

**Need:** Currently, DOT collects air fare data from certain air carriers as part of the *Passenger Origin and Destination Survey* ("Survey"). This Survey is based on a ten percent sample of passenger tickets and is reported to the Department on a quarterly basis by the large certificated air carriers. In the course of analyzing these data with reference to the small communities, the Department has tentatively concluded that because of the small size of the sample and the absence of smaller carriers from the database, the current data are unrepresentative and inadequate for providing proper analysis. The Department is therefore developing an alternative database to meet its needs.

The Department is requiring airlines and CRSs to provide these data. In order to minimize the burden of providing these data, the Department has suggested the use of the Ticket Control Number (TCN) files or similar data sources. In the process of making reservations and ticketing airline passengers, airlines and CRSs electronically record most transactions in TCN files for various accounting, reconciliation and control purposes. Each TCN file contains approximately 150 individual data items including the data elements of carrier identification, passenger itinerary and fare needed by the Department. Under a current data interchange program, most airlines and CRSs routinely submit the TCN data to the Airline Tariff Publishing Company (ATPCO). The Department believes that these files, as submitted to ATPCO, provide an ideal source of the type of comprehensive data that it is seeking. To the extent that airlines do not use CRSs for reservations, the Department is taking whatever steps are necessary to provide as complete a database as possible.

**Estimated Annual Burden Hours:** 888.

Send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725-17th Street, NW, Washington, DC 20503, Attention DOT Desk Officer.

Comments are invited on: whether the proposed collection of information is necessary for the proper performance of the functions of the Department, including whether the information will have practical utility; the accuracy of the Department's estimate of the burden of the proposed information collection; ways to enhance the quality, utility and clarity of the information to be collected; and ways to minimize the burden of the collection of information on respondents, including the use of automated collection techniques or other forms of information technology.

Issued in Washington, DC, on December 3, 1997.

**Vanester M. Williams,**

*Clearance Officer, United States Department of Transportation.*

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## DEPARTMENT OF TRANSPORTATION

### Office of the Secretary

#### Privacy Act of 1974: Systems of Records

**AGENCY:** Office of the Secretary, DOT.

**ACTION:** Notice.

**SUMMARY:** DOT intends to establish a new system of records under the Privacy Act of 1974 and to exempt it from certain provisions of the Act.

**DATES:** January 20, 1998.

#### FOR FURTHER INFORMATION CONTACT:

Crystal M. Bush at (202)366-9713 (Telephone), (202)366-7066 (Fax), crystal.bush@ost.dot.gov (Internet Address).

**SUPPLEMENTARY INFORMATION:** The Department of Transportation systems of records notices subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the above mentioned address.

#### SYSTEM NUMBER:

DOT/CG 588.

#### SYSTEM NAME:

Marine Safety Information System (MSIS).

#### SECURITY CLASSIFICATION:

MSIS is unclassified, sensitive.

#### SYSTEM LOCATION:

United States Coast Guard (USCG), Operations Systems Center, 175 Murrall Drive, Martinsburg, WV 25401.

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

Individuals with established relationship(s)/association to vessels or facilities that are state-numbered and/or titled and U.S. Coast Guard-documented, and that are included in the Marine Safety Information System (MSIS). Specifically, owners or agents of such vessels, as well as lienholders.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

a. Records containing vessel identification information and vessel characteristics on state-numbered and/or titled vessels or Coast Guard-documented vessels including: vessel name (if Coast Guard-documented),

make of vessel or name of vessel builder, manufacturer year/year vessel built, vessel model year, title number, Coast Guard official number, certificate of number assigned by the state including expiration date, hull identification number, length of vessel, type of vessel, hull type, propulsion type, fuel type, primary use, endorsements (if Coast Guard documented), and hailing port name endorsements (if Coast Guard documented).

b. Records containing personal information including: name of each owner, address of principal place of residence of at least one owner, mailing address if different from the principal place of residence, and either an owner's social security number, date of birth and driver's license number, or other individual identifier. If a vessel owner is a business, the business address and taxpayer identification number will be included.

c. Records containing lienholder and insurance information including: name of lienholder, and city and state of principal place of residence or business of each lienholder.

d. Records containing law enforcement information including: law enforcement status code (stolen, recovered, lost, destroyed, or abandoned), law enforcement hold, reporting agency, originating case number, MSIS user identification, incident location, last sighted date/time/location, law enforcement contact and phone number, and hours of operations.

e. Records containing vessel registration information including: registration and, if applicable title number including effective and expiration date, issuing authority, and, for Coast Guard documented vessels, the official number.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

33 U.S.C. 1228; 46 U.S.C. 2103, 6101, 6102, 6307(c), 6301, 7101, 7309, 3301, 3714, 3717.

#### PURPOSE(S):

The purpose of MSIS is to establish a system of records to build safety performance histories of vessels, marine facilities, involved parties, and hazardous cargoes. These histories can be used in analysis of safety degradation patterns and equipment failures, and to focus and redirect marine safety activities and resources. MSIS collects selected information on commercial and/or documented vessels operating in U.S. waters. MSIS assists in identification and recovery of stolen vessels, deter vessel theft and fraud, and other purposes relating to the ownership

of vessels. The data are used for the purposes described under the "Routine uses of records maintained in the system, including categories of users and the purposes of such uses" heading in the enclosed copy of the system notice prepared for publication in the **Federal Register**.

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

a. Federal, state, local and international law enforcement officials for law enforcement purposes including the recovery and return of stolen property and to deter vessel theft, fraud, and pollution. International organizations include International Maritime Organization (IMO), foreign governments for Port State Control, foreign governments for marine casualties, and civil penalty respondents.

b. Federal and state numbering and titling officials for the purposes of tracking, registering and titling vessels.

c. Disclosure may be made to agency contractors who have been engaged to assist the agency in the performance of a contract service or other activity related to this system of records and who need to have access to the records in order to perform the activity. Recipients shall be required to comply with the requirements of the Privacy Act of 1974, as amended, 5 U.S.C. 552a.

d. See DOT Prefatory Statement of General Routine Uses.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Not applicable.

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

**STORAGE:**

Storage of all records is in an automated database operated and maintained by the U.S. Coast Guard.

**RETRIEVABILITY:**

Records are retrieved by:

- a. Vessel hull identification number (HIN).
- b. State certificate of number.
- c. U.S. Coast Guard official number.
- d. USCG vessel name and hailing port.
- e. Vessel owner or business name.
- f. Interested parties social security number or alternate identifier (e.g., DOB, driver's license number, or taxpayer identification number).
- g. Case number.

**SAFEGUARDS:**

The MSIS falls under the guidelines of the United States Coast Guard

Operations System Center (OSC) in Martinsburg, WV. This computer facility has its own approved System Security Plan, which provides that:

a. The system is maintained in a secure computer room with access restricted to authorized personnel only.

b. Access to the building must be authorized and is limited.

c. MSIS supports different access levels for fields in the same record. These levels allow different classes of users access to specific information as governed by Federal privacy laws.

d. MSIS controls access by requiring that users provide a valid account name and password. MSIS contains a function that tracks system usage for other authorized users. MSIS requires users to change access control identifiers at six month intervals. The U.S. Coast Guard operates the MSIS in consonance with Federal security regulations, policy, procedures, standards and guidance for implementing the Automated Information Systems Security Program.

e. Only authorized DOT and authorized U.S. Government contractors conducting system maintenance may access MSIS records.

f. Access to records are password protected and the scope of access for each password is limited to the official need of each individual authorized access.

**RETENTION AND DISPOSAL:**

a. Records of active cases are retained until they become inactive; inactive cases are archived. Disposition of records is pending and will be determined at a later date. Records will be selected to be archived into an off-line file for any vessel that has been inactive for a period of 10 years. A vessel is inactive when the State number and/or Coast Guard Document have expired with the exception of the vessels that have a law enforcement hold and vessels with a law enforcement status of stolen.

b. Daily backups shall be performed automatically. The backups will be comprised of weekly full backups followed by daily incremental backups; a log of transactions is maintained daily for recovery purposes.

c. Copies of backups are stored at an off-site location.

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

Department of Transportation, United States Coast Guard Headquarters, Information Resource Division, System Support Division (G-MRI-2), 2100 2nd Street, SW., Washington, DC 20593-0001.

**NOTIFICATION PROCEDURE:**

Submit a written request noting the information desired and for what purpose the information will be used. The request must be signed by the individual or his/her legal representative. Send the request to: USCG Headquarters, Commandant (G-SII), 2100 2nd Street, SW., Washington, DC 20593-0001.

**RECORD ACCESS PROCEDURES:**

Same as Notification Procedures.

**CONTESTING RECORD PROCEDURES:**

Same as Notification Procedures.

**RECORD SOURCE CATEGORIES:**

All information entered into the MSIS is gathered from the Coast Guard in the course of normal routine.

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

Portions of this system of records may be exempt from disclosure under the provisions of 5 U.S.C. 552a (k)(2). However, in specific cases where maintenance of information results in the denial of a right, privileges or benefits to which the individual is entitled, the information will be released in accordance with section (k)(2). This provides in part that material compiled for law enforcement purposes may be withheld from disclosure to the extent the identity of the source of the information would be revealed by disclosing the investigatory record, and the source has received an express promise that his/her identity would be held in confidence. Additionally, material received prior to 27 September 1974 will be withheld, if the source received an implied promise that his/her identity would be held in confidence.

Dated: December 4, 1997.

**Eugene K. Taylor, Jr.,**

*Office of the Chief Information Officer,  
U.S. Department of Transportation.*

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**DEPARTMENT OF TRANSPORTATION**

**Coast Guard**

[CGD 97-075]

**Agency Information Collection  
Activities Under OMB Review**

**AGENCY:** Coast Guard, DOT.

**ACTION:** Notice.

**SUMMARY:** In compliance with the Paperwork Reduction Act of 1995, the U.S. Coast Guard intends to request