) The inmate; 2) Bureau of Prisons/Federal Prison Industries staff members; 3) U. S. Treasury Department.

**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)(H), (e)(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/BOP - 004

**System name:** Inmate Administrative Remedy Record System

**System location:** Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Categories of individuals covered by the system:** Current and former inmates under the custody of the Attorney General.

**Categories of records in the system:** 1) ARS records include information on the current offense and sentence; 2) Prior criminal record; 3) Social background; 4) Institution adjustment; 5) Institution program data; 6) Medical information; 7) Personal property data.

**Authority for maintenance of the system:** This system is established and maintained under authority of 18 U.S.C. 4042.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The routine uses of this system are: (a) to maintain records of receipt, processing and responses to grievances filed by inmates; (b) to provide source of information for reconsideration or amendment of Federal Prison System policy with regard to its operations; (c) to maintain source of information as to the exhaustion of administrative remedies for purposes of civil suits filed against the Federal Prison System by inmates; (d) to provide source of information for purposes of defending civil actions filed against the Federal Prison System by inmates; (e) to provide source of information for statistical reports furnished to Federal Courts for purpose of determining effectiveness of the Administrative Remedy Program in reducing the backlog of cases in Federal Court; (f) furnished to employees of the Department of Justice who have a need for the information in the performance of their duties; (g) furnished to appropriate law enforcement authorities, state and federal, for investigation and possible criminal prosecution, civil court action, or regulatory proceedings.

**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.

**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 Service: A Record from a

system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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.

**Retrievability:** Documents are indexed by name and/or register number.

**Safeguards:** Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

**Retention and disposal:** Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by shredding.

**System manager(s) and address:** Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Notification procedure:** Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

**Record access procedures:** The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). 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.

**Contesting record procedures:** Same as the above.

**Record source categories:** 1) ARS records sources include inmates, employees; 2) U. S. Department of Justice and its Bureaus; 3) U. S. Courts.

**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)(H), (e)(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/BOP - 005

**System name:** Inmate Central Records System.

**System location:** Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Categories of individuals covered by the system:** Current and former inmates under the custody of the Attorney General.

**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, physical description, photograph and fingerprints; 7) Order of designation of institution of original commitment; 8) Records and reports of work and housing assignments; 9) Program selection, assignment and performance adjustment/progress reports; 10) Conduct Records; 11) Social background; 12) Educational data; 13) Physical and mental health data; 14) Parole Board orders, actions and related forms; 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) Interview request forms from inmates; 22) General correspondence; 23) Copies of inmate court petitions.

**Authority for maintenance of the system:** This system is established and maintained under authority of 18 U.S.C. 4003, 4042, 4082.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The routine uses of this system are (a) to provide documented records of the classification, care, subsistence, protection, discipline and programs, etc., of persons committed to the custody of the Attorney General; (b) to provide

information source to officers and employees of the Department of Justice who have a need for the information in the performance of their duties; (c) to provide information source to state and federal law enforcement officials for investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings; (d) to provide information source for disclosure of information that are matters solely of general public record, such as name, offense, sentence data, release date, and etc; (e) to provide information source for disclosure to contracting or consulting correctional agencies that provide correctional services for federal inmates; (f) to provide informational source for responding to inquiries from federal inmates involved or Congressional inquiries; (g) Internal Users - Employees of the Department of Justice who have a need to know information in the performance of their duties; (h) External Users - State and Federal law enforcement officials for the purposes of investigation, possible criminal prosecution, civil court actions, and regulatory proceedings; state correctional agencies providing services to federal inmates; (i) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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, magnetic tape, magnetic disk, tab cards, and microfilm.

**Retrievability:** 1) Documents, Tab Cards and Microfilm - Information is indexed by name and/or register number. 2) Magnetic Tape and Disk - Information is indexed by name, register number, social security number, and FBI number.

**Safeguards:** Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

**Retention and disposal:** Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means or shredding.

**System manager(s) and address:** Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Notification procedure:** Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

**Record access procedures:** The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). 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.

**Contesting record procedures:** Same as the above

**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.

**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)(H), (e)(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/EOP - 006

**System name:** Inmate Commissary Accounts Record System

**System location:** Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Categories of individuals covered by the system:** Current and former inmates under the custody of the Attorney General.

**Categories of records in the system:** 1) Financial data; 2) Identification data. Both categories of records will be automated. The Bureau facilities will have responsibility for their maintenance. The records will be accessible by the telecommunications means of BOP facilities, Regional Offices and the Central Office.

**Authority for maintenance of the system:** This system is established and maintained under authority of 18 U.S.C. 4042.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The routine uses of this system are: (a) to maintain financial accounting of payments into and out of inmate trust fund accounts; (b) to provide accounts of inmate trust fund accounts for purposes of verifying pauper status under 28 U.S.C. 1915; (c) to provide information source to officers and employees of the Department of Justice who have need for information in the performance of their duties; (d) to provide information source to state and federal law enforcement officials for investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authorities 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 will be stored on documents electronically on the Department of Justice Computer System separate from the BOP Central Office.

**Retrievability:** Information on the automated system will be indexed by name and/or register number.

**Safeguards:** The Inmate Commissary Accounts Record System will be protected by both physical security methods and dissemination and access controls. Access to this information will be limited to those persons with a demonstrated and lawful need to know, in order to perform assigned functions.

**Protection of the automated system will be provided by physical, procedural and electronic means.** The files will reside on the Department of Justice Computer System which is physically attended or guarded on a full-time basis. For retrieval purpose, access to active telecommunications terminals will be limited to those persons with a demonstrated need to know. For update purposes, access to the files will be limited to BOP facilities employees, as required in the performance of their assigned duties. Surreptitious access to an unattended terminal will be precluded by a complex authentication procedure. The procedure will be provided only to authorized BOP employees.

An automated log of queries will be maintained for each terminal. Improper procedure will result in no access, and under certain conditions complete lockout of the terminal, pending restoration by the master controller at the BOP Central Office after appropriate verification has been received. Unattended terminals, after normal office hours, will be electronically disconnected by the master controller at the BOP Central Office. All terminals will have key locks and will be located in lockable facilities.

**Retention and disposal:** Records in this system will be retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means.

**System manager(s) and address:** Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Notification procedure:** Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

**Record access procedures:** The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). 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.

**Contesting record procedures:** Same as the above.

**Record source categories:** 1) Inmates; 2) Department of Justice employees.

**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)(H), (e)(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 been published in the Federal Register.

#### JUSTICE/BOP - 007

**System name:** Inmate Physical and Mental Health Record System.

**System location:** Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Categories of individuals covered by the system:** Current and former inmates under the custody of the Attorney General.

**Categories of records in the system:** 1) Medical history and examination (past and present); 2) Dental history and examination (past and present); 3) Medical information concerning deaths of inmates; 4) Offense; 5) Mental Health and Drug Abuse interview and testing data, generated in Bureau of Prisons; 6) Mental Health information generated outside Bureau of Prisons by other corrections agencies, mental hospitals, private therapists, etc; 7) Information as per 5 and 6 above on unsentenced individuals committed under Title 18, sections 4244 and 4246; 8) Mental Health Treatment progress notes and observations made by other staff members; 9) Urine surveillance reports of drug program participants.

**Authority for maintenance of the system:** This system is established and maintained under authority of 18 U.S.C. 4003, 4042, 4082.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The routine uses of this system are: (a) to provide documented records of the diagnosis, treatment, and cure of illnesses of persons committed to the custody of the Attorney General pursuant to 18 U.S.C. 4082; (b) to provide documented records and background medical, mental, or dental history to contracting, or consulting physicians, psychologists and psychiatrists, and dentists, or other specialists, for diagnosis, treatment and cure of federal inmates; (c) to provide information source to officers and employees of the Department of Justice who have a need for the information in the performance of their duties; (d) to provide information source for disclosure to state and federal law enforcement officials for investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings; (e) to provide information source for responding to inquiries from federal inmates or Congressional inquiries; (f) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials; (g) to provide medical information relevant to the treatment being provided by physicians, psychiatrists, psychologists, state and federal medical



facility personnel, other medical agencies and etc., providing treatment for a pre-existing condition for ex-federal offenders.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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, magnetic tape, magnetic disk, tab cards, and microfilm.

**Retrievability:** 1) Documents, Tab Cards and Microfilm - Information is indexed by name and/or register number. 2) Magnetic Tape and Disk - Information is indexed by name, register number, social security number, and FBI number.

**Safeguards:** Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

**Retention and disposal:** Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means of shredding.

**System manager(s) and address:** Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Notification procedure:** Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

**Record access procedures:** The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). 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.

**Contesting record procedures:** Same as the above.

**Record source categories:** 1) Individual; 2) Hospital and/or medical sources; 3) Pre-sentence reports; 4) Other mental health care giving agencies; 5) Observation reports from other Bureau of Prisons staff.

**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)(H), (e)(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/BOP - 008

**System name:** Inmate Safety and Accident Compensation Record System

**System location:** Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Categories of individuals covered by the system:** Current and former inmates under the custody of the Attorney General.

**Categories of records in the system:** Inmate accident/injuries data sustained by: a) Work related accidents; b) Recreational injuries; c) Vehicle accidents; d) Assaults; e) Other non-work accident/injuries.

**Authority for maintenance of the system:** This system is established and maintained under authority of 18 U.S.C. 4042, 4126.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The routine uses of this

system are: (a) to provide a documented record of inmate accidents, injuries, for the purpose of measuring safety programs effectiveness; (b) to provide information source for compliance with the Occupational Safety and Health Act; (c) to provide documented records of inmate accidents, injuries, and disabilities for adjudication of claims by inmates filed pursuant to the Inmate Accident Compensation System, 18 U.S.C. 4126; Chapter III, Federal Prisons Industries, 28 C.F.R., Part 301; (d) furnished to employees of the Department of Justice who require information from these records for performance of their duty; (e) to provide background information and litigation reports to United States Attorneys for purpose of defending civil actions filed against the Bureau of Prisons; (f) furnished to consultant physicians, and physicians treating inmates following release from custody for the purpose of providing prior medical history in conjunction with further treatment of the individual inmate; (g) to provide documented records for disclosure to appropriate law enforcement authorities, state or federal, for investigation and possible criminal prosecution, civil court action, or regulatory proceeding; (h) to provide information source for responding to inquiries from the inmate involved or Congressional inquiries; (i) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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.

**Retrievability:** Documents are indexed by name and/or register number.

**Safeguards:** Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

**Retention and disposal:** Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by electronic means or shredding.

**System manager(s) and address:** Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

**Notification procedure:** Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

**Record access procedures:** The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). 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.

**Contesting record procedures:** Same as the above.

**Record source categories:** 1) The inmate; 2) Bureau of Prisons staff members; 3) Medical staff members and medical consultants; 4) U. S. Probation Officers; 5) Attorneys; 6) Relatives of inmates; 7) Inquiries and replies to Congressmen; 8) U. S. Attorneys.

**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)(H), (e)(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.



## PRIVACY ACT ISSUANCES

## JUSTICE/BOP -009

System name: Federal Tort Claims Act Record System

System location: Records may be retained at any of the Bureau's facilities, the Regional Offices and the Central Office. All requests for records may be made to the Central Office: U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Categories of individuals covered by the system: Current and former inmates under the custody of the Attorney General.

Categories of records in the system: 1) Administrative Tort claims and supporting documents; 2) Personal data; 3) Investigative reports; 4) Medical reports; 5) Property records; 6) Litigation reports; 7) Reports made in preparation of litigation; 8) Social and Criminal Background; 9) Employment History; 10) Correspondence; 11) Litigation Pleadings and Court Decisions.

Authority for maintenance of the system: This system is established and maintained under authority of 28 U.S.C. 2671 et seq. FTCA.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of this system are: (a) to provide information source for purposes of adjudicating claims for personal injury and property damages pursuant to the Federal Tort Claims Act, 28 U.S.C. 2675; (b) to provide information source for purposes of preparing reports concerning litigation in United States Courts under the Federal Tort Claims Act, 28 U.S.C. 2671 et seq; (c) to provide information source that is furnished to counsel for claimants under the Federal Tort Claims Act; (d) to provide information source that is furnished to medical officials when requested by claimants under the Federal Tort Claims Act; (e) to provide information source that is disclosed to employees of the Department of Justice who have a need for the information in the performance of their duties; (f) to provide information source to state and federal law enforcement officials for the purpose of investigations, possible criminal prosecutions, civil court actions, or regulatory proceedings; (g) to provide information relating to federal offenders to federal and state courts, court personnel, and probation officials.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 documents.

Retrievability: Documents are indexed by name and/or register number.

Safeguards: Information is safeguarded in accordance with Bureau of Prisons rules governing access and release.

Retention and disposal: Records in this system are retained for a period of ten (10) years after expiration of sentence, then destroyed by shredding.

System manager(s) and address: Chief, Management and Information Systems Group; U. S. Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534.

Notification procedure: Address inquiries to: Director; Bureau of Prisons; 320 First Street, N.W.; Washington, D.C. 20534. The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). Inquiries concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempt from this requirement under 5 U.S.C. 552a (j). 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.

Contesting record procedures: Same as the above.

Record source categories: 1) Inmates; 2) Department of Justice Employees; 3) U. S. Probation Service; 4) Contract and Consulting Physicians including Hospitals; 5) Attorneys; 6) Relatives and friends of Inmates; 7) Congress; 8) State and Federal 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)(2) and (3), (e)(4)(H), (e)(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/BOP - 999

System name: Appendix of Field Locations for the Bureau of Prisons.

## Regional Offices

North East Region  
Scott Plaza II, Industrial Highway  
Philadelphia, Pa. 10113

South East Region  
Bldg. No. 300, Greenbriar Office Park  
3500 Greenbriar Parkway, S.W.  
Atlanta, Georgia 30331

North Central Region  
K.C.I. Bank Bldg.  
8800 Northwest 112th Street  
Kansas City, Missouri 64153

South Central Region  
3883 Turtle Creek Blvd.  
Dallas, Texas 75219

Western Region  
330 Primrose Road, Fifth Floor  
Burlingame, California 94010

## United States Penitentiaries

Atlanta, Georgia 30315  
Leavenworth, Kansas 66048  
Lewisburg, Pennsylvania 17837  
Marion, Illinois 62959  
McNeil Island, Steilacoom, Washington 98388  
Terre Haute, Indiana 47808

## Federal Correctional Institutions

Alderson, West Virginia 24910  
Ashland, Kentucky 41101  
Butner, North Carolina 27509  
Danbury, Connecticut 06801  
El Reno, Oklahoma 73036  
Englewood, Colorado 80110  
Ft. Worth, Texas 76119  
La Tuna, Texas 88021  
Lexington, Kentucky 40507  
Lompoc, California 93436  
Memphis, Tennessee 38134  
Miami, Florida 33177  
Milan, Michigan 48160  
Morgantown, West Virginia 26505  
Oxford, Wisconsin 53952  
Petersburg, Virginia 23803  
Pleasanton, California 94568  
Sandstone, Minnesota 55072  
Seagoville, Texas 75159  
Tallahassee, Florida 32304  
Terminal Island, California 90731  
Texarkana, Texas 75501

## Federal Prison Camps

Allenwood — Montgomery, Pennsylvania 17752  
 Eglin Air Force Base, Florida 32542  
 Maxwell Air Force Base, Montgomery, Alabama 36112  
 Safford, Arizona 85546

## Medical Center for Federal Prisoners

Springfield, Missouri 65802

## Federal Detention Centers

Florence, Arizona 85232  
 El Paso, Texas 79925

## Metropolitan Correctional Centers

71 W. Van Buren Street  
 Chicago, Illinois 60605

150 Park Row  
 New York, New York 10007

808 Union Street  
 San Diego, California 92101

## Community Treatment Centers

715 McDonald Blvd. S.E.  
 Atlanta, Georgia 30315

826 S. Wabash Ave.  
 Chicago, Illinois 60605

3401 Gaston Ave.  
 Dallas, Texas 75248

1950 Trumbull Ave.  
 Detroit, Michigan 43216

2320 LaBranch Ave.  
 Houston, Texas 77044

404 E. 10th St.  
 Kansas City, Missouri 64106

600 Long Beach Blvd.  
 Long Beach, California 90802

1212 S. Alvarado St.  
 Los Angeles, California 90006

Woodward Hotel  
 210 West 55th Street  
 New York, New York 10019

205 MacArthur Blvd.  
 Oakland, California 94610

316 W. Roosevelt Rd.  
 Phoenix, Arizona 85003

## JUSTICE/DEA - 001

System name: Air Intelligence Program

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537. Also, field offices. See Appendix I 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 (P.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 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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 fifty-five years.

System manager(s) and address: Assistant Administrator for Intelligence; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 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 the 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). 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-INS - 111

System name: Automated Intelligence Records System (Pathfinder)

System location: Drug Enforcement Administration, 1405 Eye Street, N.W., 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, and (g) arranging or contract-

ing a marriage to defraud the immigration laws; (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 violations 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 subject to a file maintained in 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-170), (5) INS Marine Intelligence Index, (6) INS Fraudulent Documentation Center Index, (7) INS Terrorist Index, and (8) INS Reports of Investigation and Apprehension (I-44, I-213, G-166).

**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) 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 subsets of the Pathfinder Information System are maintained on standard index cards and manual folders. Standard security formats are employed.

The automated Pathfinder Information System is stored on digital computers in the Drug Enforcement Administration Office of Intelligence Secured Computer facilities located at DEA Headquarters and El Paso, Texas.

**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:** Assistant Administrator for Intelligence, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C. 20537 and Associate Commissioner, Management, Immigration and Naturalization Service, 425 Eye Street, N.W., Washington, D.C. 20536.

**Notification procedure:** Inquiries should be addressed to Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C. 20537.

**Record access procedures:** Same as notification procedure.

**Contesting record procedures:** Same as notification procedure.

**Record source categories:** 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 proposed exemption of 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).

#### JUSTICE/DEA - 003

**System name:** Automated Records and Consumated Orders System/Diversion Analysis and Detection System (ARCOS/DADS)

**System location:** Drug Enforcement Administration; 1405 Eye Street, N.W.; 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 (P.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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 address:** Director, Office of Compliance and Regulatory Affairs, Drug Enforcement Administration; 1405 Eye Street, N.W.; 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 (P.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. 553(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, N.W.; Washington, D.C. 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 Relations Staff.

**Retention and disposal:** These records are retained indefinitely.

**System manager(s) and address:** Director of Congressional Relations, Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C. 20537.

**Notification procedure:** Inquiries should be addressed to Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W. Washington, D.C. 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, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix I 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 225, 226, 227, and 363, 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 (Public Law 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 (Public Law 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 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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 of application and indexed within each batch by name. A microfiche system of the names in each batch 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 five years. The automated data is stored in the Department of Justice Computer Center and destroyed after five years.

System manager(s) and address: Director, Office of Compliance and Regulatory Affairs, Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537.

Notification procedure: The Attorney General has exempted the Controlled Substances Act Registration Records from compliance with subsection (d) of the Act.

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 under the Controlled Substances Act (Public Law 91-513); (B) DEA Compliance 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 Division, Drug Enforcement Administration, 1405 I Street, N.W., Room 200, Washington, D.C. 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 requests, and related records necessary to the processing of such requests received after January 1, 1975; (2) 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 C.F.R. 16.1 et seq. and 28 C.F.R. 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 systems of records maintained by the Freedom of Information Division.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National

Archives and Records Service (NARS) 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 Division 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 Division, Drug Enforcement Administration, 1405 I Street, N.W., Room 200, Washington, D.C. 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 C.F.R. 16.41. Each requestor shall also provide a return address for transmitting the information. Requests shall be directed to the System Manager listed above.

**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 of 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:** Records secured from other systems of records have been exempted from the provisions of the Freedom of Information/Privacy Acts to the same extent as the systems 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/DEA - 007

**System name:** International Intelligence Data Base

**System location:** Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

**Categories of individuals covered by the system:** Known and suspected drug traffickers

**Categories of records in the system:** (A) Intelligence reports; (B) Investigative reports; (C) Subject files.

**Authority for maintenance of the system:** This system is maintained for law enforcement and intelligence purposes pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970, Reorganization Plan No. 2 of 1973 and 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 is maintained to further criminal investigations through the collation, analysis and dissemination of intelligence in-

formation. This system produces the following reports: a) Tactical, operational and strategic intelligence reports; b) Major organizational reports; c) Network analysis; d) Trafficker profiles; e) Intelligence briefs on prior experience with individuals, firms, countries, etc; f) Country profiles; g) Country Intelligence Action Plans; h) Current situational reports; i) Special reports as requested; j) Drug patterns and trends and drug trafficking from source to U.S. distributors.

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; D) U.S. Intelligence and Military Intelligence Agencies involved in drug enforcement; E) U.S. Department of State; F) The Cabinet Committee on International Narcotics Control.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 and on index cards.

**Retrievability:** The system is indexed by name and subject category and retrieved by use of a card file index.

**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 records contained in this system are stored in GSA approved security containers. Access to the system is restricted to authorized DEA personnel with Secret Clearance or above.

**Retention and disposal:** The Records contained in this system are currently retained for an indefinite period.

**System manager(s) and address:** Assistant Administrator for Intelligence; Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C. 20537.

**Record source categories:** A) Other Federal agencies; B) State and local law enforcement agencies; C) Foreign law enforcement agencies; D) Confidential 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), (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 - 008

**System name:** Investigative Reporting and Filing System

**System location:** Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, DC 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. Witness

G. Non-implicated persons with pertinent knowledge of some circumstance 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 sub-systems.

A. The Narcotics and Dangerous Drugs Information (NADDIS) is a central automated index maintained by DEA Headquarters. It is accessible by the telecommunication means of appropriately equipped DEA headquarters and field offices. The index record contains names and selected items of information extracted from investigative reports. Direct references to the discrete file folders in which the source reports are filed are provided, therefore, the records point to the more comprehensive manual reports. The central index reflects records maintained at all DEA echelons. Records are retrievable by name and by certain identifying numbers.

B. Manual name indices covering regional and district investigative activities are maintained by DEA field offices. A residual card index is retained at DEA headquarters 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 sub-sets 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-Informant Files.

The basic document contained in these files is a multi-purpose report of investigation (DEA-6) on 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 pre-registrant 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 Informant 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. (Public Law 91-513), Reorganization Plan No. 2 of 1973, and to fulfill United States obligations under the Single Convention on Narcotics 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 con-

tain 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. E) 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 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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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: 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 Information System separate from DEA Headquarters.

Retrievability: Access to individual records is gained by reference to either the automated or manual indices. Retrievability 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 and 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.

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 facili-



ties 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 System 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 authorized DEA employees. For certain terminals, access is further restricted by cryptographic 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 DEA as a prerequisite of the release.

**Retention and disposal:** Records contained within this system except for those in general files are retained for fifty-five (55) years. Records in general files are retained for twenty (20) years.

**System manager(s) and address:** Assistant Administrator for Enforcement; Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C. 20537.

**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 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 - 009

**System name:** Medical Records

**System location:** Drug Enforcement Administration; 1405 Eye Street, N.W.; 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 Compliance 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 668 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 use DEA. 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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:** Chief Medical Officer; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537.

**Notification procedure:** Inquiries should be addressed to Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W., 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 the 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:** Office of Internal Security Records

**System location:** Drug Enforcement Administration; 1405 Eye Street, N. W.; Washington, D. C. 20537. Also, field offices. See Appendix 1 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) Non-implicated persons 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. D) Zero files containing general correspondence and memoranda relating to the subject matter of the categories of individuals covered by the system.

**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 of 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 na-



tional 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.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 investigation 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 for 55 years.

System manager(s) and address: Chief Inspector; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537.

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

System location: Drug Enforcement Administration; 1405 Eye Street, N.W.; 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 (P.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 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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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: Assistant Administrator for Intelligence; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D. C. 20537.

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, N.W.; 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 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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 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 Compliance Investigations Division 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: Director, Office of Compliance and Regulatory Affairs; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537.

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, N.W.; 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 (P.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 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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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: Assistant Administrator for Intelligence; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537.

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)(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 - 014

System name: System to Retrieve Information from Drug Evidence (STRIDE/Ballistics).

System location: Drug Enforcement Administration; 1405 Eye Street, N. W.; Washington, D. C. 20537. Also, field offices. 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 subject name. The information can be retrieved by name or DEA case 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 Division; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C. 20537.

**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 Eye Street, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix 1 for list of addresses.

**Categories of individuals covered by the system:** Individuals who have attended the Drug Enforcement Administration National Training Institute.

**Categories of records in the system:** A) Class rosters; B) Biographic data; C) Evaluation reports; D) 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 National Training Institute 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 to students in the programs.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 on index cards and in file folders.

**Retrievability:** The system is indexed 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 maintained in locked file cabinets and access is limited to National Training Institute Personnel on a need-to-know basis.

**Retention and disposal:** Records in this system are currently maintained indefinitely.

**System manager(s) and address:** Director; Office of Training, Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C. 20537.

**Notification procedure:** Inquiries should be addressed to: Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C. 20537. Inquiries should contain: Name; Date and Place of Birth; Dates of attendance at the National Training Institute.

**Record access procedures:** Same as the above.

**Contesting record procedures:** Same as the 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).

**System location:** Drug Enforcement Administration; 1405 Eye Street, N.W.; 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.

**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(a) and 31 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 payees name.

**Retrievability:** Information is retrieved primarily by using the name of the payee.

**Safeguards:** Information contained in the system is unclassified. It is safeguarded in accordance with organizational rules and procedures. 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 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.

**System manager(s) and address:** Controller, Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C., 20537.

**Notification procedure:** Inquiries should be addressed to Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C., 20537.

**Record access procedures:** Same as above.

**Contesting record procedures:** Same as 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, N.W., 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 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 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, N.W.; Washington, D.C., 20537.

**Notification procedure:** Inquiries should be addressed to: Freedom of Information Unit; Drug Enforcement Administration; 1405 Eye Street, N.W.; 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, N.W.; 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 uses of records maintained in the system, including categories of users 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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



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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 indefinitely.

**System manager(s) and address:** Chief Inspector; Drug Enforcement Administration; 1405 Eye Street, N.W., Washington, D.C., 20537.

**Notification procedure:** Inquiries should be addressed to: Freedom of Information Unit; Drug Enforcement Administration; 1405 Eye Street, N.W.; 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 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 at 5 U.S.C. 553(b),(c) and (e) and have been published in the Federal Register.

## JUSTICE/DEA - 019

**System name:** Specialized Automated Intelligence Files (NIMROD).

**System location:** Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C., 20537.

**Categories of individuals covered by the system:** Known and suspected drug traffickers.

**Categories of records in the system:** Special purpose applications from which information includes, but is not limited to, comprehensive personality data, activity data, significant event data, phone numbers, addresses, and special purpose information related to individuals.

**Authority for maintenance of the system:** This system will be maintained to provide DEA with an automated intelligence capability pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970, Reorganization Plan No. 2 of 1973 and 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 will be used to produce association and link analysis reports and such special reports as required by DEA intelligence analysts. Information from this system will be provided to the following categories of users for law enforcement purposes: A) Other federal law enforcement agencies; B) State and 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 magnetic tape. Reference materials are maintained on microfiche.

**Retrievability:** This system is retrievable by data elements as a single entity or by a combination of data elements.

**Safeguards:** This system of records is maintained by DEA Headquarters which is protected by twenty-four hour guard service

and 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 housed in a special computer facility which meets CIA and NSA standards for intrusion, electronic and acoustic penetration. Access to the system is strictly limited to DEA intelligence analysts with appropriate clearances on a specific need-to-know basis.

**Retention and disposal:** Information will be maintained in the system indefinitely.

**System manager(s) and address:** Assistant Administrator for Intelligence; Drug Enforcement Administration; 1405 Eye Street, N.W.; Washington, D.C., 20537.

**Record source categories:** A) DEA Intelligence Reports; B) Reports of other Federal 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)(G) and (H), (e)(5) and (8), (f)(g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a(j) and (k)(1). 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 - 027

**System name:** DEA Employee Profile System (DEPS)

**System location:** Drug Enforcement Administration, 1405 Eye Street, N.W., 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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

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the tapes and disks are stored in 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:** Chief, Computer Services Division, Drug Enforcement Administration, 1405 Eye Street, N.W., Washington, D.C., 20537.

**Notification procedure:** Inquiries should be addressed to Freedom of Information Unit, Drug Enforcement Administration, 1405 Eye Street, N.W., 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 Procedure.

**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 - 999

**System name:**

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 Unit  
Drug Enforcement Administration  
1405 Eye Street, N.W.  
Washington, D.C. 20537

**Drug Enforcement Administration field offices:**

**Region 1**

Boston Regional Office  
JFK Federal Building  
Room G-64  
Boston, Massachusetts 02203

Portland District Office  
U.S. Courthouse Building  
156 Federal Street  
P.O. Box 451  
Portland, Maine 04112

Burlington District Office  
P.O. Box 327  
Essex Junction, Vermont 05452

Concord District Office  
Federal Building & Post Office  
55 Pleasant Street  
P.O. Box 1314  
Concord, New Hampshire 03301

Providence District Office  
Post Office & Federal Building  
Room 232  
Exchange Terrace  
Providence, Rhode Island 02903

Hartford District Office  
450 Main Street  
Room 628-E  
Hartford, Connecticut 06103

**Region 2**

New York Regional Office  
555 West 57th Street  
New York, New York 10019

Buffalo District Office  
268 Main Street, Suite 300  
Buffalo, New York 14202

Long Island District Office  
2 Huntington Quadrangle  
Melville, New York 11746

Montreal District Office  
P.O. Box 65, Postal Station Disjardins  
Consulate General of the U.S.A.  
Montreal, Quebec, Canada H5B 161

Rouses Point District Office  
P.O. Box 38  
Rouses Point, New York 12979

Albany District Office  
Leo W. O'Brien Federal Building  
Clinton Avenue & Pearl Street, Room 746  
Albany, New York 12207

JFK Airport District Office  
P.O. Box 361  
JFK Airport Station  
Jamaica, New York 11430

Toronto District Office  
U.S. Consulate General  
360 University Avenue  
Toronto, Canada M5G 1S4

Newark District Office  
Federal Office Building  
970 Broad Street  
Newark, New Jersey 07101

New York DEA Drug Task Force  
555 West 57th Street  
Suite 1700  
New York, New York 10019

**Region 3**

Philadelphia Regional Office  
William J. Green Federal Building  
600 Arch Street  
Room 10224  
Philadelphia, Pennsylvania 19106

Pittsburgh District Office  
Federal Building  
1000 Liberty Avenue  
Room 2306  
Pittsburgh, Pennsylvania 15222

Wilmington District Office  
Courthouse, Customs House & Federal Office Building  
844 King Street  
Room 5305  
Wilmington, Delaware 19801

**Region 4**

Baltimore District Office  
955 Federal Building  
31 Hopkins Plaza  
Baltimore, Maryland 21201

Charleston District Office  
22 Capital Street  
Charleston, West Virginia 25324

Greensboro District Office  
925 West Market Street  
Room 111  
Greensboro, North Carolina 27401

Norfolk District Office  
870 North Military Highway  
Suite 301

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Norfolk, Virginia 23502

Washington District Office  
400 Sixth Street, S.W.  
Room 2558  
Washington, D.C. 20024

Wilmington District Office  
3909-D Oleander Drive  
Lambe Young Building  
Wilmington, North Carolina 28401

## Region 5

Miami Regional Office  
8400 N.W. 53rd Street  
Miami, Florida 33166

Atlanta District Office  
United Family Life Building  
230 Houston Street, N.E.  
Suite 200  
Atlanta, Georgia 30303

Charleston District Office  
1529 Highway 7  
Suite 5 & 6  
Charleston, South Carolina 29407

Columbia District Office  
2611 Forest Drive  
P.O. Box 702  
Columbia, South Carolina 29202

Jacksonville District Office  
4077 Woodcock Drive  
Suite 210  
Jacksonville, Florida 32207

Orlando District Office  
1080 Woodcock Road  
Suite 180  
Orlando, Florida 32803

San Juan District Office  
Housing Investment Building  
Suite 154  
416 Ponce de Leon Avenue  
Hato Rey, Puerto Rico 00919

Savannah District Office  
430 Mall Boulevard  
Suite C  
Savannah, Georgia 31406

Tampa District Office  
700 Twiggs Street  
Suite 400  
Tampa, Florida 33602

West Palm Beach District Office  
700 Clematis Street  
Room 253  
West Palm Beach, Florida 33402

Kingston District Office  
U.S. Embassy Kingston  
2 Oxford Road  
Kingston, Jamaica

## Region 6

Detroit Regional Office  
357 Federal Building  
231 West Lafayette  
Detroit, Michigan 48226

Cleveland District Office  
601 Rockwell  
Room 300  
Cleveland, Ohio 44114

Cincinnati District Office  
Federal Office Building  
550 Main Street  
P.O. Box 1196  
Cincinnati, Ohio 45201

Columbus District Office  
Federal Office Building  
85 Marconi Blvd.  
Room 120  
Columbus, Ohio 43215

Grand Rapids District Office  
310 Federal Building, U.S. Courthouse  
110 Michigan NW  
Grand Rapids, Michigan 49502

Louisville District Office  
Federal Building  
600 Federal Plaza  
Room 1006  
Louisville, Kentucky 40202

## Region 7

Chicago Regional Office  
1800 Dirksen Federal Building  
219 South Dearborn Street  
Chicago, Illinois 60604

Indianapolis District Office  
575 N. Pennsylvania  
Room 267  
Indianapolis, Indiana 46204

Milwaukee District Office,  
Federal Building & U.S. Courthouse  
517 East Wisconsin  
Room 232  
Milwaukee, Wisconsin 53202

Mount Vernon District Office  
Federal Building  
105 South Sixth Street  
P.O. Box 748  
Mount Vernon, Illinois 62864

Hammond District Office  
Federal Building  
507 State Street  
Room 407  
Hammond, Indiana 46320

## Region 8

New Orleans Regional Office  
1001 Howard Avenue  
New Orleans, Louisiana 70113

Birmingham District Office  
236 Goodwin Crest  
Suite 520  
Birmingham, Alabama 35209

Little Rock District Office  
One Union National Plaza  
Suite 850  
Little Rock, Arkansas 72201

Shreveport District Office  
500 Fanin Street  
Federal Building, U.S. Courthouse  
Room 8A20  
P.O. Box 105  
Shreveport, La. 71102

Jackson District Office  
First Federal Building  
525 East Capitol Street  
P.O. Box 22631

## DEPARTMENT OF JUSTICE

53311

Jackson, Mississippi 39205

Nashville District Office  
U S Courthouse Annex  
Room 929  
8th & Broadway  
P O Box 1189  
Nashville, Tennessee 37202

Memphis District Office  
Federal Building  
167 North Main Street  
Room 401  
Memphis, Tennessee 38103

Baton Rouge District Office  
4560 North Boulevard  
Suite 118  
Baton Rouge, Louisiana 70806

Mobile District Office  
2 Office Park  
Suite 216  
Mobile, Alabama 36609

## Region 10

Kansas City Regional Office  
U S Courthouse  
811 Grand Avenue  
Kansas City, Missouri 64106

Des Moines District Office  
U S Courthouse  
P.O. Box 1784  
Des Moines, Iowa 50309

Duluth District Office  
Federal Building & U.S. Courthouse  
515 West First Street  
P.O. Box 620  
Duluth, Minnesota 55801

Minneapolis District Office  
Federal Building  
110 South Fourth Street  
Room 402  
Minneapolis, Minnesota 55401

Omaha District Office  
New Federal Building  
215 North 17th Street  
P.O. Box 661, Downtown  
Omaha, Nebraska 68101

Minot District Office  
123 Southwest First Street  
Room 414  
Minot, North Dakota 58701

Sioux Falls District Office  
400 S. Philips  
Room 309  
Sioux Falls, South Dakota 57102

St. Louis District Office  
Suite 300  
Chromalay Plaza  
120 S. Central Avenue  
St. Louis, Missouri 63105

Wichita District Office  
202 West First Street  
Room 505  
Wichita, Kansas 67201

## Region 11

Dallas Regional Office  
Earle Cabell Federal Building  
1100 Commerce Street

Room 4A5  
Dallas, Texas 75202

Brownsville District Office  
2100 Boca Chica Blvd.  
Suite 305  
Brownsville, Texas 78520

Corpus Christi District Office  
723 Upper N. Broadway  
P.O. Box 2443  
Corpus Christi, Texas 78403

Del Rio District Office  
3605 Highway 90, West  
P.O. Drawer 1247  
Del Rio, Texas 78840

Eagle Pass District Office  
342 Rio Grande Street  
Room 102  
Eagle Pass, Texas 78852

El Paso District Office  
4110 Rio Bravo  
Suite 100  
El Paso, Texas 79902

Houston District Office  
1540 Esperson Building  
815 Walker Street  
Houston, Texas 77002

Laredo District Office  
P.O. Drawer 2307  
Laredo, Texas 78041

Midland District Office  
100 East Wall Street  
P.O. Drawer 2668  
Midland, Texas 79701

McAllen District Office  
3017 N. 10th Street  
P.O. Box 338  
McAllen, Texas 78501

Oklahoma City District Office  
Old Federal Building  
215 N.W. 3rd Street  
Room 250  
Oklahoma City, Oklahoma 73102

San Antonio District Office  
4th Floor, 1800 Central Building  
1802 N.E. Loop 410  
San Antonio, Texas 78217

Tulsa District Office  
333 W. 4th Street  
Room 3335  
Tulsa, Oklahoma 74103

Austin District Office  
55 N. Interregional Highway  
P.O. Box 8  
Austin, Texas 78767

Lubbock District Office  
3302 67th Street  
Building No. 2  
Lubbock, Texas 79413

## Region 12

Denver Regional Office  
U.S. Customs House  
Room 336  
P.O. Box 1860  
Denver, Colorado 80201



## PRIVACY ACT ISSUANCES

Cheyenne District Office  
Federal Center  
2120 Capitol Avenue  
Room 8020  
Cheyenne, Wyoming 82001

Albuquerque District Office  
First National Bank Building, East  
5301 Central Avenue, N.E.  
Albuquerque, New Mexico 87108  
Las Cruces District Office  
Federal Building  
200 E. Griggs Avenue  
Room A-100  
Las Cruces, New Mexico 88001

Phoenix District Office  
Valley Bank Center, Suite 1980  
201 North Central  
Phoenix, Arizona 85073

Tucson District Office  
Tucson International Airport  
P.O. Box 27063  
Tucson, Arizona 85726

San Luis District Office  
P.O. Box 445  
San Luis, Arizona 85349

Nogales District Office  
P.O. Box 39  
Mile Post 4 1/2  
U.S. Highway 89  
Nogales, Arizona 85621

Douglas District Office  
2130 15th Street  
P.O. Box 1294  
Douglas, Arizona 85607

Salt Lake City District Office  
Federal Building  
125 South State Street  
Room 2218  
Salt Lake City, Utah 84138

## Region 13

Seattle Regional Office  
221 1st Avenue West  
Suite 200  
Seattle, Washington 98119

Anchorage District Office  
Loussac-Sogn Building  
429 D Street  
Room 306  
Anchorage, Alaska 99501

Blaine District Office  
170 C Street  
P.O. Box 1680  
Blaine, Washington 98230

Eugene District Office  
Federal Building  
211 East 7th Avenue  
Room 230  
Eugene, Oregon 97401

Boise District Office  
American Reserve Building  
2404 Bank Drive  
Suite 212  
Boise, Idaho 83705

Great Falls District Office  
1111 14th Street South  
P.O. Box 2887  
Great Falls, Montana 59403

Portland District Office  
Georgia-Pacific Building  
900 S.W. Fifth Avenue  
Suite 1515  
Portland, Oregon 97204

Spokane District Office  
U.S. Courthouse  
920 W. Riverside  
P.O. Box 1504  
Spokane, Washington 99210

Vancouver B.C. District Office  
DEA/Justice  
American Consulate General  
1199 West Hastings Street  
Vancouver, B.C., Canada V6E2Y4

## Region 14

Los Angeles Regional Office  
350 So. Figuero Street  
Suite 800  
Los Angeles, California 90017

San Francisco District Office  
450 Golden Gate Avenue  
Box 36035  
San Francisco, California 94102

San Diego District Office  
402 West 35th Street  
National City, California 92050

Calexico District Office  
632 Imperial Avenue  
P.O. Box J  
Calexico, California 92231

Las Vegas District Office  
Federal Building & U.S. Courthouse  
300 Las Vegas Blvd. South  
P.O. Box 16023  
Las Vegas, Nevada 89101

Fresno District Office  
P.O. Box 72  
Fresno, California 93707

Honolulu District Office  
300 Ala Moana Blvd.  
Honolulu, Hawaii 96815

Tecate District Office  
Post of Entry-Tecate  
P.O. Box 67  
Tecate, California 92080

Sacramento District Office  
Federal Building  
2800 Cottage Way  
P.O. Box 4495  
Sacramento, California 95825

Los Angeles Airport Office  
600 Worldway  
P.O. Box 91160  
Los Angeles, California 90009

## Region 15

Mexico City Regional Office  
DEA/Justice  
American Embassy  
Apartado Postal 88 Bis  
Mexico 1, D.F., Mexico

Guadalajara District Office  
DEA/Justice  
American Consulate General

## DEPARTMENT OF JUSTICE

53313

Apartado Postal 1 - 1 BIS  
Guadalajara, Jalisco, Mexico

Hermosillo District Office  
DEA/Justice  
American Consulate General  
Apartado Postal 972  
Hermosillo, Sonora, Mexico

Mazatlan District Office  
DEA/Justice  
American Consulate  
Apartado Postal 321  
Mazatlan, Sinaloa, Mexico

Merida District Office  
SAIC  
Dept. of State  
Washington, D.C. 20521

Monterrey District Office  
DEA/Justice  
c/o Dept. of State  
Washington, D.C. 20521

San Jose District Office  
DEA/Justice  
American Embassy  
APO N.Y., N.Y. 09883

Guatemala District Office  
American Embassy  
APO N.Y., N.Y. 09891

## Region 16

Bangkok Regional Office  
Drug Enforcement Administration  
American Embassy  
APO San Francisco, California 95346

Chiang Mai District Office  
Drug Enforcement Administration  
American Consulate  
APO San Francisco, California 96272

Hong Kong District Office  
DEA/Justice  
American Consulate General  
Box 30  
FPO San Francisco, California 96659

Kuala Lumpur District Office  
DEA/Justice  
Dept. of State  
Kuala Lumpur  
Washington, D.C. 20520

Vientiane District Office  
DEA/Justice  
APO San Francisco, California 96352

Singapore District Office  
DEA/Justice  
FPO San Francisco, California 96699

Saigon District Office  
DEA/Justice  
APO San Francisco, California 96243

Songkhla District Office  
DEA/Justice  
American Consulate  
APO San Francisco, California 96346

## Region 17

Paris Regional Office  
DEA/Justice  
American Embassy  
APO New York, New York 09777

Marseilles District Office  
DEA/Justice  
American Embassy (m)  
APO New York, New York 09777

Vienna District Office  
DEA/Justice  
American Embassy Vienna  
Department of State  
Washington, D.C. 20520

Brussels District Office  
DEA/Justice  
American Embassy  
APO New York, New York 09667

London District Office  
DEA/Justice  
American Embassy  
Box 40  
FPO New York, New York 09510

Bonn District Office  
DEA/Justice  
American Embassy  
Box 290  
APO New York, New York 09030

Frankfurt District Office  
DEA/Justice  
American Consulate General  
APO New York, New York 09757

Hamburg District Office  
DEA/Justice  
American Consulate General  
Box 2  
APO New York, New York 09069

Munich District Office  
DEA/Justice  
American Consulate General  
APO New York, New York 09108

Rome District Office  
DEA/Justice  
Consulate 301  
APO New York, New York 09794

Genoa District Office  
DEA/Justice  
American Consulate General  
Box G  
APO New York, New York 09794

Milan District Office  
DEA/Justice  
American Consulate General  
APO New York, New York 09689

The Hague District Office  
DEA/Justice  
American Embassy  
APO New York, New York 09159

Madrid District Office  
DEA/Justice  
American Embassy  
APO New York, New York 09285

Barcelona District Office  
DEA/Justice  
American Consulate General  
APO New York, New York 09285

## Region 18

Caracas Regional Office  
DEA/Justice  
American Embassy

## PRIVACY ACT ISSUANCES

## A.P.O. New York, New York 09893

Buenos Aires District Office  
DEA/Justice  
American Embassy  
A.P.O. New York, New York 09871

Ascuncion District Office  
DEA/Justice  
American Embassy  
Ascuncion, Paraguay  
Dept. of State Pouch Mail  
Washington, D.C. 20520

Bogota District Office  
DEA/Justice  
American Embassy  
A.P.O. New York, New York 09895

Brazilia District Office  
DEA/Justice  
American Embassy  
A.P.O. New York, New York 09676

Guayaquil District Office  
DEA/Justice  
U.S. Consulate  
Guayaquil, Ecuador  
Dept. of State Pouch Mail  
Washington, D.C. 20520

La Paz District Office  
DEA/Justice  
American Embassy  
A.P.O. New York, New York 09867

Lima District Office  
DEA/Justice  
American Embassy  
Lima, Peru  
Dept. of State Pouch Mail  
Washington, D.C. 20520

Montevideo District Office  
DEA/Justice  
American Embassy  
Montevideo, Uruguay  
Dept. of State Pouch Mail  
Washington, D.C. 20520

Panama District Office  
DEA/Justice  
American Embassy  
Panama City, Panama  
Dept. of State Pouch Mail  
Washington, D.C. 20520

Balboa District Office  
DEA/Justice  
American Embassy  
Balboa Canal Zone  
Dept. of State Pouch Mail  
Washington, D.C. 20520

Quito District Office  
DEA/Justice  
American Embassy  
Quito, Ecuador  
Dept. of State Pouch Mail  
Washington, D.C. 20520

Santiago District Office  
DEA/Justice  
American Embassy  
A.P.O. New York, New York 09869

## Region 19

Ankara Regional Office  
DEA/Justice  
American Embassy

## APO New York, New York 09254

Istanbul District Office  
DEA/Justice  
American Consulate General  
APO New York, New York 09380

Izmir District Office  
DEA/Justice  
American Consulate General  
APO New York, New York 09224

Beirut District Office  
DEA/Justice  
Dept. of State Pouch Mail  
Washington, D.C. 20520

Kabul District Office  
DEA/Kabul  
Dept. of State Pouch Mail  
Washington, D.C. 20520

Tehran District Office  
DEA/Justice  
American Embassy  
Box 2000  
APO New York, New York 09205

Islamabad District Office  
DEA/Islamabad  
Dept. of State Pouch Mail  
Washington, D.C. 20520

New Delhi District Office  
DEA/Delhi  
Dept. of State Pouch Mail  
Washington, D.C. 20520

Karachi District Office  
DEA/Karachi  
Department of State Pouch Mail  
Washington, D.C. 20520

## Region 20

Manila Regional Office  
DEA/Justice  
American Embassy  
APO San Francisco, California 96528

Guam District Office  
P.O. Box 2137  
Agana, Guam 96910  
Jakarta District Office  
DEA/Justice  
American Embassy  
A.P.O. San Francisco, California 96356  
Taipei District Office  
DEA/Justice  
American Embassy  
A.P.O. San Francisco, California 96263

Sukiran/Okinawa District Office  
DEA/Justice, P.O. Box 792  
APO San Francisco, California 96331

Tokyo District Office  
DEA/Justice  
American Embassy  
APO San Francisco, California 96503

Seoul District Office  
DEA/Justice ext. 4260  
American Embassy  
APO San Francisco, California 96301

## Regional Laboratories

Special Testing & Research Lab  
Watergate Research Park  
7704 Old Springhouse Road

McLean, Virginia 22101

Mid-Atlantic Regional Lab  
460 New York Avenue, N.W.  
Washington, D.C. 20537

Northeast Regional Lab  
555 West 57th Street  
New York, New York 10019

Southeast Regional Lab  
15655 S.W. 127th Avenue  
Miami, Florida 33157

North-Central Regional Lab  
500 U.S. Customs House  
610 South Canal Street  
Chicago, Illinois 60607

South-Central Regional Lab  
1114 Commerce Street  
Room 1020  
Dallas, Texas 75202

Southwest Regional Lab  
410 West 35th Street  
National City, California 92050

Western Regional Lab  
450 Golden Gate Avenue  
Box 36075  
San Francisco, California 94102

Ottawa Office  
DEA/Justice  
U.S. Embassy  
100 Wellington Street  
Ottawa, Ontario, Canada  
KIP-ST1

Special Project Division  
Aircraft Section  
(Addison Texas)  
DEA/Justice  
P.O. Box 534  
Addison, Texas 75001

El Paso Intelligence Center  
2211 E. Missouri  
Suite 200  
El Paso, Texas 79903

Field Offices of Inspection

Northeast Field Office of Internal Security  
Suite 208  
222 South Marginal Road  
Fort Lee, New Jersey 07024

Western Field Office of Internal Security  
P.O. Box 807, Main Office  
Los Angeles, California 90053

South Central Field Office of Internal Security  
P.O. Box 907  
Addison Texas 75001

North Central Field Office of Internal Security  
219 S. Dearborn  
Room 422  
Chicago, Illinois 60604

Southeast Field Office of Internal Security  
P.O. Box 660316  
Miami Springs, Florida 33166

Mid-Atlantic Field Office of Internal Security  
1325 K Street, N.W.  
Washington, D.C. 20537

## JUSTICE/LEAA - 001

## System name: Personnel System

System location: Law Enforcement Assistance Administration;  
633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Regional Operating Files; Motor Vehicle Operators Permit, Form SF 74; Interagency Motor Pool Service Authorization, Form GSA 1313; Government Parking Spaces, Form GSA 7415; Property Sign-out, LEAA Form 1820/4; Equipment Control Records, LEAA Form 1820/5; Annual Physical Examination File.

Categories of records in the system: Motor Vehicle Operators Permit, Form SF 74; Interagency Motor Pool Service Authorization, Form GSA 1313; Government Parking Spaces, Form GSA 7415; Property Sign-out, LEAA Form 1820/4; Equipment Control Records, LEAA Form 1820/5; Annual Physical Examination File

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 motor vehicle and property data is used for inventory control, parking space control, and to allow use of government vehicles for official purposes. Routine user would be GSA. Physical examination information is non-releasable except upon written authorization of individual.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 in file folders and index cards.

Retrievability: Information is retrieved by name of employee.

Safeguards: Data is maintained in locked file cabinets.

Retention and disposal: Documents relating to equipment control and motor vehicles are closed when employee leaves agency. Records are destroyed three years thereafter. Health records are placed in sealed envelopes upon separation of employee and filed with official personnel folder. Such data is destroyed in accordance with Civil Service regulations. Operating files are destroyed when an individual resigns, transfers or is separated from Federal service.

System manager(s) and address: Assistant Administrator; Office of Operations Support; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531. Regional Operating Files: Regional Administration, applicable region.

Notification procedure: Same as the above.

Record access procedures: 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/LEAA - 002

System name: Law Enforcement Education System

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Recipients of LEAA Law Enforcement Education Loans and Grants

Categories of records in the system: LEEP Master Computer File; LEEP Promissory Note File; LEAA Form 03

Authority for maintenance of the system: The system is established and maintained pursuant to 42 U.S.C. 3746.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To contractors for coding and statistical analysis, educational institutions for record reconciliation, IRS and references listed on application for address verification, referees in bankruptcy for claim action.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 computer magnetic tape, discs and folders.

Retrievability: Information is retrievable by name of recipient and social security number.

Safeguards: Computerized information is safeguarded and protected by computer password key and limited access. Noncomputerized data is safeguarded in file room which is locked after business hours. Access is limited to LEAA authorized personnel.

Retention and disposal: Computerized records are kept indefinitely. Uncollected loans/grants are transferred to GAO as soon as determined uncollectable. Cancelled or repaid loan/grants are closed at end of fiscal year, held three years, sent to Federal Records Center and destroyed in accordance with instructions from GAO.

System manager(s) and address: Comptroller; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

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 personal identifier number. 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 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 the recipients of loans/grants and their educational institutions.

Systems exempted from certain provisions of the act: None.

## JUSTICE/LEAA - 003

System name: General Investigative System.

System location: Office of Audit and Investigation; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Grantees, subgrantees, contractors, subcontractors, employees, and applicants.

Categories of records in the system: Resolution of Investigations of Criminal or Civil Violations Investigatory Case Index Card File

Authority for maintenance of the system: 5 U.S.C. 301; 42 U.S.C. 3791, 3792, 3793.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Investigation of possible violations 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 pursuant thereto. Records may be referred to the appropriate agency, whether federal, state, or local for the purpose of investigating or prosecuting such violations or enforcing compliance with statute, rule; regulation or order.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 the system is stored in file folders and on index cards.

Retrievability: Information is retrieved by name of respondent and complainant.

Safeguards: Information is kept in locked file cabinets and combination safe. Access is limited to investigative personnel.

Retention and disposal: Complaint control logs are destroyed upon completion of action on the inquiry or complaint. Complaint case files thereafter are not retrievable by name, number, or other information identifiable to the individual. Other investigative information is destroyed four years after the investigation is completed.

System manager(s) and address: Assistant Administrator; Office of Audit and Investigation; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Notification procedure: Same as the above.

Record source categories: Information contained in this system was received from individual complainants, witnesses, grant files, respondents, official state and federal records.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (d), (c)(4)(G) and (H), and (f) of the Privacy Act pursuant to 5 U.S.C. 522a(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/LEAA - 004

System name: Grants Program System

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: The system contains recipients of LEAA funds, project monitors and project directors.

Categories of records in the system: Grant/Contract Applicant Index; Grant/Contract Award Computer Data File.

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: Records from this system of records may be disclosed for the purpose of technical review and fiscal or program evaluation to experts in particular subject areas related to the substantive or fiscal components of the program.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 computer discs for use in a computer environment.

Retrievability: Data is retrievable by name and grant/contract number.

Safeguards: Information in the system is safeguarded and protected by computer password key. Direct access is limited to computer personnel.

Retention and disposal: Data is maintained for current fiscal year and three previous fiscal years in Master File; thereafter information is retired to Historical File. No authority to destroy.

System manager(s) and address: Comptroller; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

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 letter clearly marked 'Privacy Access Request.' Include in the request the name and grant/contract number. 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 requests 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 the system are grant/contract award documents and applications for award.

Systems exempted from certain provisions of the act: None

#### JUSTICE/LEAA - 005

System name: Financial Management System

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Recipients of LEAA funds; Employees.

Categories of records in the system: Employee Travel files; time and attendance files; Government Transportation Requests; Paid Vendor Document File.

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: There are no uses outside the Department.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 discs, file folders.

Retrievability: Name, social security numbers, digital identifiers assigned by accounting office.

Safeguards: Manual information in system is safeguarded in locked file cabinets. Computerized password key is needed to access computerized information. Direct access only by comptroller personnel.

Retention and disposal: Employee travel files, time and attendance files and Government transportation files are closed at end of fiscal year, held three years thereafter; the records are then retired to Federal Records Center. Federal Records Center destroys in accordance with instructions of GAO.

System manager(s) and address: Comptroller; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

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 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 contained in the system are the individuals to whom the information pertains.

Systems exempted from certain provisions of the act: None

#### JUSTICE/LEAA - 006

System name: Congressional Correspondence System

System location: Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

Categories of individuals covered by the system: Members of Congress

Categories of records in the system: Correspondence with Congressional Committees and members of Congress.

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: No uses are made outside the Department.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 folders.

**Retrievability:** Information is retrieved by name of the member of Congress who is the correspondent.

**Safeguards:** Information contained in the system is of a general correspondence nature and maintained pursuant to LEAA Handbook Instruction HB 1330.2.

**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 Liaison; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

**Notification procedure:** Same as the above.

**Record access procedures:** 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/LEAA - 007

**System name:** Public Information System

**System location:** Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

**Categories of individuals covered by the system:** Public figures

**Categories of records in the system:** Biographical, Morgue, and Speech files. Photograph files.

**Authority for maintenance of the system:** The system is maintained and established 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:** Available to the public under the Freedom of Information Act.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 in file folders.

**Retrievability:** Information is retrieved by name of person to whom information pertains.

**Safeguards:** This information is of a nonconfidential nature and maintained pursuant to LEAA Handbook Instruction HB 1330.2.

**Retention and disposal:** Records are retained for four years, retired to Federal Record Center, and destroyed pursuant to Disposal Instructions in LEAA Handbook Instruction HB 1330.2.

**System manager(s) and address:** Director; Office of Public Information; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

**Notification procedure:** Same as the above.

**Record access procedures:** 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:** Newspaper, magazine and press service teletype clippings as well as individual to whom information pertains.

**Systems exempted from certain provisions of the act:** None

JUSTICE/LEAA - 008

**System name:** Civil Rights Investigative System.

**System location:** Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

**Categories of individuals covered by the system:** Complaints of discrimination by individuals affected by the agency program for which the agency has compliance responsibility, grantees, subgrantees, contractors, subcontractors, employees, and applicants.

**Categories of records in the system:** Civil Rights Complaint Control Logs; Civil Rights Litigation Reference Files.

**Authority for maintenance of the system:** 42 U.S.C. 3766(c); E.O. 11246 (3 C.F.R. 173) as amended by E.O. 11375.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Investigation of complaints and to obtain compliance with Civil Rights laws. Users of the data are State Planning Agencies, State Governors and Attorneys General, Criminal Justice Agencies, Office of Federal Contract Compliance, Equal Employment Opportunity Commission, Office of Federal Revenue Sharing, and a United States Commission on Civil Rights.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 the system is stored in file folders and on index cards.

**Retrievability:** Information is retrieved by name of respondent and complainant.

**Safeguards:** Information is kept in locked file cabinets and combination safe. Access is limited to investigative personnel.

**Retention and disposal:** Complaint control logs are destroyed upon completion of action on the inquiry or complaint. Complaint case files thereafter are not retrievable by name, number, or other information identifiable to the individual. Other investigative information is destroyed four years after the investigation is completed.

**System manager(s) and address:** Office of Civil Rights Compliance; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

**Notification procedure:** Same as the above.

**Record access procedures:** A request for access to a record containing civil rights investigatory material shall be made in writing with the envelope and letter clearly marked 'Privacy Access Request' to the Civil Rights 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 information contained in this system was received from individual complainants, witnesses, grant files, respondents, official State and Federal records.

**Systems exempted from certain provisions of the act:** None.

#### JUSTICE/LEAA - 009

**System name:** Federal Advisory Committee Membership Files.

**System location:** Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

**Categories of individuals covered by the system:** Individuals who have been or are presently members of or are being considered for membership on advisory committees within the jurisdiction of the Law Enforcement Assistance Administration.

**Categories of records in the system:** Correspondence with and documents relating to committee members.

**Authority for maintenance of the system:** Federal Advisory Committee Act, 5 U.S.C. App. I et seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Annual Report to the President; administrative reports to OMB and other federal agencies.

**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.

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

**Storage:** Information in system is stored in file folders.

**Retrievability:** Information is retrieved by name of individual.

**Safeguards:** Data is maintained in file cabinets. The entrance to the building requires building pass or security sign-in.

**Retention and disposal:** The data is placed in an inactive file upon discontinuance of membership, held for two years and then retired to the Federal Records Center.

**System manager(s) and address:** Federal Advisory Committee Officer; Office of General Counsel; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

**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.' 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 supplied directly by individuals about whom the record pertains, references, recommendations, program personnel, and biographical reference books.

**Systems exempted from certain provisions of the act:** None.

#### JUSTICE/LEAA - 010

**System name:** Technical Assistance Resource Files

**System location:** Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

**Categories of individuals covered by the system:** Consultants with expertise in criminal justice systems.

**Categories of records in the system:** The system consists of resumes and other documents related to technical assistance requests.

**Authority for maintenance of the system:** The system is maintained under authority of 42 U.S.C. 3763(c).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The system is used to determine the qualifications and availability of individuals for technical assistance assignments. Users are State planning agencies and the Law Enforcement Assistance Administration.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 contained in the system is on hard copy and stored in file cabinets.

**Retrievability:** Information is manually retrieved by the name of the individual.

**Safeguards:** Records are stored in file cabinets. Admittance to the building in which they are stored requires a building pass or an individual's signature at the main entrance to the building.

**Retention and disposal:** Records are placed in an inactive file at the end of the fiscal year in which final use was made. They are held two years in the inactive file; then transferred to the Federal Records Center. Records are destroyed after six years.

**System manager(s) and address:** Technical Assistance Coordinator; Office of Regional Operations; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531, or the National Institute of Law Enforcement and Criminal Justice; Law Enforcement Assistance Administration; 633 Indiana Avenue, N.W.; Washington, D.C. 20531.

**Notification procedure:** Address inquiries to the system manager(s) at the above address.

**Record access procedures:** 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.' Include in the request the name and grant/contract number for the record desired. Access requests will be directed to the system manager(s) listed above.

**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 of information contained in this system are those individuals to whom the information pertains.

**Systems exempted from certain provisions of the act:** None.

#### JUSTICE/LEAA - 011

**System name:** Registered Users File--National Criminal Justice Reference Service (NCJRS).

**System location:** Justice Data Service Center; U.S. Department of Justice; 4th & I Streets, N.W.; Washington, D.C. 20537.

**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 for registrants for services and products of NCJRS.

**Authority for maintenance of the system:** The system is maintained and established in accordance with 42 U.S.C. 3742.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The information contained in the system is used within the Department of Justice. No external dissemination of information is made.



**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 disc pack for use in a computer environment.

**Retrievability:** Information is retrieved by the name and user identity number of the desired record.

**Safeguards:** Information is maintained in the Justice 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, his record is electronically purged from the file.

**System manager(s) and address:** Director, Reference and Dissemination Division; National Criminal Justice Reference Service; Law Enforcement Assistance Administration; U.S. Department of Justice; Washington, D.C. 20531.

**Notification procedure:** Address inquiries to the system manager(s) at the above address.

**Record access procedures:** 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 to whom the information pertains.

**Systems exempted from certain provisions of the act:** None.

#### JUSTICE/LEAA-012

**System name:** Public Safety Officers' Benefits System

**System location:** Law Enforcement Assistance Administration, 633 Indiana Avenue, N.W., 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. 3701, et seq., Pub. L. No. 94-430 (Sept. 29, 1976) and 44 U.S.C. 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** (1) State and local agencies to verify and certify eligibility for benefits; (2) educational institutions where beneficiary is full-time student to verify eligibility status; (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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 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, retired to Federal records centers and disposed of in accordance with General Services Administration disposal schedules.

**System manager(s) and address:** PSOB Program Officer, 633 Indiana Avenue, N.W., 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/BIA - 001

**System name:** Decisions of the Board of Immigration Appeals.

**System location:** 521 12th Street, N.W.; Washington, D.C. 20530.

**Categories of individuals covered by the system:** (a) Aliens, including those previously admitted for lawful permanent residence, in deportation proceedings; (b) Aliens and alleged aliens in exclusion proceedings; (c) Aliens seeking waivers of inadmissibility; (d) Aliens in bond determination proceedings; (e) Aliens in whose behalf a preference classification is sought.

**Categories of records in the system:** This system of records consists of the formal orders and decisions of the Board of Immigration Appeals, including the indices and logs pertaining thereto.

**Authority for maintenance of the system:** This system is established and maintained under the authority granted the Attorney General by sections 103 and 292 of the Immigration and Nationality Act, 8 U.S.C. 1103 and 1362. Such authority has been delegated to the Board of Immigration Appeals by 8 C.F.R. Part 3.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Decisions of the Board of Immigration Appeals are disseminated to the following categories of users for the purposes indicated:

(a) Parties appearing before the Board, (including the Immigration and Naturalization Service), their attorneys or other representatives. Purpose: Parties are entitled to the decision as a matter of due process; and in accordance with the requirements of 8 C.F.R. 3.1(g).

(b) Other lawyers, organizations recognized to appear before the Immigration and Naturalization Service and their representatives. Purpose: To permit these users to be informed of current case law and general maintenance of open system of jurisprudence.

(c) Members of Congress. Purpose: Constituent inquiries.

(d) General public. Purpose: Selected decisions, designated as precedent decisions pursuant to 8 C.F.R. are published in bound volumes of Administrative Decisions Under Immigration and Nationality Laws of the United States. These are published to provide the public with guidance on the administrative interpretation of the immigration laws and to facilitate open and uniform adjudication of cases.

Categories of individuals covered by the system: Any and all parties involved in the cases handled by the Civil Division will have identifying data contained in this system.

**Categories of records in the system:**

1) The main record of the system is the case file which is retained on each case under the jurisdiction of the Civil Division except for those cases for which files are maintained in the Civil Division Case File System; Customs Section and the Office of Alien Property File System, and constitutes the official record of the Department of Justice. All record material relating to a case is retained in the file. Each case is assigned a number comprised of the category designation for the subject matter, the code number for the judicial district where the action originated, and the number of cases of that category which have arisen in that district.

2) Alphabetical and numerical indices are utilized as a means of access to the proper file by the cross-referencing of the names of all parties to a suit with the file number. Forms CV-54 and carbon-interleaf index cards are used in these indices.

3) A Docket Card Index is maintained on each case in order to follow the progress of all Division cases and to obtain statistical data for monthly and fiscal reports. However, all information contained on the cards has been taken from the record material contained in the official file.

**Authority for maintenance of the system:** General authority to maintain the system is contained in 5 U.S.C. 301 and 44 U.S.C. 3101. The particular system was established in accordance with 28 C.F.R. 0.77(f) and was delegated to the Civil Division pursuant to the memorandum from the Deputy Attorney General, dated July 17, 1974.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Any record pertaining to any case or matter in the Civil Division may be disseminated to any other component of the Department of Justice, including the F.B.I. and the United States Attorneys' Offices, for use in connection with the consideration of that case or matter or any other case or matter under consideration by the Civil Division or any other component of the Department of Justice. 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 of such matters as settlement of the case or matter, plea bargaining, or formal 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, or where the agency or officials thereof are a party to litigation or where the agency or officials may be affected by a case or matter, 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, provided that the record does not contain any information identifiable to a specific individual other than is necessary to identify the matter or where the information has previously been filed in a judicial or administrative office, including the clerk of the court; (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 civil or criminal proceedings in which the United States or one of its officers or agencies has an interest; (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 positions to which they were appointed by the President, in accordance with the provisions of 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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:** 1) The case files utilize standard file jackets and are retained in electronic, rotary power files; 2) The alphabetical and numerical index cards, as well as the docket cards, are retained in standard file cabinets.

**Retrievability:** The files and docket cards must be retrieved by file number. The file number can be ascertained from the alphabetical index if the name of any party to the suit is known.

**Safeguards:** Information contained in the system is unclassified. However, only attorneys who have their names recorded in the File Unit can be issued a case file. Minimal information about a case is provided from the various indices to telephone callers, since there is a problem with identifying the identity of a caller. If a party desires detailed information, he is referred directly to the attorney of record.

**Retention and disposal:** When a case file is closed by the legal section, it is sent to the Federal Records Center for retention in accordance with the authorized Record Disposal Schedule for the classification of the case. Such schedules are approved by the National Archives. After the designated period has passed, the file is destroyed. However, the index and docket cards are not purged.

**System manager(s) and address:** Assistant Attorney General; Civil Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

**Notification procedure:** Address inquiries to: Assistant Attorney General; Civil Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

**Record access procedures:** A request for information concerning the cases of the Civil Division should be submitted in writing, with the envelope and letter clearly marked 'Privacy Access Request'. The request should include the file number and/or the names of any litigants known to the requestor. The requestor should also provide a return address for transmitting the information. Such access requests should be submitted to the System Manager listed above. Requests may also be made by telephone. In such cases the caller will be referred to the attorney of record. The attorney, in turn, may require an official written request.

**Contesting record procedures:** Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above. The request should clearly state, what information is being contested, the reasons for contesting it and the proposed amendment to the information sought.

**Record source categories:** All litigants involved in the cases of this Division are sources of information. Such information is either contained in the record material in the case files or has been extracted from that record material and put onto docket and index cards.

Systems exempted from certain provisions of the act: None.

#### JUSTICE/CIV - 002

System name: Civil Division Case File System; Customs Section

System location: 26 Federal Plaza, New York, New York 10007, and U.S. Department of Justice Data Services Center, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Any and all parties and counsel involved in the cases handled by the Customs Section of the Civil Division will have identifying data contained in this system.

Categories of records in the system:

1. The main record of the system is the case file which is retained on each case under the jurisdiction of the Customs Section of the Civil Division and constitutes the official record of the Department of Justice thereon. All record material relating to a case is retained in the file. Each file is assigned the Customs Court number given to the summons filed in that court or, in cases filed prior to October 1, 1970, to reappraisal appeals or to protests filed with the Customs Court.

The number assigned to the file will change to the number assigned by the Court of Customs and Patent Appeals, if that case becomes the subject of an appeal before that court. In addition, the Customs Section retains a log of communications received and communications sent. The correspondence is identified thereon by court (case) number, identification of the kind of communication, and the person receiving it.

2. The case file and communication logs are physically retained at the offices of the Customs Section, 26 Federal Plaza, New York, New York 10007. From these records, the Customs Section inputs certain information for conversion into a data processing system which is maintained at the Department of Justice Data Services Center, 10th and Constitution Avenue, N.W., Washington, D.C. 20530. Included in the information contained in the data processing system is the identity of the parties and their counsel, as well as the merchandise involved, the port of entry and the competing statutory provisions.
3. Alphabetical and numerical indices are maintained as a means of access to the proper file number by the cross-referencing of the names of non-government parties to suits with the appropriate file (court) numbers. These indices are made of index cards and maintained in the Chief Clerk's office in the Customs Section.

**Authority for maintenance of the system:** The Customs Section case files are maintained under the authority of 28 U.S.C. 2601(b) and 2632(e) and established in accordance with 28 C.F.R. 0.45(c) which gives the Civil Division responsibility for 'all litigation incident to the reappraisal and classification of imported goods, including the defense of all suits in the Court of Customs and Patent Appeals', and with 28 C.F.R. 0.48 which designates the Chief, Customs Section, to accept service of notices of appeals to the Court of Customs and Patent Appeals and all pleadings and other papers filed in the Customs Court, when the United States is an adverse Party in any customs litigation'.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Any record pertaining to

any case or matter in the Civil Division may be disseminated to any other component of the Department of Justice, including the Federal Bureau of Investigation and the United States Attorney offices, for use in connection with the consideration of that case or matter or any other case or matter under consideration by the Civil Division or any other component of the Department of Justice.

Certain information contained in the record may also be disseminated to the U.S. Customs Service, the Department of the Treasury, the International Trade Commission, the Department of State, or any other agency of the Government whose decision is being challenged in a case assigned to the Customs Section for disposition. 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 of such matters as settlement of the case or matter, plea bargaining, or formal 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, or where the agency or officials thereof are a party to litigation or where the agency or officials may be affected by a case or matter, 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, provided that the record does not contain any information identifiable to a specific individual other than is necessary to identify the matter or where the information



has previously been filed in a judicial or administrative office, including the clerk of the court; (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 civil or criminal proceedings in which the United States or one of its officers or agencies has an interest; (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 positions to which they were appointed by the President, in accordance with the provisions of 28 C.F.R. 17.60; (14) copies of the summons (protest and reappraisal appeals, where appropriate) and the communication logs are made available to employees of the private contractor who services the data processing system in New York for the purpose of enabling such employees to extract all pertinent information from said documents so that such information may be encoded and converted to punch card form.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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:** (1) The case files utilize standard file jackets or envelopes and are maintained in standard file cabinets; (2) The alphabetical index cards are maintained in standard file cabinets; (3) The communication logs are maintained in looseleaf binders and, when not being currently referred to, are also maintained in standard file cabinets; (4) The information in the data processing system is maintained on tapes stored in the Data Services Center.

**Retrievability:** (1) The case files must be retrieved by number. The file number may be ascertained from the alphabetical index when the name of any non-government litigant is known. (2) The information contained in the data processing system may be retrieved through the retrieval tool activated by an attorney making a request for a report to the computer technician who codes the request on a form in the format of the retrieval language. The action words of the retrieval reports are: List - lists the case numbers of the cases which satisfy certain criteria such as plaintiff's name, counsel's name, court number, merchandise, competing statutory provisions, Government counsel. Write - output and the full history for any case specified by case number. Write \* - a limited case history for any case specified by case number. Count - tallying the number of cases in the data base contained in the request.

**Safeguards:** (1) Information contained in the system is unclassified. However, only attorneys in the Customs Section who have responsibility for the case may properly obtain a case file. Correspondence and telephone calls about particular cases are referred to the attorney having responsibility for the case. In the attorney's absence, another attorney covering for the absent attorney or the Chief of the Section may respond to the telephone call or correspondence. The index files and the communication logs are utilized only by the personnel of the Customs Section in locating or verifying information contained in the system. (2) Information from the data processing system may be obtained only by attorneys on the basis of requests made in writing on a proper form supplied by the Customs Section. The request is made of the computer technician. Normally these requests are mailed to the technician in charge at the Data Services Center, but occasionally the request may be related telephonically by the computer technician.

**Retention and disposal:** (1) Closed case files are sent to the Federal Records Center for retention in accordance with the authorized Records Disposal Schedule for the classification of the case. Such schedules are approved by the National Archives. After the designated period is passed, the file is destroyed. The communication logs are sent to the Federal Records Center for retention in accordance with the authorized records disposal schedule after five years. After the designated period those records are also destroyed. The index cards, however, are not purged. (2) Periodically, the inactive cases will be purged from the main tape in the data processing system and transferred to the historical tape where the information will be retained indefinitely. There is a provision in the data processing system to delete and remove an entire case history from the main or historical tape. This may be done on request from the Chief of the Customs Section and such removed cases will not be saved or written on any other tape.

**System manager(s) and address:** Assistant Attorney General, Civil Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

**Record access procedures:** A request for information concerning the cases of the Customs Section of the Civil Division should be submitted in writing, with the envelope and letter clearly marked 'Privacy Access Request'. The request should include the file number and/or the names of any non-government litigant known to the requestor. The requestor should also provide a return address for transmitting the information. Such access request should be submitted 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 Assistant Attorney General, Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530. The request should clearly state what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**Record source categories:** All litigants involved in the cases of this Division are sources of information. Such information is either contained in the record material in the case files or has been extracted from that record material and put on communication logs and/or index cards.

**Systems exempted from certain provisions of the act:** None.

#### JUSTICE/CIV - 003

**System name:** Office of Alien Property File System.

**System location:** 550 11th Street, N.W., Washington, D.C. 20530.

**Categories of individuals covered by the system:** Any and all parties involved in the cases, claims and matters handled by the Office of Alien Property may have identifying data contained in this system.

**Categories of records in the system:**

1. This system consists of indices and files relative to enemy-owned property, reporting sources, ownership, vesting, and claims for the return thereof. Each vesting order is assigned a general file number, and each claim has a separate file number. Separate account files are maintained on vested property for each alien account.
2. Alphabetical and numerical indices are utilized as a means of access to the proper general file by the cross-referencing of the names of all individual former property owners and claimants with the general files.
3. Records of litigation involving the Office of Alien Property are contained in this system. There are also alphabetical and numerical indices to facilitate access to these cases.

**Authority for maintenance of the system:** The Office of Alien Property files are maintained under the authority of 44 U.S.C. 3101 and 50 U.S.C. App. 40, Title II of the International Claims Settlement Act, and was established in accordance with 28 C.F.R. 0.47 which states in part 'The Office of Alien Property shall be a part of the Civil Division ...' and thereafter describes the authority, rights, privileges, powers, duties and functions of that office.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Any record pertaining to any case or matter in the Civil Division may be disseminated to any other component of the Department of Justice, including the Federal Bureau of Investigation and the United States Attorney offices, for use in connection with the consideration of that case or matter or any other case or matter under consideration by the Civil Division or any other component of the Department of Justice.



Certain information contained in the record may also be disseminated to the U.S. Customs Service, the Department of the Treasury, the International Trade Commission, the Department of State, or any other agency of the Government whose decision is being challenged in a case assigned to the Customs Section for disposition. 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 of such matters as settlement of the case or matter, plea bargaining, or formal 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, or where the agency or officials thereof are a party to litigation or where the agency or officials may be affected by a case or matter, 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, provided that the record does not contain any information identifiable to a specific individual other than is necessary to identify the matter or where the information has previously been filed in a judicial or administrative office, including the clerk of the court; (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 civil or criminal proceedings in which the United States or

one of its officers or agencies has an interest; (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 positions to which they were appointed by the President, in accordance with the provisions of 28 C.F.R. 17.60; (14) records are also available to the public for inspection and distribution as set forth at 8 C.F.R. 503.1, including (a) Annual Reports of the Office of Alien Property, and (b) final determinations, opinions and orders in cases heard or reviewed within the Office of Alien Property; (15) records and documents are available for inspection by persons properly and directly concerned in connection with claims filed with the Office, records in cases heard or reviewed in the Office, and authorizations for sale and records of bids in public sales and orders for their acceptance or rejection and notifications thereof; (16) any record or portion thereof may also be disseminated to the Department of the Treasury and to the Foreign Claims Settlement Commission as a matter of routine use when such record relates to matters within the jurisdiction of the Office of Foreign Assets Control, Department of the Treasury, or claims being processed before the Foreign Claims Settlement Commission; (17) any record or portion thereof relating to an estate or trust matter under the jurisdiction of the probate courts of the several states may be disseminated to the parties and their representatives or to the courts, in proceedings involving the property owned or claimed to have been owned by a designated national of an enemy country under the provisions of the Trading with the Enemy Act; (18) any record may be disseminated to the Department of State for any negotiation or other action relating to the Office of Alien Property or to any subject matter which is, or was at one time, under the jurisdiction of the Office of Alien Property.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 the system is stored in standard file jackets, and on index cards, within standard filing cabinets.

**Retrievability:** The files and index cards must be retrieved by file numbers, which can be ascertained from alphabetical indices if the name of the non-government party is known, or from numerical indices relating to the various vesting orders, accounts, claims, or cases.

**Safeguards:** Information in the system is regarded as confidential, pursuant to 8 C.F.R. 503.17. Departmental rules and procedures are in force that insure that only Departmental attorneys and their authorized agents have access to this information.

**Retention and disposal:** A file is closed when one of the following occurs:

1. The vesting order has been complied with and the property disposed of pursuant to the Trading with the Enemy Act, and all claims have been processed.
2. A case involving the Office of Alien Property has ended by the final termination of the litigation through a compromise settlement, court decision or any other method of termination for court cases.

The file is then retained in the Federal Records Center for a number of years and thereafter may be destroyed. Index cards are retained for as long as may be practicable.

**System manager(s) and address:** Assistant Attorney General, Civil Division; U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

**Notification procedure:** Address inquiries to Assistant Attorney General, Civil Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

**Record access procedures:** A request for access to a record within the Office of Alien Property system involving matters of privacy and which is not otherwise available to the party requesting the same should be submitted in writing, with the envelope and letter clearly marked 'Privacy Access Request'. The request should include file or account numbers and/or the names of any known non-government parties. The requestor should also provide a return address for transmitting the information. Such access requests should be submitted 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. The request should clearly state what information is being contested, the reasons for contesting it and the proposed amendment to the information sought.

**Record source categories:** All claimants to property, as well as former depositories, are sources of information, also other offices and agencies operating under provisions of the Trading with the Enemy Act.

**Systems exempted from certain provisions of the act:** None.

#### JUSTICE/CRT - 001

**System name:** Central Civil Rights Division Index File and Associated Records.

**System location:** U.S. Department of Justice; Civil Rights Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530; and, Todd Building; 550 - 11th Street, N.W.; Washington, D.C. 20530; and, Federal Records Center; Suitland, Maryland.

**Categories of individuals covered by the system:** Persons referred to in potential or actual cases and matters of concern to the Civil Rights Division and correspondents on subjects directed or referred to the Civil Rights Division.

**Categories of records in the system:** The system consists of alphabetical indices bearing individual names and the associated records to which the indices relate containing the general and particular records of all Civil Rights Division correspondence, cases, matters, and memoranda, including but not limited to, investigative reports, correspondence to and from the Division, memoranda, legal papers, evidence, and exhibits.

**Authority for maintenance of the system:** This system is established and maintained pursuant to 44 U.S.C. 3101. It is also maintained to implement the Civil Rights Division's responsibilities under 28 C.F.R. 0.50 to enforce Federal criminal and civil statutes affecting civil rights.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

A. Information in the system may be used by employees and officials of the Department to make decisions in the course of investigations and legal proceedings; to assist in preparing responses to correspondence from persons outside the Department; to prepare budget requests, Management by Objective (MBO) Program descriptions, and various reports on the work product of the Civil Rights Division; and to carry out other authorized internal functions of the Department.

B. A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) a record relating to a possible or potential violation of law, whether civil, criminal, or regulatory in nature may be disseminated to the appropriate federal, state or local agency charged with the responsibility of enforcing or implementing such law; (2) in the course of investigation or litigation of a case or matter, a record may be disseminated to a federal, state or local 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 prospective witness or informant; (3) a record relating to a case or matter may be disseminated to an appropriate court, grand jury

or administrative or regulatory proceeding in accordance with applicable law or practice; (4) a record relating to a case or matter may be disseminated to an actual or potential party to litigation or his attorney a) for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or b) in formal or informal discovery proceedings; (5) a record relating to a case or matter that has been referred for investigation may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any determination that has been made; (6) a record relating to a person held in custody or probation during a criminal proceeding, or after conviction, may be disseminated to any agency or individual having responsibility for the maintenance, supervision or release of such person; (7) a record may be disseminated to the United States Commission on Civil Rights in response to its request and pursuant to 42 U.S.C. 1975d.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 is stored manually on index cards and in file jackets.

**Retrievability:** A retrieval capability exists in this system through use of an index card system arranged alphabetically by the names of individuals or organizations that have been involved in possible civil rights violations either as the subjects of investigations by the Department or as victims and/or complainants. (Complaints received from individuals which have not been investigated by the Department have not been systematically indexed and information pertaining to such individuals may or may not be retrievable.) Information on such individuals may be retrievable from the file jackets by a number assigned and appearing on the index cards.

**Safeguards:** Information is safeguarded and protected in accordance with applicable Departmental rules and procedures.

**Retention and disposal:** There are no provisions for disposal of the records in the system although such procedures are currently under active consideration.

**System manager(s) and address:** Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

**Notification procedure:** Part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2) and (k)(2). Address inquiries to the System Manager listed above.

**Record access procedures:** Part of this system is exempted from this requirement under 5 U.S.C. 552a(j)(2), and (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 retrievable in this system shall be made in writing, with the envelope and letter clearly marked 'Privacy Access Request.' Include in the request the name of the individual involved, his birth date and place, and any other information which is known and may be of assistance in locating the record, such as the name of the civil rights related case or matter involved, where and when it occurred and the name of the judicial district involved. The requestor will also provide a return address for transmitting the information. Access requests should be directed to the System Manager listed above.

**Contesting record procedures:** Individuals desiring to contest or amend non-exempt information retrievable 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 may be any agency or person who has or offers information related to the law enforcement responsibilities of the Division.

**Systems exempted from certain provisions of the act:** The Attorney General has exempted parts of this system from subsections (c)(3), (d), 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/CRT - 002

**System name:** Files of Applications for the Position of Attorney with the Civil Rights Division.

**System location:** U.S. Department of Justice; Civil Rights Division, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

**Categories of individuals covered by the system:** Persons who have applied for a position as an attorney with the Civil Rights Division.

**Categories of records in the system:** The system may contain SF 171 forms, resumes, referral letters, letters of recommendation, writing samples, interview notes, internal notes or memoranda, and other correspondence and documents.

**Authority for maintenance of the system:** This system of records is maintained in the ordinary course of meeting the responsibilities assigned to the Civil Rights Division under 28 U.S.C. 0.50, 0.51.

**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 employees and officials of the Department in making employment decisions. If an individual is hired, the records may become part of his or her standard personnel file.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 in the system are primarily original papers or reproductions or copies thereof. The system consists of files pertaining to individual applicants.

**Retrievability:** Information is retrieved by using an applicant's name.

**Safeguards:** Information in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

**Retention and disposal:** Information is retained in the system until a final employment decision is made or until such time as the Civil Rights Division is notified by the applicant that he or she is no longer interested in or available for the position. If an individual is hired, some or all of the records may become part of his or her standard personnel file.

**System manager(s) and address:** Deputy Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

**Notification procedure:** Address inquiries to the Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; 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.' The request should include the name of the applicant and the position applied for. 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 the information sought.

**Record source categories:** Sources of information contained in the system generally are the applicants, persons referring or recommending the applicant, and employees and officials of the Department.

**Systems exempted from certain provisions of the act:** None.

#### JUSTICE/CRT - 003

**System name:** Files of Pending Applications for Clerical or Research Analyst Positions with the Civil Rights Division.

**System location:** U.S. Department of Justice; Civil Rights Division, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

**Categories of individuals covered by the system:** Persons who have applied for a clerical or research analyst position with the Civil Rights Division and upon whose applications no final action has been taken.

**Categories of records in the system:** The system contains S.F. 171 forms and resumes provided by the applicant. It may also contain letters of recommendation, letters rejecting the application, letters indicating that no positions are available, interview notes or internal memoranda, and other correspondence and documents.

**Authority for maintenance of the system:** This system is maintained in the ordinary course of meeting the responsibilities assigned to the Civil Rights Division under 28 C.F.R. 0.50, 0.51.

**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 employees and officials of the Department in making employment decisions. If an individual is hired, the records may become part of his or her standard personnel file.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 in the system are primarily original papers or copies thereof. The system consists of files pertaining to individual applicants.

**Retrievability:** Information is retrieved by using an applicant's name.

**Safeguards:** Information in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

**Retention and disposal:** Information is retained in this system until a final employment decision has been made or until such time as the Civil Rights Division is notified by the applicant that he or she is no longer interested in or available for the position. If an in-



individual is hired, some or all of the records may become part of his or her standard personnel file.

**System manager(s) and address:** Chief; Administrative Section; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

**Notification procedure:** Address inquiries to the Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; 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.' The request should include the name of the applicant and the position applied for. 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 the information sought.

**Record source categories:** Sources of information contained in the system generally are the applicants, persons recommending or referring the applicant, and the employees and officials of the Department.

**Systems exempted from certain provisions of the act:** None.

#### JUSTICE/CRT - 004

**System name:** Registry of Names of Interested Persons Desiring Notification of Submissions under Section 5 of the Voting Rights Act.

**System location:** U.S. Department of Justice; Civil Rights Division; Washington, D.C. 20530.

**Categories of individuals covered by the system:** Persons who have requested that the Attorney General send them notice of submissions under Section 5 of the Voting Rights Act of 1965, 42 U.S.C. 1973c.

**Categories of records in the system:** The Registry contains the name, address and telephone numbers of interested persons and, where appropriate, the area or areas with respect to which notification was requested by such persons.

**Authority for maintenance of the system:** 28 C.F.R. 51.13; 42 U.S.C. 1973c; 5 U.S.C. 301 and 28 U.S.C. 509, 510.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Registry is used to identify persons interested in receiving notice of Section 5 submissions and to comply with their requests. The Registry may be used to notify the persons listed therein of any proposed changes in the 'Procedure for the Administration of Section 5 of the Voting Rights Act of 1965,' 28 C.F.R. 51-1 et seq., and to solicit their comments with respect to any such proposed changes.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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:** Names are stored in a card file system.

**Retrievability:** Records in this system are retrievable by the names of interested persons or organizations.

**Safeguards:** Information in the system is safeguarded in accordance with Departmental rules and procedures governing access, production and disclosure of any materials contained in its official files.

**Retention and disposal:** An individual or organizational name is retained in the Registry until such time as that person or organization requests that the name be deleted.

**System manager(s) and address:** Chief; Voting Section; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

**Notification procedure:** Address inquiries to: Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

**Record access procedures:** This system contains no information about any individual other than as described in Category of Record above. Persons whose names appear on the Registry may have access thereto or have their names and other information pertaining to them deleted or modified upon a request of the same nature as indicated in 28 C.F.R. 51.13.

**Contesting record procedures:** Same as the above.

**Record source categories:** Sources of information in the Registry are those persons or organizations whose names appear therein by virtue of their having requested inclusion in the Registry pursuant to 28 C.F.R. 51.13.

**Systems exempted from certain provisions of the act:** None.

#### JUSTICE/CRT - 005

**System name:** Records Obtained by Office of Special Litigation Concerning Residents of Certain State Institutions.

**System location:** U.S. Department of Justice; Civil Rights Division; Todd Building; 550 11th Street, N.W.; Washington, D.C. 20530.

**Categories of individuals covered by the system:** The information in this system pertains primarily to individuals who are residents of state operated or supported institutions for mentally and physically handicapped persons, juveniles and the aged, if such institutions have been the subject of litigation or investigation involving the Civil Rights Division. Information may also pertain to other individuals who are not receiving but may be entitled to forms of educational, habilitative or rehabilitative care under state or federal law.

**Categories of records in the system:** Information collected in the course of business by state agencies on persons generally identified by categories of individuals above including admission notes, commitment papers, transfer reports, juvenile records, psychological and social behavior notes, programming progress notes, disease records, restraint or seclusion notes, security reports, dental records, confinement notes, medicaid histories, incident and missing person reports, and death reports.

**Authority for maintenance of the system:** Collection and maintenance of these records is pursuant to 44 U.S.C. 3101 and is necessary to accomplish the Division's responsibility under 28 C.F.R. 0.50 to enforce Federal statutes involving unlawful discrimination including 42 U.S.C. 2000b, 2000d and 2000h-2 (Titles III, VI and IX of the Civil Rights Act of 1964).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

A. Information in this system may be used by authorized persons within the Civil Rights Division to make decisions in the course of investigations and legal proceedings and to assist in preparing memoranda, legal papers and responses to correspondence from persons outside the Department.

B. Except as prohibited by order of a court of competent jurisdiction, a record maintained in this system may be disseminated as a routine use of such record as follows: (1) to the extent the record relates to a possible or potential violation of law it may be disseminated to the appropriate federal, state or local agency charged with responsibility of enforcing or implementing such law; (2) a record may be disseminated to an appropriate court, grand jury or administrative or regulatory proceeding in accordance with applicable law or practice; (3) a record may be disseminated to an actual or potential party to litigation or his attorney (a) for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or (b) in formal or informal discovery proceedings; (4) a record may be returned or disseminated to the agency or institution from which it was obtained.



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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 xeroxed or microfilm reproductions of original documents or on computer printouts.

Retrievability: Information is retrieved primarily by reference to the name of the appropriate state institution or agency. Within the files maintained with respect to such institutions or agencies, records are often filed by individual names or identification numbers.

Safeguards: These records are maintained in accordance with (1) the terms of any applicable court orders (many of the records in this system are subject to outstanding court orders protecting their confidentiality), (2) applicable agreements or understandings made with the state and local agencies which furnished the records, and (3) Departmental rules and procedures governing the maintenance of its official files.

Retention and disposal: These records are retained and disposed of in accordance with applicable court orders and agreements as outlined under safeguards. Provisions for the disposal of records maintained by the Civil Rights Division are under active consideration.

System manager(s) and address: Civil Rights Division; U.S. Department of Justice; Washington, D.C. 20530.

Record source categories: Sources of information in this system are the state operated or supported agencies responsible for administration of institutions which confine or treat individuals identified in categories of individuals of this notice.

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/CRT - 006

System name: Files of Federal Programs Section, Civil Rights Division.

System location: U.S. Department of Justice; Civil Rights Division; Federal Programs Section; Safeway Building; 521 12th Street, N.W.; Washington, D.C. 20530.

#### Categories of individuals covered by the system:

A. Individuals listed on the U.S. Department of Agriculture's EMIS (Extension Management Information System) personnel records for state extension service employees of the states of Mississippi, Alabama, North Carolina, Kansas, Illinois, Louisiana, Arkansas, Georgia, Texas and Maryland.

B. Children in the state of Alabama, and their families, including but not limited to: children receiving foster family care and day care under the jurisdiction of the state of Alabama Department of Pensions and Security, (DPS) 1970-1973; children receiving care in public and private institutions from 1964 through 1973; children and families having records maintained by juvenile courts as of July 1, 1973; children and families having records as AFDC assistance and/or as service cases as of July 1, 1973, with state and county DPS; adults functioning as foster parents in Montgomery County, Ala. as of January 1973, and foster families caring for children at any time, in other counties, appearing in above-mentioned AFDC-

service files; and persons receiving AFDC, APTD, AB, or OAA (categorical assistance) in the state of Alabama as of January 31, 1973.

#### Categories of records in the system:

A. With respect to the category described in category of individual (A) of this notice, the records contain personnel information on individual employees.

B. With respect to the category described in category of individual (B) of this notice, the records contain identifications, social, psychological, economic, judicial, and educational histories of persons.

Authority for maintenance of the system: Collection and maintenance of the records in this system is pursuant to 44 U.S.C. 3101 and is necessary to fulfill the Civil Rights Division's responsibility under 28 C.F.R. 0.50 and Executive Order 11764 (Jan. 21, 1974) to enforce Federal statutes protecting the civil rights of beneficiaries of Federal assistance programs including 42 U.S.C. 2000d, 2000e, and 2000h.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A. Information in this system be used by authorized persons within the Civil Rights Division to make decisions in the course of investigations and legal proceedings and to assist in preparing memoranda, legal papers and responses to correspondence from persons outside the Department.

B. Except as prohibited by order of a court of competent jurisdiction, a record maintained in this system may be disseminated as a routine use of such record as follows: (1) to the extent the record relates to a possible or potential violation of law, it may be disseminated to the appropriate federal, state or local agency charged with responsibility of enforcing or implementing such law. (2) a record may be disseminated to an appropriate court, grand jury or administrative or regulatory proceeding in accordance with applicable law or practice; (3) a record may be disseminated to an actual or potential party to litigation or his attorney (a) for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or (b) in formal or informal discovery proceedings; (4) a record may be returned or disseminated to the agency or institution from which it was obtained.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 in this system consist of computer printouts of information stored electronically, and original papers or reproductions thereof stored manually.

Retrievability: Records described in categories of individuals and records of this notice are retrievable by name and identifying number of an individual.

Safeguards: Information in this system is safeguarded and protected in accordance with applicable Departmental rules and procedures. In addition, records described in category of individual (B) and category of record (B) of this notice are subject to the terms of a protective order entered by a United States District Court in *Player v. Alabama Department of Pensions and Security*, No. 3835-N (M.D. Ala.), to protect the confidentiality of their contents.

Retention and disposal: There are no provisions for disposal of the records in the system although such procedures are currently under active consideration.

## PRIVACY ACT ISSUANCES

**System manager(s) and address:** Assistant Attorney General; Civil Rights Division; Washington, D.C. 20530.

**Record source categories:** Sources of information described in categories of individuals and records of this notice were the federal or state agencies referred to therein.

**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). 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/CRT - 007

**System name:** Files on Employment Civil Rights Matters Referred by the Equal Employment Opportunity Commission

**System location:** U.S. Department of Justice; Civil Rights Division, 10th and Constitution Avenue, N.W.; Washington, D.C. 20530, and, Todd Building; 550 11th Street, N.W.; Washington, D.C. 20530.

**Categories of individuals covered by the system:** Persons seeking employment or employed by a state or a political subdivision of a state who have filed charges alleging discrimination in employment with the Equal Employment Opportunity Commission (hereinafter EEOC) which have resulted in a determination by EEOC that there is probable cause to believe that such discrimination has occurred, and attempts by EEOC at conciliation have failed.

**Categories of records in the system:** The system may contain copies of charges filed with EEOC; copies of EEOC's 'determination' letters, letters of transmittal from and to EEOC, analyses or evaluations summarizing the charge and other materials in the EEOC file, internal memoranda, attorney notes, and copies of 'right to sue' letters issued by the Civil Rights Division.

**Authority for maintenance of the system:** The system is maintained pursuant to 44 U.S.C. 3101 and in order to accomplish the Civil Rights Division's responsibility under 28 C.F.R. 0.50 to enforce Federal statutes affecting civil rights including 42 U.S.C. 2000e-5(f) and 2000e-6.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The system is used by employees and officials of the Department to make decisions regarding prosecution of alleged instances of employment discrimination, to issue 'right to sue' letters on behalf of individuals; to make policy and planning determinations; to prepare annual budget requests and justifications; to prepare statistical reports on the work product of the Employment and Education Sections and to carry out other authorized internal functions of the Department. If the Department has determined to initiate an investigation or litigate a matter referred by EEOC, the records pertaining to that matter are not contained in this system. Such records and their routine uses are described under the notice for the system named: Central Civil Rights Division Index File and Associated Records.

**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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 the system is stored manually on index cards and file jackets which are maintained by the Education Section, Civil Rights Division, if the charge relates to a public educational agency or institution, or the Employment Section, Civil Rights Division, if the charge relates to any other public employer.

**Retrievability:** Information is retrieved primarily by using the appropriate Department of Justice file number, or the name of the charging party, or the state in which the alleged discrimination occurred.

**Safeguards:** Information in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures.

**Retention and disposal:** There are no provisions for the disposal of the records in the system although such procedures are under active consideration.

**System manager(s) and address:** Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; 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 letter clearly marked 'Privacy Access Request.' The request should indicate the state where the alleged employment discrimination took place and the employer to which the charge was related. 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 the information sought. Disclosure of part of the materials in this system may be prohibited by 42 U.S.C. 2000e-8(e) and 44 U.S.C. 3508. Part of this system is exempted from access and contest under 5 U.S.C. 552(k)(2).

**Record source categories:** Sources of information in this system are charging parties, information compiled and maintained by EEOC, and employees and officials of the Department of Justice responsible for the disposition of the referral request.

**Systems exempted from certain provisions of the act:** The Attorney General has exempted 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/CRT - 008

**System name:** Files on Correspondence Relating to Civil Rights Matters from Persons Outside the Department of Justice.

**System location:** U.S. Department of Justice; Civil Rights Division; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530; and, Todd Building; 550 - 11th Street N.W.; Washington, D.C. 20530.

**Categories of individuals covered by the system:** Persons communicating in written form in person or by telephone, including complaints, requests for information or action, or expressions of opinion regarding civil rights matters.

**Categories of records in the system:** The system contains original correspondence regarding civil rights matters from persons, cover letters or notes from persons referring original correspondence to the Department, attorney or other employee notes regarding the correspondence, and copies of Civil Rights Division's responses to the original correspondence.

**Authority for maintenance of the system:** This system of records is maintained pursuant to 44 U.S.C. 3101 and in the ordinary course of fulfilling the responsibilities assigned to the Civil Rights Division under the provisions of 28 C.F.R. 0.50.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

A. The system is used by employees and officials of the Department to respond to incoming correspondence, to compile statistics for use in preparing budget requests, to insure proper disposition of incoming mail, to determine the status and content of responses to correspondence, to respond to inquiries from Division personnel, Office of Legislative Affairs and Congressional offices regarding the status of correspondence, and to carry out other authorized functions of the Department.

B. Information in the system regarding individual pieces of correspondence may be provided to members of Congress upon request in instances where the member making the request referred the correspondence in question to the Department.

**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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 in the system are primarily index cards and original letters or copies thereof. They are stored manually.

Retrievability: Information may be retrieved through use of a card index file system which is subdivided into indexes (1) arranged according to the name of citizens that corresponded with the Department and (2) arranged according to the name of members of Congress or White House staff members who have referred correspondence to the Department.

Safeguards: Information in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures.

Retention and disposal: There are no provisions for disposal of the records in this system although such procedures are currently under active consideration.

System manager(s) and address: Assistant Attorney General; Civil Rights Division; U.S. Department of Justice; 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.' The request should include the name of the correspondent, his address or the name of the member of Congress or White House staff member who referred the correspondence to the Department, if known, the Department of Justice file number, if known, and the date of the correspondence. 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 the information sought.

Record source categories: Sources of information contained in this system are the original correspondents, persons referring original correspondence to the Department, and employees and officials of the Department responsible for the disposition of the correspondence.

Systems exempted from certain provisions of the act: None.

#### JUSTICE/CRT - 009

System name: Civil Rights Division Employees Travel Reporting

System location: U.S. Department of Justice, Todd Building, 550 11th Street, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Employees of the Civil Rights Division who have traveled on official assignments for the Civil Rights Division.

Categories of records in the system: The system contains information, concerning travel expenditures, which was recorded by Division employees on travel authorization forms (Form JD-10) and travel voucher forms (Form OBD-157) and submitted to the Fiscal Unit of the Civil Rights Division, from Fiscal Year 1972 to the present.

Authority for maintenance of the system: This system is maintained in the ordinary course of meeting the responsibilities assigned the Civil Rights Division under 28 C.F.R. 0.50, 0.51.

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 to make monthly reports to the Executive Office, Civil Rights Division, and to the Fiscal Unit, Civil Rights Division, for use in controlling and reviewing Division expenditures. Copies of individual's reports may be disclosed to the individual when appropriate forms are not submitted following a return from travel status.

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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 in the system are stored on magnetic tape and on computer punch cards, and on monthly reports printed on computer. Individual vouchers and travel authorization forms are stored in file jackets.

Retrievability: Records in this system are retrievable by the names of present and former Division employees who have filed travel authorization forms or travel voucher forms.

Safeguards: Information in the system is unclassified. It is safeguarded and protected in accordance with Departmental rules and procedures.

Retention and disposal: There are no provisions for disposal of the records in the system.

System manager(s) and address: Executive Officer, Civil Rights Division, United States Department of Justice, Washington, D.C. 20530.

Notification procedure: Same as the above.

Record access procedures: Requests by former employees for access to records in this system may be made in writing with the envelope and letter clearly marked 'Privacy Act Request'. The request should clearly state the dates on which official travel was taken. The requestor should also provide a return address for transmitting the information. Access requests will be directed to the System Manager. Present employees may request access by contacting the System Manager directly.

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 are the Civil Rights Division employees filing travel authorization and travel voucher forms.

Systems exempted from certain provisions of the act: None.

#### JUSTICE/CRT - 010

System name: Freedom of Information/Privacy Act Records.

System location: U.S. Department of Justice, Civil Rights Division, 10th & Constitution Avenue, N.W., 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 Civil Rights 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 memoranda relating 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 C.F.R. 16.1 et seq. and 28 C.F.R. 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 Civil Rights 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 Departmental 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, Civil Rights Division, U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

**Notification procedure:** Parts of this system are exempted from this requirement under 5 U.S.C. 552a(j)(2) or (k)(2). Address inquiries to the System Manager listed above.

**Record access procedures:** Parts of this system are exempted from this requirement under 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 contained in this system shall be made in writing, with the envelope and letter clearly marked 'Privacy Access Request'. Include in the request the name of the individual involved, his birth date and place, or any other information which is known and may be of assistance in locating the record. The requester shall also provide a return address for transmitting the information. Access requests should be directed to the System Manager listed above.

**Contesting record procedures:** Individuals desiring to contest or amend non-exempt 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 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 Civil Rights 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 systems of records from which they were obtained. The Attorney General has also exempted certain categories of records in this system from subsection (c) (3), (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 - 001

**System name:** Central Criminal Division Index File and Associated Records.

**System location:** U.S. Department of Justice; Criminal Division, 10th and Constitution Avenue N.W.; Washington, D.C. 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, 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 C.F.R. 0.55 and 0.61.

**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; (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 C.F.R. 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 from index cards by the name of the individual and from the file jackets by a number assigned and appearing on the index cards.

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

**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; there are no provisions for disposal of the other records in the system although such procedures are currently under active consideration.

**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:** 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 Public Law 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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, N.W.; 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; 10th and Constitution Avenue, N.W.; Washington, D.C. 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 an 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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, N.W.; Washington, D.C. 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 '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, 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 Crimes Section, Criminal Division, Central Index File and Associated Records.

**System location:** U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; 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 Crimes 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 Crimes 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 and come to the General Crimes 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 C.F.R. 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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, N.W.; 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 C.F.R. 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 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.

**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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 - 006

**System name:** Information File on Individuals and Commercial Entities Known or Suspected of Being Involved in Fraudulent Activities.

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

**Categories of individuals covered by the system:** Individuals involved in actual or suspected fraudulent activities and their victims.

**Categories of records in the system:** This system of records consists of alphabetized indices of the names of those individuals or commercial entities known or suspected of involvement in fraudulent activities both foreign and domestic, and of computerized printouts of information obtained from documents, records, and other files in the possession of the Criminal Division that indicate the scope, details, and methods of operation of known or suspected fraudulent activities. The system also consists of the documents, records, and other files to which the printouts relate. 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 fraudulent activities. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55, particularly subsection (b).



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 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.

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 Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) 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 on lists, index cards, and on computer printout paper. The documents, records, and other files to which the printouts relate are stored in file jackets in file cabinets.

**Retrievability:** A record is retrieved by name of the individual, trade style used, or by source of the information of the preceding.

**Safeguards:** The computer center is maintained by the Office of Management and Finance which has designed security procedures consistent with the sensitivity of the data. Materials related to the system maintained at locations other than the location of the computer center are protected and safeguarded in accordance with applicable Departmental 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 Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

**Notification procedure:** Inquiries 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 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:** Federal, state, local, or foreign agencies, investigators, and prosecutors, private organizations, quasi-governmental agencies, trade associations, private individuals, publications, and the news media.

**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 - 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, N.W.; 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.