

EZ PIA

This form should only be used for systems that do not qualify as a major information system. It is designed for small projects, databases, Web 2.0 applications, etc. For questions about the form you should contact NGC.

I. System identification

- a. System name: External blogs**
- b. System owner: Pamela Wright, Social Media Team**
- c. Office system is located in: NPOL**
- d. PIA author name: Hannah Bergman and Kelly Osborn. Phone: 301-837-0870.**
- e. Date of PIA: Sept. 17, 2010.**
- f. One paragraph description of the system:**

NARA has several external blogs managed by program offices in locations at NARA's Washington, D.C. offices, its regional archives, and the presidential libraries. These blogs increase NARA's online presence and are another way for the public to interact with NARA. Each blog allows readers to comment with a screen name and requires them to provide an e-mail address. The e-mail address is not visible to other blog readers.

II. Privacy Assessment

- a. What information is being (or will be collected)? For databases, list fields**
NARA collects the screen name and e-mail address of commenters on NARA blogs.

Individuals may comment on items posted on blogs. The individual must provide a screen name and a valid email address. Only the screen name is visible to the public. Both the e-mail and screen name have been voluntarily shared with NARA, and are captured and saved through NARA's records management processes.

When individuals share sensitive PII, such as a Social Security Number, through a comment, the PII is moderated in accordance with NARA's comment and posting policy.

- b. Why is the information being collected?**

E-mail address and screen name are collected when blog readers wish to comment. These fields facilitate commenting and discussion and allow moderation of the blog where necessary.

- c. **How do you intend to use this information?** Information gathered through the management of federal records is used to document the development of federal policies and managed with a federal records schedule. E-mail addresses are used to provide follow-up information to the commenter if required.
- d. **With whom will the information be shared?** All of the comments captured through the management of NARA's blogs is information that is or was publicly accessible. E-mail addresses provided by commenters are accessible only to blog admin staff. PII that has been removed from a blog comment in accordance with our comment and posting policy is retained in the records of the office that manages the blog.
- e. **How is the information stored?** Electronically and in paper form
 - i. **What records schedule applies?** The records are unclassified.
 - ii. **For how long will the information be kept?** Unclassified records are retained as permanent until they are scheduled.
- f. **What notice or opportunities for consent is provided to individuals when their information is collected?** All information collected through the capture of NARA's blogs is information voluntarily shared by individuals with NARA. On each blog maintained by NARA, there is a link to the blog's comment and posting policy. The comment and posting policy tell visitors: "Personally identifiable information such as social security numbers, addresses and telephone numbers will be removed from comments by the moderator before they are posted."
 - i. **If there is a privacy policy in place, please provide the text of it and describe how it is made available to users.**

The Privacy Policy is available at <http://archives.gov/global-pages/privacy.html>, to which each blog contains a link, and there is a comment and posting policy on each blog.
 - ii. **Is this system a Privacy Act system of records? No**

If yes, then what SORN is the system covered by?

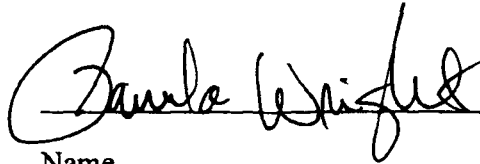
N/A

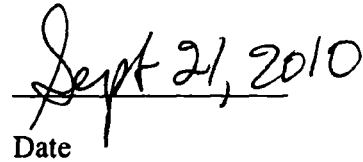
- g. **How is the information secured?**

All PII is secured in accordance with NARA's internal directive on PII. In particular, sensitive PII removed from a blog in accordance with the comment and posting policy is stored electronically in a password protected file. Each office maintains its own file system with information from its blog page only. This information is not centralized or regularly shared with other offices in an effort to mitigate security concerns.


III. Approval of PIA

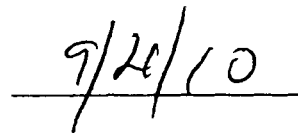
a. System owner


Name

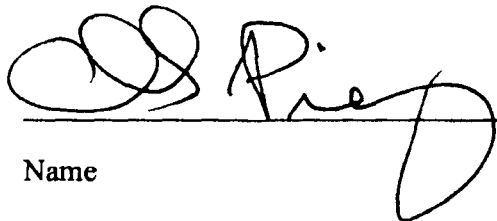

Date

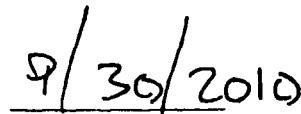
b. Senior Agency Official for Privacy


Name


Date

Chief Information Officer


Name


Date