

**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 bill debtors for amounts owed and to follow-up on unpaid debts.

Disclosure 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 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 information indicating a violation or potential violation of a statute, rule, regulation, order or license.

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

(4) To disclose debtor information to the Internal Revenue Service, or to another Federal agency or its contractor, solely to aggregate information for the Internal Revenue Service, to collect debts owed the Federal government through the offset of tax refunds.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

*Disclosure pursuant to 5 U.S.C. 552a(b)(12).* Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

**STORAGE:**

Records are maintained in manual and electronic form.

**RETRIEVABILITY:**

Records are retrieved by appropriation or fund to be credited.

**SAFEGUARDS:**

Manual records are stored in a locked room when not in active use.

Automated 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. 6, Item No. 1.

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

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

**NOTIFICATION PROCEDURES:**

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 owing money to the Office of the Secretary and relevant accounting records.

**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-69, "Freedom of Information Appeal Files." The revisions will update the name of the

system and address of the system location and system manager.

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

**FOR FURTHER INFORMATION CONTACT:** Department Freedom of Information Act Appeals Officer, Office of Information Resources Management, MS-5312 MIB, 1849 C Street NW, Washington, DC 20240.

**SUPPLEMENTARY INFORMATION:** The Department of the Interior is proposing to amend the system notice for OS-69, "Freedom of Information Appeal Files," to more accurately identify the system of records and to update the address of the system location and system manager. Accordingly, to the Department of the Interior proposes to amend the "Freedom of Information Appeal Files," OS-69, in its entirety to read as follows:

**Sue Ellen Sloca,**

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

**INTERIOR/OS-69**

Freedom of Information Act Appeals Files—Interior, OS-69.

**SYSTEM LOCATION:**

U.S. Department of the Interior, Office of Information Resources Management, MS-5312 MIB, 1849 C Street NW, Washington, DC 20240.

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

Individuals who have filed appeals under Department of the Interior Freedom of Information Act (FOIA) appeal procedures.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

FOIA appeals, FOIA requests and decisions on requests issued by bureaus and offices, records which track the processing of FOIA appeals, extension-of-time letters and related records, recommendations of the Office of the Solicitor and of other Department officials on appeals; and final decisions on appeals.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 552.

**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 support action on FOIA appeals.

(2) To gather information for management and reporting purposes.

Disclosure outside the Department of the Interior may be made:

(1) To other Federal agencies having a subject matter interest in an appeal of a decision on a request.

(2) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body 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.

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

Appeal records are maintained in manual form in file folders. Appeal tracking information is maintained in computerized form on magnetic media.

**RETRIEVABILITY:**

Manual records are indexed by appeal number. A cross-reference list permits retrieval of records by appellant's name. Computer records are indexed by name of appellant, appeal number, date and subject of appeal.

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

Records are destroyed six years after final determination by agency, or three years after final adjudication by courts, in accordance with General Records Schedule No. 14, Item 12.

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

Freedom of Information Act Appeals Officer, U.S. Department of the Interior, Office of Information Resources Management, MS-5312 MIB, 1849 C Street NW, Washington, DC 20240.

**NOTIFICATION PROCEDURES:**

A request for notification of the existence of records shall be addressed to the System Manager. The request shall be in writing, signed by the requester, and comply with 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 shall be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.63.

**CONTESTING RECORDS PROCEDURES:**

A request for amendment of a record shall be addressed to the System Manager. The request shall be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.71.

**RECORD SOURCE CATEGORIES:**

Appellants; bureau, office and Department officials.

**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-71, "Freedom of Information Request Files System." The revisions will update the system name and number, the routine uses of records in the system, the addresses of the system locations and system managers, the description of categories of records in the system, the retention and disposal statement, and the record source categories.

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

**FOR FURTHER INFORMATION CONTACT:** Departmental Freedom of Information Act Officer, Office of Information Resources Management, MS-5312 MIB, 1849 C Street NW., Washington, DC 20240.

**SUPPLEMENTARY INFORMATION:** In this notice, the Department of the Interior is amending the system notice for OS-71, "Freedom of Information Request Files System," to more accurately describe the Department-wide scope of the system of records and to more accurately identify the categories of records in the system; to update the routine uses of the data in the system to include disclosures to debt collection agencies, disclosures to other Federal agencies as required in performance of official duties in support of functions compatible with the collection of the data, and disclosures to a consumer reporting agency; to update the retention and disposal statement to reflect the current authority for retention; and to update the addresses of the system locations and system managers. Accordingly, the Department of the Interior proposes to amend the "Freedom of Information Act Request Files System, OS-71" in its entirety to read as follows:

**Sue Ellen Sloca,**

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

**INTERIOR/DOI-71**

**SYSTEM NAME:**

Freedom of Information Act Request Files—Interior, DOI-71.

**SYSTEM LOCATION:**

(1) U.S. Department of the Interior, Office of Information Resources Management, MS-5312 MIB, 1849 C Street, NW, Washington, DC 20240.

(2) Offices of Freedom of Information Act (FOIA) Officers for each of the Department's bureaus. (Consult the Appendix for addresses of bureau FOIA Officers.)

(3) Offices of other officials, nationwide, authorized to receive and respond to FOIA requests.

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

Individuals who have submitted FOIA requests under Department of the Interior FOIA procedures.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

FOIA requests, responses to FOIA requests, and related records; copies of subject documents; records which track the processing of FOIA requests and other records pertaining to the administration of the FOIA program.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 552.