

Assistant Secretaries, and individuals serving in these capacities.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Names of correspondents, date and subject of correspondence, official record copies of correspondence.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 391; 43 U.S.C. 1457; 44 U.S.C. 3101; Reorganization Plan 3 of 1950.

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

The primary purpose of the system is to document and support the operational, program and policy decisions of Departmental officials at the Secretarial level. Disclosures outside the Department of the Interior may be made:

(1) To the U.S. Department of Justice or to a court or adjudicative body with jurisdiction when (a) the United States, the Department of the Interior, a component of the Department, or when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled.

(2) To appropriate Federal, State, local or foreign agencies responsible for investigation or prosecuting the violation of or for enforcing or implementing a statute, rule, regulation, order or license, when the disclosing agency becomes aware of information indicating a violation of or a potential violating of a statute, regulation, rule, order or license.

(3) To a congressional office in connection with an inquiry an individual covered by the system has made to the congressional office.

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

##### STORAGE:

Official record copies of correspondence are stored in file folders; an electronic copy of correspondence (dated January 1, 1997 or later) is stored in image files in a computer database. Index terms (for correspondence dated December 31, 1996 or earlier) are stored in index cards; index terms (for correspondence dated January 1, 1997 or later) are stored in a computer database.

#### RETRIEVABILITY:

Records are retrieved by name of correspondent and/or date or subject for correspondence.

#### SAFEGUARDS:

Official records copies of correspondence are stored in locked file cabinets, in a locked room. Computer image files are maintained in accordance with 43 CFR 2.51. Access to both paper and automated records is limited to persons whose official duties require such access.

#### RETENTION AND DISPOSAL:

Records are retained in accordance with the Office of the Secretary Comprehensive Records Disposal Schedule K-1. Official record copies of correspondence are stored on site for ten (10) years, at a Federal Records Center for an additional ten (10) years, and are offered to the National Archives and Records Administration for permanent retention after twenty (20) years.

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

Office of the Secretary Records Officer, Division of Technology Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1414 MIB, Washington, DC 20240.

#### NOTIFICATION PROCEDURES:

Inquires regarding the existence of records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.60.

#### RECORD ACCESS PROCEDURES:

A request for access to records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.63.

#### CONTESTING RECORD PROCEDURES:

A request for amendment of records shall be addressed to the System Manager. The requests must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.71.

#### RECORD SOURCE CATEGORIES:

Individuals corresponding with or on behalf of the Department at the Secretarial level.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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## DEPARTMENT OF THE INTERIOR

### Office of the Secretary

#### Privacy Act of 1974; As Amended; Revisions to the Existing System of Records

**AGENCY:** Office of the Secretary, Department of the Interior.

**ACTION:** Proposed revisions to an existing system of records.

**SUMMARY:** In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-47, "Parking Assignment Record." The revisions will update the address of the system location and the system manager.

**EFFECTIVE DATE:** These actions will be effective on April 7, 1999.

**FOR FURTHER INFORMATION CONTACT:** Parking Program Coordinator, Division of Facilities Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1210 MIB, Washington, DC 20240.

**SUPPLEMENTARY INFORMATION:** In this notice, the Department of the Interior is amending OS-47, "Parking Assignment Record," to update the address of the system location and system manager. Accordingly, the Department of the Interior proposes to amend the "Parking Assignment Record," OS-47 system notice in its entirety to read:

**Sue Ellen Sloca,**

*Office of the Secretary Privacy Act Officer,  
National Business Center.*

#### INTERIOR/OS-47

##### SYSTEM NAME:

Parking Assignment Records—Interior, OS-47.

##### SYSTEM LOCATION:

Division of Facilities Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1210 MIB, Washington, DC 20240.

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

Individuals requesting a parking permit or joining a carpool from both the Federal and private sector.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security number, telephone number at work, location of employment, service computation date (applicable to Federal employees only), home address, vehicle(s) make and model, State of vehicle registration,

license tag number, parking permit number, and number of carpool riders.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**  
40 U.S.C. 471, et. seq., FMC 74-1  
FPMR Temporary Regulation D-69.

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

The primary purposes of the system are:

- (1) To manage the assignment of parking permits.
- (2) To assist individuals in locating carpools.

Disclosures outside the Department of the Interior may be made:

- (1) To a Federal agency that has jurisdiction over parking spaces.
- (2) To the U.S. Department of Justice or to a court or adjudicative body with jurisdiction when (a) the U.S. Department of the Interior, a component of the Department, or when represented by the Government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled.

(3) To appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation of or for enforcing or implementing a statute, rule, regulation, order or license, when the disclosing agency becomes aware of a potential violation of a statute, rule, regulation, order or license.

(4) To a congressional office in connection with an inquiry an individual covered by the system has made to the congressional office.

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

**STORAGE:**

Records are stored in a computer database.

**RETRIEVABILITY:**

By name of individual, Social Security number, telephone number at work, location of employment, service computation date (applicable to Federal employees only), zip code of home address, vehicle(s) make and model, State of vehicle registration, license tag number, parking permit number, and number of carpool riders.

**SAFEGUARDS:**

Records are maintained with safeguards meeting the requirements of 43 CFR 2.51 for computerized records.

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with General Records Schedule No. 11, Item No. 4.

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

Parking Program Coordinator,  
Division of Facilities Management  
Services, National Business Center, U.S.  
Department of the Interior, 1849 C Street  
NW, MS-1210 MIB, Washington, DC  
20240.

**NOTIFICATION PROCEDURE:**

Inquiries regarding the existence of records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.60.

**RECORD ACCESS PROCEDURES:**

A request for access to records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.63.

**CONTESTING RECORD PROCEDURES:**

A request for amendment of records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.71.

**RECORD SOURCE CATEGORIES:**

Individuals requesting a parking permit or joining a carpool.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**DEPARTMENT OF THE INTERIOR**

**Office of the Secretary**

**Privacy Act of 1974; As Amended; Revisions to the Existing System of Records**

**AGENCY:** Office of the Secretary, Department of the Interior.

**ACTION:** Proposed revisions to an existing system of records.

**SUMMARY:** In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-86, "Accounts Receivable." The revisions will update the address of the system location and system manager.

**EFFECTIVE DATE:** These actions will be effective April 7, 1999.

**FOR FURTHER INFORMATION CONTACT:**

Chief, Division of Financial Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, DC 20240.

**SUPPLEMENTARY INFORMATION:** In this notice, the Department of the Interior is amending OS-86, "Accounts Receivable," to update the address of the system location and system manager. Accordingly, the Department of the Interior proposes to amend the "Accounts Receivable," OS-86 system notice in its entirety to read:

**Sue Ellen Sloca,**

*Office of the Secretary Privacy Act Officer,  
National Business Center.*

**INTERIOR/OS-86**

**SYSTEM NAME:**

Accounts Receivable—Interior, OS-86.

**SYSTEM LOCATION:**

Divisional of Financial Management Services, National Business Center, U.S. Department of the Interior, 1848 C Street NW, MS-1313 MIB, Washington, DC 20240.

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

Individuals owing money to the Office of the Secretary, including employees of the Department, former employees of the Department, business firms, institutions, and private citizens.

**Note:** Most of the records in this system which are pertain to individuals contain information about "sole proprietorships." However, some of the records which pertain to individuals also contain personal information. Only those records containing personal information are subject to the Privacy Act. The manual and automated filing systems in which these records are maintained also contain records concerning corporations and other business entities or organizations. These records, which do not pertain to individuals, are not subject to the Privacy Act.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, address, amount of money owed, basis for inclusion in system (including itemization of goods and services received or provided, and/or overpayments or under payments made by them or provided to them.)

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

- (1) U.S.C. 5710-09.
- (2) FPMR 101-7.
- (3) Treasury Fiscal Requirements Manual.
- (4) 31 U.S.C. 3711.