

(19 C.F.R. 201.6). Such requests should be directed to the Secretary to the Commission and must include a full statement of the reasons why the Commission should grant such treatment. Each sheet must be clearly marked at the top "Confidential Business Information." The Commission will either accept the submission in confidence or return it. All nonconfidential written submissions will be available for public inspection in the Office of the Secretary.

Copies of the non-business proprietary version of the request and any other documents in this matter are available for public inspection during regular business hours (8:45 a.m. to 5:15 p.m.) in the Office of the Secretary to the Commission; telephone 202-205-2000.

Issued: April 23, 1997.

By order of the Commission.

Donna R. Koehnke,

Secretary.

[FR Doc. 97-11149 Filed 4-29-97; 8:45 am]

BILLING CODE 7020-02-P

INTERNATIONAL TRADE COMMISSION

[Investigations Nos. 701-TA-368-371 and 731-TA-763-766 (Preliminary)]

Certain Steel Wire Rod From Canada, Germany, Trinidad and Tobago, and Venezuela

Determinations

On the basis of the record¹ developed in the subject investigations, the United States International Trade Commission determines, pursuant to sections 703(a) and 733(a) of the Tariff Act of 1930 (19 U.S.C. 1671b(a) and 1673b(a)), that there is a reasonable indication that an industry in the United States is materially injured by reason of imports from Canada, Germany, Trinidad and Tobago,² and Venezuela of certain steel wire rod, provided for in subheadings 7213.91.30, 7213.91.45, 7213.91.60, 7213.99.00, 7227.20.00, and 7227.90.60 of the Harmonized Tariff Schedule of the United States, that are alleged to be subsidized by the Governments of Canada, Germany, Trinidad & Tobago, and Venezuela and/or sold in the United States at less than fair value (LTFV).

¹ The record is defined in sec. 207.2(f) of the Commission's Rules of Practice and Procedure (19 CFR 207.2(f)).

² Commissioner Crawford found in the negative with respect to Trinidad & Tobago.

Commencement of Final Phase Investigations

Pursuant to section 207.18 of the Commission's rules, as amended in 61 FR 37818 (July 22, 1996), the Commission also gives notice of the commencement of the final phase of its investigations. The Commission will issue a final phase notice of scheduling which will be published in the **Federal Register** as provided in section 207.21 of the Commission's rules upon notice from the Department of Commerce (Commerce) of affirmative preliminary determinations in the investigations under sections 703(b) and 733(b) of the Act, or, if the preliminary determinations are negative, upon notice of affirmative final determinations in those investigations under sections 705(a) and 735(a) of the Act. Parties that filed entries of appearance in the preliminary phase of the investigations need not enter a separate appearance for the final phase of the investigations. Industrial users, and, if the merchandise under investigation is sold at the retail level, representative consumer organizations have the right to appear as parties in Commission antidumping and countervailing duty investigations. The Secretary will prepare a public service list containing the names and addresses of all persons, or their representatives, who are parties to the investigations.

Background

On February 26, 1997, a petition was filed with the Commission and the Department of Commerce by counsel for Connecticut Steel Corp., Wallingford, CT; Co-Steel Raritan, Perth Amboy, NJ; GS Industries, Inc., Georgetown, SC; Keystone Steel & Wire Co., Peoria, IL; North Star Steel Texas, Inc., Beaumont, TX; and Northwestern Steel & Wire, Sterling, IL, alleging that an industry in the United States is materially injured or threatened with material injury by reason of subsidized and LTFV imports of certain steel wire rod from Canada, Germany, Trinidad and Tobago, and Venezuela. Accordingly, effective February 26, 1997, the Commission instituted countervailing duty investigations Nos. 701-TA-368-371 (Preliminary) and antidumping investigations Nos. 731-TA-763-766 (Preliminary).

Notice of the institution of the Commission's investigations and of a public conference to be held in connection therewith was given by posting copies of the notice in the Office of the Secretary, U.S. International Trade Commission, Washington, DC, and by publishing the notice in the

Federal Register of March 6, 1997 (62 FR 10292). The conference was held in Washington, DC, on March 19, 1997, and all persons who requested the opportunity were permitted to appear in person or by counsel.

The Commission transmitted its determinations in these investigations to the Secretary of Commerce on April 14, 1997. The views of the Commission are contained in USITC Publication 3037 (April 1997), entitled "Certain Steel Wire Rod from Canada, Germany, Trinidad and Tobago, and Venezuela: Investigations Nos. 701-TA-368-371 (Preliminary) and 731-TA-763-766 (Preliminary)."

Issued: April 23, 1997.

By order of the Commission.

Donna R. Koehnke,

Secretary.

[FR Doc. 97-11148 Filed 4-28-97; 8:45 am]

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INTERNATIONAL TRADE COMMISSION

Privacy Act of 1974; Establishment of New Systems of Records; Revision of Systems of Records; Deletion of a System of Records

AGENCY: International Trade Commission.

ACTION: Request for comments on proposed establishment of new Privacy Act systems of records, revision of systems of records, and deletion of a system of records.

SUMMARY: Pursuant to 5 U.S.C. 522a(e)(4) of the Privacy Act of 1974, the U.S. International Trade Commission ("Commission") proposes the following actions: (1) Consolidate and revise two existing systems of records, currently entitled "Budgetary and Payroll-Related Records" and "Time and Attendance Records," into a new system of records entitled "Pay, Leave and Travel Records;" (2) revise the existing system of records entitled "Grievance Records;" (3) revise the existing system of records entitled "Office of Inspector General Investigative Files General and Criminal" by clarifying that there are two separate systems of records entitled "Office of Inspector General Investigative Files (General)" and "Office of Inspector General Investigative Files (Criminal);" (4) establish a new system of records entitled "Telephone Call Detail Records;" (5) establish a new system of records entitled "Security Access Records;" (6) establish a new system of records entitled "Personnel Security

Investigative Files Records;" (7) establish a new system of records entitled "Library Circulation Records;" (8) establish a new system of records entitled "Parking Records;" (9) establish a new system of records entitled "Mailing List Records;" (10) establish a new system of records entitled "Congressional Correspondence Records;" and (11) eliminate a current system of records entitled "Employment and Financial Disclosure Records."

DATES: Comments must be received no later than June 9, 1997. The proposed revisions and additions to the Commission's systems of records will become effective on that date unless otherwise published in the **Federal Register**.

ADDRESSES: Written comments should be directed to the Secretary, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

FOR FURTHER INFORMATION CONTACT: Anjali K. Hansen, Esq., Office of the General Counsel, U.S. International Trade Commission, tel. 202-205-3117. Hearing-impaired persons can obtain information on this matter by contacting the Commission's TDD terminal on 202-205-1810. Persons with mobility impairments who will need special assistance in gaining access to the Commission should contact the Office of the Secretary at 202-205-2000.

SUPPLEMENTARY INFORMATION: Pursuant to the Privacy Act of 1974, these revisions, deletions, and additions to the Commission's system of records will be reported to the Office of Management and Budget, the Chair of the Committee on Government Reform and Oversight of the House of Representatives, and the Chair of the Committee on Governmental Affairs of the Senate. The revisions to existing Commission systems of records, the addition of new systems of records, and the deletion of a system of records are in response to a comprehensive review of the Commission's systems of records conducted by the Commission's Office of Inspector General and Office of General Counsel. The Commission proposes to revise and consolidate existing systems of records by updating, clarifying and conforming the information in the Commission's Privacy Act notices to reflect current procedures. The Commission proposes to consolidate the "Budgetary and Payroll-Related Records" and "Time and Attendance Records" into a new system of records entitled "Pay, Leave and Travel Records" since these functions have become more integrated. The Commission proposes to divide the current Office of Inspector General

notice into two separate notices (criminal and general) because two separate records systems are maintained that are subject to different exemptions under the Privacy Act. The Commission also proposes to notice seven systems of records which are new systems of records maintained by the Commission. The Commission proposes to delete the current system of records entitled "Employment and Financial Disclosure Records" because the Commission's records are covered by Government-wide systems of records (OGE/GOVT-1 and OGE/GOVT-2). Finally, the Commission proposes to revise the routine uses applicable to its systems of records to reflect current agency practice and to standardize routine uses that are applicable to more than one system of records. Because the establishment of the system covering personnel security investigative files records requires the promulgation of a Commission rule exempting this system from certain provisions of the Privacy Act, the Commission will also be publishing a notice of proposed rulemaking.

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Appendix A: General Routine Uses Applicable to More Than One System of Records

Appendix B: Government-Wide Systems of Records Applicable to the Commission

ITC-1

SYSTEM NAME:

Pay, Leave and Travel Records.

SYSTEM LOCATIONS:

Office of Finance and Budget, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436; Administrative Service Center Payroll Operations Division, Bureau of Reclamation, U.S. Department of the Interior, Mail Stop D-2600, 7201 West Mansfield Avenue, Lakewood, CO 80235-2230; General Services Administration, 1500 East Bannister Road, Kansas City, MO 64131; and in all Commission offices located at the same address as the Office of Finance and Budget. For Retired Personnel Files:

National Archives and Records Administration National Personnel Records Center (Civilian Personnel Records Center), 111 Winnebago Street, St. Louis, MO 63118.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former Commission employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system contains various records relating to pay, leave and travel. This includes information such as: Name; date of birth; Social Security number; W-2 address; grade; employing organization; timekeeper number; salary; pay plan; number of hours worked; leave accrual rate, usage, and balances; activity accounting reports; Civil Service Retirement and Federal Retirement System contributions; FICA withholdings; Federal, State, and local tax withholdings; Federal Employee's Group Life Insurance withholdings; Federal Employee's Health Benefits withholdings; charitable deductions; allotments to financial organizations; levy, garnishment, and salary and administrative offset documents; savings bonds allotments; union and management association dues withholding allotments; Combined Federal Campaign and other allotment authorizations; direct deposit information; information on the leave transfer program; travel records; and tax fringe benefits.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system includes the following with any revisions or amendments: 5 U.S.C. Chapters 53, 55, 57 and 61; 31 U.S.C. 3131 and 3512; Executive Order 9397.

PURPOSE(S):

These records are used for the purposes of administering pay and leave, authorizing travel, activity accounting, and budget preparation.

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

General Routine Uses A-K apply to this system.

The pay and leave records are transmitted electronically by the Commission directly to the Administrative Service Center, U.S. Bureau of Reclamation, U.S. Department of Interior, which provides payroll services. The U.S. Department of Interior transmits relevant portions of those records as necessary to the following:

(a) To the Treasury Department for issuance of pay checks;

(b) To the Treasury Department for issuance of savings bonds;

(c) To the U.S. Office of Personnel Management ("OPM") for retirement, health and life insurance purposes, and to carry out OPM's Government-wide personnel management functions;

(d) To the National Finance Center, U.S. Department of Agriculture for the Thrift Savings Plan and Temporary Continuation of Coverage;

(e) To the Social Security Administration for reporting wage data in compliance with the Federal Insurance Compensation Act;

(f) To the Internal Revenue Service and to State and local tax authorities for tax purposes, including reporting of withholding, audits, inspections, investigations, and similar tax activities;

(g) To the Combined Federal Campaign for charitable contribution purposes; and

(h) To officials of labor organizations recognized under 5 U.S.C. Chapter 71 for the purpose of identifying Commission employees contributing union dues each pay period and the amount of dues withheld.

Travel records are transmitted to the Philadelphia Finance Center, U.S. Department of Treasury for issuance of travel reimbursement checks.

Relevant information in this system may be disclosed as necessary to other Federal agencies or Federal contractors with statutory authority to assist in the collection of Commission debts.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures may be made from this system pursuant to 5 U.S.C. 552a(b)(12) and 31 U.S.C. 3711(f) to "consumer reporting agencies" as defined in 31 U.S.C. 3701(a)(3).

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

STORAGE: These records are maintained on computer media, on paper in file folders, and on microfiche. The computer records are shared electronically with the Department of the Interior.

RETRIEVABILITY: These records are retrieved by the name and Social Security Number of the individuals on whom they are maintained.

SAFEGUARDS: These records are maintained in a building with restricted public access. The records in this system are kept in limited access areas within the building. The paper files are maintained in secure file cabinets, and access is limited to persons whose official duties require access. The computer files can only be accessed by

authorized individuals through the use of passcodes.

RETENTION AND DISPOSAL: Payroll and salary and administrative offset records will be updated as required in accordance with the National Archives and Records Administration's (NARA's) General Records Schedule 2. Time and attendance records generally will be destroyed after a General Accounting Office (GAO) audit or when six years old, whichever is sooner, in accordance with NARA's General Records Schedule 2. Tax withholding records will be destroyed when four years old in accordance with NARA's General Records Schedule 2. U.S. Savings Bond authorization (SF 1192 or equivalent) will be destroyed when superseded or after separation of employee in accordance with NARA's General Records Schedule 2. Bond registration files, receipt and transmittal files will be destroyed four months after date of issuance of bond in accordance with NARA's General Records Schedule 2. Combined Federal Campaign and other allotments will be destroyed after a GAO audit or when three years old, whichever is sooner. Thrift Savings Plan Election forms will be destroyed when superseded or after separation of employee in accordance with NARA's General Records Schedule 2. Direct deposit sign-up forms will be destroyed when superseded or after separation of employee in accordance with NARA's General Records Schedule 2. Levy and garnishment records will be destroyed three years after garnishment is terminated. Travel authorization records will be destroyed six years after the period of the account in accordance with NARA's General Records Schedule 9. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Finance and Budget, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number;
4. Dates of employment; and
5. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number;
4. Dates of employment; and
5. Signature.

Individuals requesting access must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number;
4. Dates of employment; and
5. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

RECORD SOURCE CATEGORIES:

Information in this system comes from official personnel documents, the individual to whom the record pertains, and Commission officials responsible for pay, leave, travel and activity reporting requirements.

ITC-2

SYSTEM NAME:

Grievance Records.

SYSTEM LOCATION:

Offices of Personnel, Administration, Operations, General Counsel, and the office where grievance originated, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former Commission employees who have submitted grievances in accordance with part 771 of the regulations of the Office of Personnel Management (5 CFR part 771), under 5 U.S.C. 7121, or through a negotiated grievance procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system contains records of grievances filed by agency employees under part 771 of regulations issued by the United States' Office of Personnel Management, under 5 U.S.C. 7121 or under negotiated grievance procedures. These case files contain all documents related to the grievance, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decisions, and related correspondence and exhibits. The system includes files and records of internal grievance and arbitration systems established through negotiations with recognized labor organizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system includes the following with any revisions or amendments: 5 U.S.C. 7121; 5 CFR part 771.

PURPOSE(S):

These records are used to process grievances submitted by Commission employees for relief in a matter of concern or dissatisfaction which is subject to the control of agency management, and to provide individuals who submit grievances with a copy of their records in accordance with the grievance process.

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

General Routine Uses A, B, C, E, F, G, H, I, J, K and L apply to this system.

Information in this system may be disclosed as necessary to other Federal agencies or Federal contractors with statutory authority to assist in the collection of Commission debts.

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

STORAGE: These records are maintained on computer media on an internal Commission system and on paper in file folders.

RETRIEVABILITY: These records are retrieved by the names of the individuals on whom they are maintained.

SAFEGUARDS: These records are maintained in a building with restricted public access. The records in this system are kept in limited access areas within the building. The paper files are maintained in secure file cabinets, and access is limited to persons whose official duties require access. The computer files can only be accessed by authorized individuals.

RETENTION AND DISPOSAL: These records will be retained for a minimum of four years but not longer than seven years after closing of the case in accordance with the National Archives and Records Administration's General Records Schedule 1. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration,
U.S. International Trade Commission,
500 E Street, SW, Washington, DC
20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number;
4. Dates of employment; and
5. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number;
4. Dates of employment;
5. Approximate date of closing of the case (if applicable); and
6. Signature.

Individuals requesting access must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number;
4. Dates of employment;
5. Approximate date of closing of the case (if applicable); and

6. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 C.F.R. part 201).

RECORD SOURCE CATEGORIES:

Information in this system of records is obtained from:

- a. The individual filing the grievance;
- b. The testimony of witnesses;
- c. Agency officials; and
- d. Related correspondence from organizations or persons.

ITC-3**SYSTEM NAME:**

Office of Inspector General ("OIG")
Investigative Files (General).

SYSTEM LOCATION:

Office of Inspector General, U.S.
International Trade Commission, 500 E
Street, SW, Washington, DC 20436.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This system contains records on individuals and contractors, who are or have been the focus of an OIG investigation relating to the programs and operations of the Commission.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system contains investigatory materials collected by the OIG's investigative unit for law enforcement purposes.

This system contains documentation of any and all complaints and allegations initiating investigations; all relevant correspondence and interviews; witness statements; affidavits; copies of all subpoenas issued; transcripts of any testimony taken in the investigation and accompanying exhibits; documents and other records or copies obtained during the investigation; internal staff memoranda, staff working papers and other documents and records relating to the investigation; and all reports on the investigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system is the Inspector General Act of 1978 (Pub. L. 95-452) with any revisions or amendments.

PURPOSE(S):

These records are used to investigate and/or take other actions to address allegations of fraud, waste and abuse of a non-criminal nature by Commission employees or contractors.

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

General Routine Uses A-K apply to this system.

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

These records are maintained on paper in binders or folders, and on computer media on an internal Commission system.

RETRIEVABILITY:

These records are retrieved by a unique control number assigned to each investigation.

SAFEGUARDS:

These records are maintained in a building with restricted public access. The records in this system are kept in a limited access area within the building. The paper files are maintained in secure file cabinets, and access is limited to persons whose official duties require access. The computer files can only be accessed by authorized individuals.

RETENTION AND DISPOSAL:

These records will be retained for ten years following the end of the fiscal year in which an investigation was closed in accordance with the National Archives and Records Administration's General Records Schedule 22. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector General, Office of Inspector General, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment or dates of contractual relationship; and
5. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment or dates of contractual relationship; and
5. Signature.

Individuals requesting access must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment or dates of contractual relationship; and
5. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

RECORD SOURCE CATEGORIES:

These files contain information supplied by the following: Individuals, including those to whom the information relates where practicable; witnesses; contractors, corporations, and other entities; records of individuals and of the Commission; Federal, foreign, state or local bodies and law enforcement agencies; documents; correspondence; interview memoranda; transcripts of testimony; and other miscellaneous sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Pursuant to 5 U.S.C. 552a(k)(2), this system of records is exempt from (c)(3), (d), (e)(1), (e)(4)(G) through (I), and (f) of the Privacy Act. These exemptions are established in the Commission's rules at 19 CFR 201.32.

ITC-4**SYSTEM NAME:**

Office of Inspector General ("OIG") Investigative Files (Criminal).

SYSTEM LOCATION:

Office of Inspector General, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

This system contains records on individuals and contractors, who are or have been the focus of an OIG criminal investigation relating to the programs and operations of the Commission.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system contains records maintained by the OIG's criminal investigations subunit, and consists of information compiled for the purpose of conducting criminal investigations.

This system contains documentation of any and all complaints and allegations initiating investigations; all relevant correspondence and interviews; witness statements; affidavits; copies of all subpoenas issued; transcripts of any testimony taken in the investigation and accompanying exhibits; documents and other records or copies obtained during the investigation; internal staff memoranda, staff working papers and other documents and records relating to the investigation; and all reports on the investigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system is the Inspector General Act of 1978 (Pub. L. 95-452) with any revisions or amendments.

PURPOSE(S):

These records are used to investigate allegations of criminal violations by Commission employees or contractors.

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

General Routine Uses A-K apply to this system.

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

These records are maintained on paper in binders or folders, and on computer media on an internal Commission system.

RETRIEVABILITY:

These records are retrieved by a unique control number assigned to each investigation.

SAFEGUARDS:

These records are maintained in a building with restricted public access. The records in this system are kept in a limited access area within the building. The paper files are maintained in secure file cabinets, and access is limited to persons whose official duties require access. The computer files can only be accessed by authorized individuals.

RETENTION AND DISPOSAL:

These records will be retained for ten years following the end of the fiscal year in which an investigation was closed in accordance with the National Archives and Records Administration's General Records Schedule 22. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector General, Office of Inspector General, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment or dates of contractual relationship; and
5. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment or dates of contractual relationship; and
5. Signature.

Individuals requesting access must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);

4. Dates of employment or dates of contractual relationship; and
5. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

RECORD SOURCE CATEGORIES:

These files contain information supplied by the following: Individuals, including those to whom the information relates where practicable; witnesses; contractors, corporations, and other entities; records of individuals and of the Commission; Federal, foreign, state or local bodies and law enforcement agencies; documents; correspondence; interview memoranda; transcripts of testimony; and other miscellaneous sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Pursuant to 5 U.S.C. 552a(j)(2), this system of records is exempted from all provisions of the Privacy Act except (b), (c)(1) and (2), (e)(4) (A) through (F), (e)(6), (7), (9), (10), and (11), and (i). These exemptions are established in the Commission rules at 19 CFR 201.32.

ITC-5**SYSTEM NAME:**

Telephone Call Detail Records.

SYSTEM LOCATION:

Offices of Management Services and Information Systems, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436; General Services Administration, 13221 Woodland Park Rd., Herndon, VA 22071; U.S. Sprint, 8330 Ward Pkwy, Kansas City, MO 64114-2028.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Commission employees and all contractors, sub-contractors, consultants and other individuals who are assigned telephone numbers by the Commission and who make long-distance telephone calls or long-distance facsimile transmissions from or charged to the Commission telephone system.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records relating to use of Commission telephones to place long-distance telephone calls or long-distance facsimile transmissions; records indicating assignment of telephone numbers to room numbers and employees; and records relating to location of telephones.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system includes the following with any

revisions or amendments: 19 U.S.C. 1331(a)(1)(A)(iii); 41 CFR 201-21.6.

PURPOSE(S):

Records in this system are used to verify telephone usage and to resolve billing discrepancies so that telephone bills can be paid. They may also be used to identify and seek reimbursement for unofficial calls, and as a basis for taking action when agency employees or other persons misuse or abuse Commission telephone services.

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

General Routine Uses A, B, C, E, F, G, H, I, K and L apply to this system.

Relevant information in this system may be disclosed as necessary to other Federal agencies or Federal contractors with statutory authority to assist in the collection of Commission debts.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures may be made from this system pursuant to 5 U.S.C. 552a(b)(12) and 31 U.S.C. 3711(f) to "consumer reporting agencies" as defined in 31 U.S.C. 3701(a)(3).

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

STORAGE: These records are maintained on computer media on an internal Commission system, on paper in file folders, and on computer tape in file cabinets.

RETRIEVABILITY: These records are retrieved by the telephone number assigned to an individual, by office, by date, by number called, and by city called.

SAFEGUARDS: These records are maintained in a building with restricted public access. The records in this system are kept in limited access areas within the building. The paper files and computer tapes are maintained in secure file cabinets, and access is limited to persons whose official duties require access. The computer files can only be accessed by authorized individuals through the use of passcodes.

RETENTION AND DISPOSAL: These records are disposed of as provided in the National Archives and Records Administration's General Records Schedule 12. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Information Services, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable);
5. Assigned phone number; and
6. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Assigned phone number; and
6. Signature.

Individuals requesting access must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Assigned phone number; and
6. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

RECORD SOURCE CATEGORIES:

Telephone assignment records; call detail listings and electronic files from

the telephone service provider; supervisors' confirmation of employees' responsibility for calls; and certification of telephone bills.

ITC-6**SYSTEM NAME:**

Security Access Records.

SYSTEM LOCATION:

Office of Management Services, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436; Federal Protective Services Division, General Services Administration, Southeast Federal Center, Bldg. 202, Washington, D.C. 20407; and Kastle Systems, 1501 Wilson Blvd., Arlington, VA 22209.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Commission employees and all contractors, sub-contractors, consultants and other individuals who are assigned electronic security keys, and all visitors that sign in at the guard station upon entering the Commission premises.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records relating to the use of electronic security keys, including records on which keys were used to gain or seek access to controlled areas, and the time at which access was gained or sought; and records relating to entry of Commission premises, including the times at which entry and exit were made and location accessed within the Commission.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system includes the following with any revisions or amendments: 19 U.S.C. 1331(a)(1)(A)(iii).

PURPOSE(S):

These records are used to permit tracking of individual movements in circumstances such as when there has been a security breach or theft, to monitor access to restricted areas, and to keep track of all visitors to the Commission or those individuals who do not have Commission identification cards.

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

General Routine Uses A, B, C, E, F, G, H, I, K and L apply to this system.

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

STORAGE: The visitor log records are maintained on paper in file folders; the security key records are maintained on electronic tape and magnetic disk.

RETRIEVABILITY: The visitor log records are retrieved by month and year; the security key records are retrieved by area accessed, date and time of entry, key number, and name of individual.

SAFEGUARDS: The visitor log records are maintained by the Federal Protective Service in a secure facility with access limited to persons whose official duties require access. The security key records are maintained by the contractor in a secure facility with access limited to persons whose official duties require access.

RETENTION AND DISPOSAL: The visitor log records will be retained for two years in accordance with the National Archives and Records Administration's General Records Schedule 18. The security key records are maintained for 60 days. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Facilities Support Division, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable);
5. Date of visit(s) (for visitor log records); and
6. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable);
5. Date of visit(s) (for visitor log records); and
6. Signature.

Individuals requesting access must comply with the Commission's Privacy

Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable);
5. Date of visit(s) (for visitor log records); and
6. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

RECORD SOURCE CATEGORIES:

Information in this system comes from the visitor logs and, in the case of security key records, from the Commission security contractor.

ITC-7

SYSTEM NAME:

Personnel Security Investigative Files.

SYSTEM LOCATION:

Office of Personnel, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current and former employees and all applicants for employment.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records relating to name, date of birth, place of birth, Social Security Number, citizenship, fingerprints, credit references, credit records, education, arrest records, Federal employee relatives, dates and purposes of visits to foreign countries, passport number(s), names of spouse(s), names of relatives, names of references, date(s) of appointment, position title(s), grade, duty station(s), Office of Personnel file folder location, type of clearance granted, clearance date, clearance termination date, suitability date, investigation basis, investigation completion date, background investigation update and upgrade information, Commission termination date, security briefing data, and security investigator's notes on information gathered during the investigation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system includes the following with any revisions or amendments: Executive Orders 10450 and 12065; 19 U.S.C. 1331(a)(1)(A)(iii).

PURPOSE(S):

Records in this system are used to: determine whether to issue security clearances; provide a current record of Commission employees with security clearance(s); and provide access cards and keys to Commission buildings and offices.

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

General Routine Uses A, B, C, E, F, G, H, I, J, and K apply to this system.

Relevant information in this system may be disclosed as necessary to other Federal agencies or Federal contractors with statutory authority to assist in the collection of Commission debts.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures may be made from this system pursuant to 5 U.S.C. 552a(b)(12) and 31 U.S.C. 3711(f) to "consumer reporting agencies" as defined in 31 U.S.C. 3701(a)(3).

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

STORAGE: These records are maintained on paper in file folders.

RETRIEVABILITY: These records are retrieved by name.

SAFEGUARDS: These records are maintained in a building with restricted public access. The records in this system are kept in locked file cabinets in a limited access area within the building. Access is limited to persons whose official duties require access.

RETENTION AND DISPOSAL: These records will be retained not later than five years after separation or transfer of employee in accordance with the National Archives and Records Administration's General Records Schedule 18. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

Individuals requesting access must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained; Office of Personnel Management; and any contractor who has been retained by the Commission to conduct background investigations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Pursuant to 5 U.S.C. 552a(k)(1), (k)(5) and (k)(6), this system of records is exempted from (c)(3), (d), (e)(1), (e)(4)(G)-(I) and (f) of the Privacy Act. These exemptions are established in the Commission rules at 19 CFR 201.32.

ITC-8

SYSTEM NAME

Library Circulation Records.

SYSTEM LOCATION:

The National Library of International Trade ("Library"), U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Commission employees who have borrowed materials from the Library.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records relating to titles and other identifying data on materials borrowed from the Library, and agency, office, office telephone number, and office room number of borrower, and the scheduled return date for each item borrowed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system includes the following with any revisions or amendments: 40 U.S.C. 483(b)(1); 19 U.S.C. 1331(a)(1)(A)(iii).

PURPOSE(S):

To locate Library materials in circulation and to control and inventory Library materials loaned.

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

General Routine Uses E, H, I and L apply to this system.

Relevant information in this system may be disclosed as necessary to other Federal agencies or Federal contractors with statutory authority to assist in the collection of Commission debts.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures may be made from this system pursuant to 5 U.S.C. 552a(b)(12) and 31 U.S.C. 3711(f) to "consumer reporting agencies" as defined in 31 U.S.C. 3701(a)(3).

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

STORAGE: These records are maintained on computer media on an internal Commission system and on paper in an index system.

RETRIEVABILITY: These records are retrieved by name, by title of item borrowed, and by call number.

SAFEGUARDS: These records are maintained in a building with restricted public access. The records in this system are in a limited access area within the building. The paper records are kept within the control of Library

staff during working hours and in a locked area at other times. The computer files can only be accessed by authorized individuals.

RETENTION AND DISPOSAL: These records are maintained until the borrowed material is returned or until an employee is no longer employed at the Commission. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Library Services, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number;
4. Dates of employment; and
5. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number;
4. Dates of employment; and
5. Signature.

Individuals requesting access must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number;
4. Dates of employment; and
5. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

RECORD SOURCE CATEGORIES:

Information is obtained from the individual who borrows materials, from library records on materials borrowed, and from the Commission telephone directory.

ITC-9

SYSTEM NAME:

Parking Records.

SYSTEM LOCATION:

Facilities Support Division of the Office of Management Services, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Commission employees and other authorized individuals who have monthly parking permits or who are members of carpools.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records relating to name, office room number, office phone number, agency, home address, automobile type and license number, and length of government service.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system includes the following with any revisions or amendments: 19 U.S.C. 1331(a)(1)(A)(iii); 40 U.S.C. 491; 41 CFR 101-20.1 *et seq.*

PURPOSE(S):

To allocate and control parking spaces and to assist in creating carpools.

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

General Routine Uses A, B, C, E, F, G, H, I, K and L apply to this system.

Relevant information in this system may be disclosed as necessary to other Federal agencies or Federal contractors with statutory authority to assist in the collection of Commission debts.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures may be made from this system pursuant to 5 U.S.C. 552a(b)(12) and 31 U.S.C. 3711(f) to "consumer reporting agencies" as defined in 31 U.S.C. 3701(a)(3).

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

STORAGE:

These records are maintained on paper in file folders and on computer media.

RETRIEVABILITY:

These records are retrieved by applicant name or space assignment.

SAFEGUARDS:

These records are maintained in a building with restricted public access. The records in this system are in a limited access area within the building. Access is limited to persons whose official duties require access.

RETENTION AND DISPOSAL:

Records are maintained until parking permit expiration date or cancellation. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Facilities Management Specialist, Office of Management Services, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

Individuals requesting access must comply with the Commission's Privacy

Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

RECORD SOURCE CATEGORIES:

Information is obtained from the individual to whom the records pertain.

ITC-10

SYSTEM NAME:

Mailing List Records

SYSTEM LOCATION:

Office of the Secretary, U.S. International Trade Commission, 500 E Street, SW., Washington, DC 20436.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals requesting placement on a Commission mailing list.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, organization, business or home address, telephone numbers, facsimile numbers and electronic mail address.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system includes the following with any revisions or amendments: 19 U.S.C. 1331(a)(1)(A)(iii).

PURPOSE(S):

Records in this system are used to address various agency publications.

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

Address labels from these records are transmitted to the Government Printing Office to be affixed to the Commission's mailings.

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

STORAGE: These records are maintained on computer media on an internal Commission system.

RETRIEVABILITY: These records are retrieved by name and record number.

SAFEGUARDS: These records are maintained in a building with restricted public access. The records in this system are kept in a limited access area within the building. Access to the files is limited to individuals whose official duties require access.

RETENTION AND DISPOSAL: Records are maintained until individuals to whom the records pertain request deletion or fail to respond to a validation request. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Secretary, Office of the Secretary, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

Individuals requesting access must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

RECORD SOURCE CATEGORIES:

Information is obtained from the individual to whom the records pertain.

ITC-11

SYSTEM NAME:

Congressional Correspondence Records

SYSTEM LOCATION:

Office of External Relations, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436, and other offices in the Commission with information pertaining to the correspondence located at the same address as the Office of External Relations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of Congress.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, address and title of, and referrals of constituents' inquiries, from Members of Congress and responses thereto, and any other personal information in correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Authority for maintenance of the system includes the following with any revisions or amendments: 44 U.S.C. 3101; 19 U.S.C. 1331(a)(1)(A)(iii).

PURPOSE(S):

Records in this system are used to respond to Congressional inquiries and inform Congress about Commission activities.

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

General routine uses A, D, E, F, K and L apply to this system.

Referral may be made to other Federal, State, or local government agencies for appropriate action when the matter complained of or inquired about comes within the jurisdiction of such agency.

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

STORAGE: These records are maintained on paper in file folders and on computer media on an internal Commission system.

RETRIEVABILITY: These records are retrieved by name of Member of Congress.

SAFEGUARDS: These records are maintained in a building with restricted public access. The records in this system are kept in limited access areas within the building. The paper files are stored in secure file cabinets and access is limited to persons whose official duties require access. The computer files can only be accessed by authorized individuals.

RETENTION AND DISPOSAL: Records are maintained at least two years subsequent to the end of a Member of Congress' term in office. Records will be disposed of in a secure manner.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of External Relations, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system of records contains information about them should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

RECORD ACCESS PROCEDURE:

Individuals wishing to request access to their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

Individuals requesting access must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

CONTESTING RECORD PROCEDURE:

Individuals wishing to request amendment of their records should contact the Privacy Act Officer, Office of the Director of Administration, U.S. International Trade Commission, 500 E Street, SW, Washington, DC 20436.

Individuals must furnish the following information for their records to be located and identified:

1. Full name(s);
2. Date of birth;
3. Social Security Number (for employees);
4. Dates of employment (if applicable); and
5. Signature.

Individuals requesting amendment must comply with the Commission's Privacy Act regulations on verification of identity (19 CFR part 201).

RECORD SOURCE CATEGORIES:

Members of Congress, their staffs, and individuals on whose behalf there have been Congressional inquiries.

Appendix A—General Routine Uses Applicable to More Than One System of Records

A. Disclosure for Law Enforcement Purposes

When information indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative or prosecutive responsibility of the receiving entity.

B. Disclosure Incident to Requesting Information

Information may be disclosed to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested), when necessary to obtain information relevant to an agency decision concerning retention of an employee or other personnel action (other than hiring), retention of a security clearance, the letting of a contract, or the issuance or retention of a grant, or other benefit.

C. Disclosure to Requesting Agency

Disclosure may be made to a Federal, State, local, foreign, or tribal or other public authority of the fact that this system of

records contains information relevant to the retention of an employee, the retention of a security clearance, the letting of a contract, or the issuance or retention of a license, grant, or other benefit. The other agency or licensing organization may then make a request supported by the written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action.

D. Disclosure to Office of Management and Budget

Information may be disclosed to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

E. Disclosure to Congressional Offices

Information may be disclosed to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the written request of the individual about whom the record is maintained. Disclosure will not be made until the congressional office has furnished appropriate documentation of the individual's request, such as a copy of the individual's written request.

F. Disclosure to Department of Justice

Information may be disclosed to the Department of Justice, or in a proceeding before a court, adjudicative body, or other administrative body before which the Commission is authorized to appear, when:

1. The Commission, or any component thereof; or
2. Any employee of the Commission in his or her official capacity; or
3. Any employee of the Commission in his or her individual capacity where the Department of Justice or the Commission has agreed to represent the employee; or
4. The United States

is a party to litigation or has an interest in such litigation, and the Commission determines that the records are both relevant and necessary to the litigation and the use of such records is deemed by the Commission to be for a purpose that is compatible with the purpose for which the records were collected.

G. Disclosure to the National Archives and GSA

Information may be disclosed to the National Archives and Records Administration or General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

H. Disclosure to Contractors, Grantees, Etc.

Information may be disclosed to agency contractors, grantees, consultants, or volunteers who have been engaged to assist the agency in the performance of a contract, service, grant, cooperative agreement, job, or

other activity for the Commission related to this system of records and who need to have access to the records in order to perform the activity for the Commission. This includes Federal agencies providing payroll, management, or administrative services to the Commission. When appropriate, recipients shall be required to comply with the requirements of the Privacy Act of 1974 as provided in 5 U.S.C. 552a(m).

I. Disclosures for Administrative Claims, Complaints and Appeals

Information from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other person properly engaged in investigation or settlement of an administrative grievance, complaint, claim, or appeal filed by an employee or former employee, but only to the extent that the information is relevant and necessary to the proceeding. Agencies that may obtain information under this routine use include, but are not limited to, the Office of Personnel Management, Office of Special Counsel, Merit Systems Protection Board, Federal Labor Relations Authority, Equal Employment Opportunity Commission, and Office of Government Ethics.

J. Disclosure to the Office of Personnel Management

Information from this system of records may be disclosed to the Office of Personnel Management pursuant to that agency's responsibility for evaluation and oversight of Federal personnel management.

K. Disclosure in Connection with Litigation

Information from this system of records may be disclosed in connection with litigation or settlement discussions regarding claims by or against the Commission, including public filing with a court, to the extent that disclosure of the information is relevant and necessary to the litigation or discussions and except where court orders are otherwise required under section (b)(11) of the Privacy Act of 1974, 5 U.S.C. 552a(b)(11).

L. Disclosure to Labor Unions

Information from this system of records may be disclosed to provide information to officials of labor organizations when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

Appendix B—Government-Wide System Notices Applicable to the Commission

The Commission maintains some records covered by Government-wide system of records notices published by other agencies. There may not be actual Commission files in all Government-wide systems. This list includes all Government-wide system notices known as the publication date, but any later established Government-wide system notices may also be applicable.

1. OGE/GOVT-1—Executive Branch Public Financial Disclosure Reports and Other Ethics Program Records

2. OGE/GOVT-2—Confidential Statements of Employment and Financial Interests
3. EEOC/GOVT-1—Equal Employment Opportunity Commission Records and Appeal Records.
4. FEMA/GOVT-1—National Defense Executive Reserve System
5. GSA/GOVT-2—Employment Under Commercial Activities Contracts
6. GSA/GOVT-3—Travel Charge Card Program
7. GSA/GOVT-4—Contracted Travel Service Program
8. DOL/ESA-13—Employment Standards Administration, Office of Workers' Compensation Programs, Federal Employees' Compensation Act File
9. DOL/ETA-14—Employment Training Administration Job Corpsman Records
10. MSPB/GOVT-1—Appeal and Case Records
11. OPM/GOVT-1—General Personnel Records
12. OPM/GOVT-2—Employee Performance File System Records
13. OPM/GOVT-3—Records of Adverse Actions and Actions Based on Unacceptable Performance
14. OPM/GOVT-5—Recruiting, Examining, and Placement Records
15. OPM/GOVT-6—Personnel Research and Test Validation Records
16. OPM/GOVT-7—Applicant—Race, Sex, National Origin and Disability Status Records
17. OPM/GOVT-9—File on Position Classification Appeals, Job Grading Appeals, and Retained Grade or Pay Appeals
18. OPM/GOVT-10—Employee Medical File System Records

Issued: April 22, 1997.

By order of the Commission.

Donna R. Koehnke,
Secretary.

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DEPARTMENT OF LABOR

Employment Standards Administration Wage and Hour Division

Minimum Wages for Federal and Federally Assisted Construction; General Wage Determination Decisions

General wage determination decisions of the Secretary of Labor are issued in accordance with applicable law and are based on the information obtained by the Department of Labor from its study of local wage conditions and data made available from other sources. They specify the basic hourly wage rates and fringe benefits which are determined to be prevailing for the described classes of laborers and mechanics employed on construction projects of a similar character and in the localities specified therein.