

Investigations, US International Trade Commission, 500 E Street, SW, Washington, DC 20436. Hearing-impaired individuals are advised that information on this matter can be obtained 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. General information concerning the Commission may also be obtained by accessing its internet server (<http://www.usitc.gov>).

**Authority:** This five-year review is being terminated under authority of title VII of the Tariff Act of 1930; this notice is published pursuant to section 207.69 of the Commission's rules (19 CFR § 207.69).

Issued: November 3, 1999.

By order of the Commission.

**Donna R. Koehnke,**  
Secretary.

[FR Doc. 99-29210 Filed 11-5-99; 8:45 am]

BILLING CODE 7020-02-P

## DEPARTMENT OF JUSTICE

[AAG/A Order No. 177-99]

### Privacy Act of 1974; System of Records

**AGENCY:** Department of Justice.

**ACTION:** Notice of Modified Systems of Records.

**SUMMARY:** Pursuant to the provisions of the Privacy Act of 1974 (5 U.S.C. 552a), the United States Marshals Service (USMS), Department of Justice, is issuing public notice of its proposal to modify its systems of records. This notice publishes updates to those systems of records, last published in the **Federal Register** on October 13, 1989 (54 FR 42100), except as otherwise set forth below under the caption

**SUPPLEMENTARY INFORMATION:** Title 5 U.S.C. 552a(e)(4) and (11) provide that the public be given a 30-day period in which to comment on routine uses. The Office of Management and Budget (OMB), which has oversight responsibility under the Act, requires a 40-day period in which to review the systems modifications. The public, OMB and Congress are invited to comment on the modifications to these systems.

**DATES:** The proposed changes will be effective December 20, 1999, unless comments are received that result in a contrary determination.

**ADDRESSES:** Submit written comments to the Department of Justice (DOJ),

ATTN: Mary E. Cahill, Management and Planning Staff, Justice Management Division, Washington, DC 20530 (Room 1400, NPB).

**FOR FURTHER INFORMATION CONTACT:** Mary E. Cahill at (202) 307-1823.

**SUPPLEMENTARY INFORMATION:** Modifications to the USMS systems of records include changes to correct the office designations for systems locations and titles of systems managers, to reflect nomenclature changes, to more accurately describe the systems purposes, categories of records and safeguards, to revise sections on notification and access procedures, to clarify existing routine uses, to add routine uses, to update the retention and disposal section, to add data elements omitted from previous notices, and to further exempt one system from certain provisions of the Privacy Act. Specific changes for each USMS system of records notice are set forth below:

USMS Badge & Credentials File, Justice/USM-001: To correct the office designation for system location, title of system manager and personnel with authorized access; to add data elements omitted from previous notice; to clarify an existing routine use; to add a new routine use for disclosure to student volunteers and other non-federal workers when they perform work for USMS as authorized and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions, and to correct the notification procedure.

USMS Internal Affairs System, Justice/USM-002: To rename the system; to correct the office designation for system location and title of system manager; to add data elements omitted from previous notice; to more accurately described categories of records, storage, and safeguards; to update retention and disposal section; to correct the notification procedure; to clarify an existing routine use; and to add four new routine uses for disclosure to complainants of alleged civil rights violations or to victims of such violations, for disclosure to other Federal agencies in connection with decisions on employment, licensing or contract issues, for disclosures to obtain cooperation in USMS investigations of alleged misconduct, and for disclosure to student volunteers and other non-federal workers when they perform work for USMS as authorized and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions. Also, a proposed rule to further exempt this system from subsections (e)(1) and

(e)(5) of the Privacy Act can be found in the Proposed Rules Section of today's **Federal Register**. The Office of the Federal Register shall remove from DOJ's compilation of Privacy Act issuances the system of records entitled "Internal Inspection System, Justice/USM-002," and add of DOJ's compilation the modified system of records entitled "Internal Affairs System, Justice/USM-002."

Special Deputation Files, Justice/USM-004: To rename the system; to correct the office designation for system location and title of system manager; to add data elements omitted from previous notice; to expand categories of individuals; to more accurately describe categories of records, storage, and safeguards; to update retention and disposal section; to correct the notification and records access procedures; and to add a new routine use for disclosure to student volunteers and other non-federal workers when they perform work for USMS as authorized and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions. The Office of the Federal Register shall remove from DOJ's compilation of Privacy Act issuances the system of records entitled "Special Deputy File, Justice/USM-004," and add to DOJ's compilation the modified system of records entitled "Special Deputation Files, Justice/USM-004."

USMS Prisoner Processing and Population Management/Prisoner Tracking System (PPM/PTS), Justice/USM-005, last published in the **Federal Register** on February 3, 1992 (57 FR 4059): This system has been revised to rename the system; to correct the office designation for system location and title of system manager; to identify the location of decentralized segments of the system at USMS district offices; to add data elements omitted for previous notice; to expand the description of medical records in the system; to clarify the purpose of medical records; to correct the notification procedure; and to add two new routine uses. The Office of the Federal Register shall remove from DOJ's compilation of Privacy Act issuances the system of records entitled "U.S. Marshals Service Prisoner Processing and Population Management System, Justice/USM-005," and add to DOJ's compilation the modified system of records entitled "U.S. Marshals Service Prisoner Processing and Population Management/Prisoner Tracking System (PPM/PTS), Justice/USM-005."

USMS Training Files, Justice/USM-006, last published on October 13, 1989

(54 FR 42103): To correct the office designation for system location and title of system manager; to add data elements omitted from the previous notice; to correct the notification procedure; to clarify an existing routine use; and to add to new routine uses for disclosure to student volunteers and other non-federal workers when they perform work for USMS as authorized and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions, and for disclosure to other Federal agencies in connection with decisions on employment, retention, licensing or contract issues.

Warrant Information Network (WIN), Justice/USM-007: This system has been revised to rename the system; to correct the office designation for system location and title of system manager; to add data elements omitted from previous notice; to expand the categories of individuals covered by and records in this system; to correct the notification procedure; to more accurately describe retrievability and safeguards; and to update retention and disposal section. The Office of the Federal Register shall remove from DOJ's compilation of Privacy Act issuances the system of records entitled "Warrant Information System, Justice/USM-007," and add to DOJ's compilation the modified system of records entitled "Warrant Information Network (WIN), Justice/USM-007."

Witness Security Files Information System, Justice/USM-008: To correct the office designation for system location and title of system manager; to correct authority cited for maintenance of the system; to add data elements omitted from the previous notice; to more accurately describe storage, retrievability and safeguards; to update retention and disposal section; and to clarify record sources.

Inappropriate Communications/Threat Information System (IC/TIS), Justice/USM-009: This system has been revised to rename the system; to correct the office designation for system location and title of system manager; to identify the location of decentralized segments at USMS district offices; to add data elements omitted from previous notice; to expand the categories of individuals, records and the purpose of this system; to correct the notification procedure; to more accurately describe storage and safeguards; and to clarify an existing routine use. The office of the Federal Register shall remove from DOJ's compilation of Privacy Act issuances the system of records entitled "Threat Analysis System, Justice/USM-009,"

and add to DOJ's compilation the modified system of records entitled "Inappropriate Communications/Threat Information System (IC/TIS), Justice/USM-009."

Judicial Facility Security Index System, Justice/USM-010: To correct the office designation for system location and title of system manager; to correct authority cited for maintenance of the system; to add data elements omitted from the previous notice; to clarify an existing routine use; and to correct notification procedure.

Judicial Protection Information System, Justice/USM-011: To correct the office designation for system location and title of system manager; to correct authority cited for maintenance of the system; to add data elements omitted from the previous notice; to clarify an existing routine use; and to correct the notification procedure.

Freedom of Information Act/Privacy Act (FOIA/PA) Files, Justice/USM-012: To correct the office nomenclature for system location and title of system manager; to expand the categories of individuals in this system; to add data elements omitted from the previous notice; to more accurately describe storage, retrievability and safeguards; to correct the notification procedures; to clarify an existing routine use; and to add a new routine use for disclosure to student volunteers and other non-federal workers when they perform work for USMS as authorized and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions.

Administrative Proceedings, Claims, and Civil Litigation Files, Justice/USM-013: To correct the office nomenclature for system location and title of system manager; to expand the categories of individuals in this system; to add data elements omitted from the previous notice; to more accurately describe storage, retrievability and safeguards; to update retention and disposal section; to correct notification procedures; to correct or clarify two existing routine uses; and to add a new routine use for disclosure to student volunteers and other non-federal workers when they perform work for USMS as authorized and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions.

U.S. Marshals Service (USMS) Employee Assistance Program (EAP) Records, Justice/USM-015, last published in the **Federal Register** on May 2, 1994 (59 FR 22684): To correct the office designations for system location and title of system manager; to change the nomenclature for the

location of certain records contained in the system; to expand the categories of records and identify the location of certain duplicate records; to add data elements omitted from the previous notice; and to make other minor changes for greater clarity.

USMS Key Control Record System, Justice/USM-016, last published in the **Federal Register** on February 23, 1994 (59 FR 8660): To correct the office designation for system location and title of system manager; to add data elements omitted from the previous notice; to add a new routine use for disclosure to student volunteers and other non-federal workers when they perform work for USMS as authorized and they need access to personally identifiable information in USS records in order to perform their assigned USMS functions; and to correct the notification procedure.

In accordance with 5 U.S.C. 552a(r), the Department has provided a report on the modified systems to OMB and the Congress. Descriptions of these systems are required below.

Dated October 22, 1999.

**Janis A. Sposato,**

*Acting Assistant Attorney General for Administration.*

#### **JUSTICE/USM-001**

##### **SYSTEM NAME:**

U.S. Marshals Service Badge & Credentials File.

##### **SECURITY CLASSIFICATION:**

Limited official use.

##### **SYSTEM LOCATION:**

Human Resources Division, United States Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

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

U.S. Marshals Service (USMS) personnel.

##### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Personnel data system established to control issuance of badges and credentials to USMS personnel which contains photographs of all employees and hand receipts showing the employee's name, title, duty location, badge and credential numbers, and date of issuance.

##### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301 and 44 U.S.C. 3101.

##### **PURPOSE(S):**

The Badge & Credentials File system assists in controlling the issuance of badges and credentials to USMS personnel which are used for

identification purposes in the performance of official duties.

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

This file serves as a record of issuance of credentials. Information from this file may be disclosed:

(a) To the appropriate law enforcement agency, *e.g.*, FBI, Secret Service, State, county and municipal police responsible for investigating, prosecuting, enforcing, defending, or implementing a statute, rule, regulation, or order, to the extent that the information is relevant to the recipient's functions or where there is an indication of an actual or potential violation of civil or criminal law, statute, rule, regulation, or order within the jurisdiction of the recipient agency;

(b) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions;

(c) To student volunteers and other workers, who technically do not have the status of federal employees, when they are performing work for the USMS as authorized by law, and they need access to personally identifiable information in USMS records in order to perform their assigned agency functions;

(d) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy;

(e) To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record;

(f) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

**STORAGE:**

Records are kept in standard folders.

**RETRIEVABILITY:**

Indexed by name of individual and numerical order of badges and credentials.

**SAFEGUARDS:**

Access restricted to personnel of the Background and Suitability Team, Human Resources Division. Records are maintained in metal filing cabinets which are locked during non-duty hours.

**RETENTION AND DISPOSAL:**

Records are kept for duration of employee's tenure in the service.

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

Assistant Director, Human Resources Division, USMS, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

**NOTIFICATION PROCEDURE:**

Same as "Record access procedures."

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing with the envelope and the letter clearly marked "privacy Act Request." It should clearly indicate the name of requester, the nature of the record sought and the approximate dates covered by the record. The requester shall also provide the required verification of identity (28 CFR 16.41(d)) and provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above, Attention: FOI/PA Officer.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Record of Notification of Employment by U.S. Marshals Service, Human Resources Division.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**JUSTICE/USM-002**

**SYSTEM NAME:**

Internal Affairs System.

**SECURITY CLASSIFICATION:**

Limited Official Use.

**SYSTEM LOCATION:**

United States Marshals Service (USMS), Executive Services Division, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

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

USMS employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The Internal Affairs System contains statements of the investigator and witnesses interviewed, exhibits and reports of investigations prepared by the Office of Internal Affairs, USMS, on findings of alleged misconduct of USMS employees, and records on the disposition of the investigation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509, and 510; 5 U.S.C. 301; 44 U.S.C. 3101; and 28 CFR 0.111(n).

**PURPOSE(S):**

The Internal Affairs system is maintained in order to carry out the responsibility of investigating allegations of improper conduct on the part of USMS employees, and to support adverse personnel actions and proceedings which may result based on the findings of the investigation.

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

Records or information may be disclosed:

(a) To complainants of alleged civil rights violations and/or victims of civil rights violations to the extent necessary to provide such persons with information and explanations concerning the progress and/or results of the civil rights investigation, and discipline imposed in substantiated cases.

(b) To the extent that investigations reveal actual or potential violations of criminal or civil laws, to the appropriate Federal, State or local law enforcement agencies for further investigations, or to the appropriate agency responsible for investigating, prosecuting, enforcing, defending, or implementing a statute, rule, regulation or order, to the extent the information is relevant to the recipient's function.

(c) To public and private organizations, individuals, and Federal, State, local, and foreign agencies to the extent necessary to obtain information

or cooperation in investigations of alleged misconduct by USMS employees.

(d) To students volunteers or other workers, who technically do not have the status of Federal employees, when they are performing work for the USMS as authorized by law and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions.

(e) To a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of grant, license or other benefit by the requesting agency, to the extent the information is relevant and necessary to the requesting agency's decision on the matter.

(f) In a proceeding before a Court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation; the USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity, where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

(g) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

(h) To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

(i) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

#### **DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

##### **STORAGE:**

Originals stored in standard file folders. Duplicate copies are maintained on compact discs.

##### **RETRIEVABILITY:**

Information is retrieved by name of employee and case file number.

##### **SAFEGUARDS:**

Records are stored in locked safe. Access to automated records is protected by user identification and passwords.

##### **RETENTION AND DISPOSAL:**

Records are transferred to the Washington National Records Center three years after close of case or investigation, and destroyed 10 years after close of case or investigation.

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

Chief, Office of Internal Affairs, Executive Services Division, U.S. Marshals Services, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

##### **NOTIFICATION PROCEDURE:**

Same as the "Records access procedures."

##### **RECORD ACCESS PROCEDURES:**

To the extent that this system is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Act Request." It should clearly indicate name of the requestor, the nature of the record sought and approximate dates covered by the record. The requestor shall also provide the required verification of identity (28 CFR 16.41(d)) and provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above, Attention: FOI/PA Officer.

##### **CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager identified above, stating clearly and concisely what information is being contested, the reason for contesting it, and the proposed amendment to the information sought.

##### **RECORD SOURCE CATEGORIES:**

Information derived from investigation of alleged malfeasance by USMS, Office of Internal Affairs.

#### **EXEMPTION CLAIMED FOR THE SYSTEM:**

The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2), and (3), (e)(4)(G) and (H), (e)(5), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(2) and (k)(5). To the extent that investigations reveal actual or potential criminal or civil violations, this system is additionally exempt from subsection (e)(8) of the Privacy Act pursuant to 5 U.S.C. 552(j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c), and (e) and have been published in the **Federal Register**.

#### **JUSTICE/USM-004**

##### **SYSTEM NAME:**

Special Deputation Files.

##### **SECURITY CLASSIFICATION:**

Limited Official Use.

##### **SYSTEM LOCATION:**

United States Marshals Service (USMS), Executive Services Division, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

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

Special Deputies, who are selected law enforcement officers and employees of the U.S. Government, and selected employees of private security companies.

##### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Special Deputation files contain the oath of office and credential of persons utilized as deputy marshals and include identifying data on the special deputy, expiration date of special deputation, requests for special deputation submitted by the employing agency, and certification of firearms qualification.

##### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 CFR subpart T, § 0.112, 28 U.S.C. 562.

##### **PURPOSE(S):**

The USMS is authorized to deputize selected persons to perform the functions of a Deputy U.S. Marshal whenever the law enforcement needs of the USMS so require, to provide courtroom security for the Federal judiciary, and as designated by the Associate Attorney General pursuant to 28 CFR 0.19(a)(3). USMS Special Deputation files serve as a centralized record of the special deputations granted by the USMS to assist in tracking, controlling and monitoring the Special Deputation Program.

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

Records of information may be disclosed:

(a) To Federal agencies for whom the USMS has deputized employees.

(b) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

(c) To student volunteers or other workers, who technically do not have the status of Federal employees, when they are performing work for the USMS as authorized by law and they need access to personally identifiable information in USMS records in order to perform their assigned USM functions.

(d) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

(e) To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

(f) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

Records are filed in standard file cabinets. Duplicate copies of paper records are stored on magnetic discs.

**RETRIEVABILITY:**

Files are indexed by name and by government department.

**SAFEGUARDS:**

Records are kept in a locked file. Computerized records are password protected.

**RETENTION AND DISPOSAL:**

Records are closed annually upon expiration of special deputation and destroyed when five years old.

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

Assistant Director, Executive Services Division, U.S. Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

**NOTIFICATION PROCEDURES:**

Same as the "Records access procedures."

**RECORDS ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly, marked "Privacy Act Request." It should clearly indicate name of the requester, the nature of the record sought and approximate dates covered by the record. The requestor shall also provide the required verification of identity (28 CFR 16.41(d)) and provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above, Attention: FOI/PA Officer.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager identified above, stating clearly and concisely what information is being contested, the reasons for contesting it and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

Federal agencies requesting special deputations provide all necessary information required by the USMS in making the special deputations.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**JUSTICE/USM-005****SYSTEM NAME:**

U.S. Marshals Service Prisoner Processing and Population Management/Prisoner Tracking System (PPM/PTS).

**SECURITY CLASSIFICATION:**

Limited Official Use.

**SYSTEM LOCATION:**

Primary System: Prisoner Services Division, U.S. Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

Decentralized Segments: Each district office of the U.S. Marshals Service (USMS) maintains files on prisoners taken into custody of the U.S. Marshal for the respective district. The addresses of USMS district offices are on the Internet ([www.usdoj.gov/marshals/usmsofc.html](http://www.usdoj.gov/marshals/usmsofc.html)).

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

Prisoners taken into U.S. Marshal custody.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Any and all information necessary to complete administrative processes, safekeeping, health care, and disposition of individual Federal prisoners who are in custody pending criminal proceedings, together with any law enforcement related records generated during such custody. Records include a compilation of basic information on each prisoner taken into custody of the U.S. Marshal covering identifying data, the reason for U.S. Marshal custody (e.g., Federal indictment, complaint, or writ) the court disposition of charges, dates of custody, and institutions to which committed or housed. Also included are Form USM-129, Prisoner Custody, Detention and Disposition Record (formerly DJ-100; prisoner photograph; personal history statement; fingerprint card; identification record; detainer notice; speedy trial notice; prisoner remand or order to deliver prisoner, and receipt for U.S. prisoner; property receipt; court records including writs, bail/bond release information, judgment and commitment and other court orders; prisoner alert notice; prisoner complaints or serious incident reports (and related investigatory information) filed by either the prisoner or by officials or by other individuals at the institution where the prisoner is housed and covering a wide range of potentially serious issues, e.g., medical treatment of prisoners, and attempted escapes or alleged prisoner misconduct or criminal activity; designation requests to Bureau of Prisons (BOP) and BOP responses; information identifiable to informants, protected witnesses, and confidential sources; access codes and data entry codes and message routing symbols used to communicate with law enforcement officials regarding the custody and safekeeping of prisoners; and prisoner transportation requests to the Prisoner Transportation Division (and any related records) which may include sensitive security data. Medical records included in this system consist of nurses notes of medical problems, diagnosis, treatment recommended;

names of health care providers at the housing unit, social workers, attorneys, family members and USMS contact personnel; special issue or treatment notices; name and address of treatment facility, dates of service, provider tax identification numbers; medical care given, cost of care, and billing records. Medical records generated by health care providers maybe included in this system as authorized by the prisoner for treatment purposes or infectious disease control.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

18 U.S.C. 3149, 3193, 3604, 3621, 4002, 4006, 4086, 4285; 28 U.S.C. 509, 510, 568, 569; 5 U.S.C. 301; 44 U.S.C. 3101; and 28 CFR 0.111.

**PURPOSE(S):**

The Prisoner Processing and Population Management/Prisoner Tracking System (PPM/PTS) is maintained to cover law enforcement and security related records which are generated in the local USMS district offices in connection with the processing, safekeeping, and disposition of Federal prisoners who are in custody pending criminal proceedings. Medical records included in this system assist consultation and coordination between the USMS district office, the housing unit, treatment facility, transportation facility, and other Federal agencies, *e.g.*, BOP, to ensure that prisoners in custody of the U.S. Marshal are given proper treatment. Through USMS nursing staff, districts are assisted in determining medical treatment necessary while the prisoner is in custody of the U.S. Marshal and in ensuring the prisoner's medical clearance for travel. Routine uses of records maintained in the system, including categories of users and purposes of such uses:

Relevant records or information may be disclosed under subsection (b)(3) of the Privacy Act as follows:

1. To other Federal, State, local or foreign law enforcement agencies, contract detention or medical facilities (1) who provide temporary custody or housing or care of prisoners, or who otherwise require information (a) to protect the safety and/or health of the prisoners, the public, and of law enforcement officials or (b) to otherwise ensure fair and proper treatment of prisoners during custody and transfer of custody or (2) who may also assist the USMS in pursuing any necessary inquiry/investigation of complaints, alleged misconduct or criminal activity. For example, relevant records or information may be disclosed to secure their safe and efficient transfer to other jurisdictions, to court appearances, or to

the designated institution for service of sentence; to ensure that appropriate credit for time in custody is given; that appropriate medical treatment is provided; that all rights of the prisoner, whether statutory, humanitarian, or otherwise, are provided and protected; and to elicit information from which to initiate an inquiry/investigation and/or respond to prisoner complaints and reports of alleged misconduct or criminal activity; or, conversely, to enable those entities to respond to, or provide information relating to, such prisoner complaints or reports of misconduct or criminal activity.

2. To the appropriate Federal, State, local or foreign agency responsible for investigating, prosecuting, enforcing, defending, or implementing a statute, rule, regulation, or order to the extent that the information is relevant to the recipient's law enforcement function.

3. To the appropriate Federal, State, local or foreign law enforcement agency where there is an indication of an actual or potential violation of civil or criminal laws, statutes, rules, or regulations within the jurisdiction of the recipient agency.

4. To Federal, State or local public health agencies for infectious disease control.

5. In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

6. To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case should constitute an unwarranted invasion of personal privacy.

7. To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record

8. To the National Archives and Records Administration (NARA) and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Information is stored in standard file cabinets. Duplicate copies of certain paper records are stored on magnetic discs.

**RETRIEVABILITY:**

Information is retrieved by name of prisoner and/or prisoner number.

**SAFEGUARDS:**

Paper records are stored in locked files. Access to computerized data is restricted through user identification and discrete password functions. In addition, USMS district and headquarters offices are secured behind locked doors around the clock and access is restricted to USMS personnel with official identification.

**RETENTION AND DISPOSAL:**

Records are kept in active files until a prisoner has been transferred out of the district's custody or until his/her judicial proceedings have been completed. Records are then transferred to inactive files. The USMS is reviewing a proposed disposition schedule for these records. Upon approval by the USMS Records Management Officer and NARA, this section of the notice will be revised to identify the approved schedule.

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

Assistant Director, Prisoner Services Division, United States Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

**NOTIFICATION PROCEDURE:**

Same as "Record access procedures."

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Act Request." It should clearly indicate name of requester, the nature of the record sought and approximate dates covered by the record. The requester shall also provide the required verification of identity (28 CFR 16.41(d)) and provide a return address for transmitting the information. Access requests will be directed to the system manager listed above, Attention: FOI/PA Officer.

**CONTESTING RECORD PROCEDURES**

Individuals desiring to contest or amend information maintained in the system should direct their request to the system manager listed above, Attention: FOI/PA Officer, stating clearly and concisely what information is being

contested, the reasons for contesting it, and the proposed amendment sought.

**RECORD SOURCE CATEGORIES:**

Information is received from the prisoner, the courts, Federal, State, local and foreign law enforcement agencies, and medical care professionals.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2), (3), (e)(5) and (e)(8) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the **Federal Register**.

**JUSTICE/USM-006**

**SYSTEM NAME:**

United States Marshals Service Training Files.

**SECURITY CLASSIFICATION:**

Limited official use.

**SYSTEM LOCATION:**

a. Primary system: Human Resources Division, United States Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

b. Decentralized segments: Individual training files and the Fitness in Total (FIT) Program training assessment files, identified as items (1) and (3) under "Category of Records in the System," are located also at the USMS Training Academy, Department of Justice, Building 70, Glynco, Georgia 31524. Each district office of the USMS maintains FIT files only on their respective participants in the FIT Program. The addresses of USMS district offices are on the Internet ([www.usdoj.gov/marshals/usmsofc.html](http://www.usdoj.gov/marshals/usmsofc.html)).

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

USMS employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(1) Individual training files contain information on the individual's educational background and employee training history, and an individual career development plan; (2) skills files identify languages and other special skills possessed by the individual USMS employee; and (3) individual FIT Program training assessment files contain records on physical and medical examinations, blood tests, health histories, physical assessments, and administrative records on participation, goal setting and progress while in the program. The Certificate of Medical Examination (SF-78) is maintained in

the primary system at USMS headquarters only unless obtained and placed in the district file by the individual FIT participant.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509, 510, and 569; 5 U.S.C. 301; 44 U.S.C. 3101; and 28 CFR 0.111(h).

**PURPOSE(S):**

Individual training files are used to make employment, promotion, or retention determinations for all Deputy U.S. Marshals; to develop training histories; and to determine training and/or promotion eligibility. In addition, FIT Program training assessment files are used to make hiring/retention determinations for Deputy U.S. Marshal personnel entering on duty as of July 1, 1984 and later; to determine employees' eligibility to participate in the program; to tailor an individual fitness program for each employee; to chart employee progress in the program; to determine the need for and to chart progress toward weight reduction; to develop physical fitness standards for performance appraisal purposes; and to examine statistically the physical fitness level of the USMS workforce against law enforcement populations and the general population of the United States. Skills files are used to identify special skills and language abilities possessed by personnel to aid in staffing special assignments which require such skills.

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

Records or information may be disclosed as a routine use:

(a) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

(b) To student volunteers and other workers, who technically do not have the status of federal employees, when they are performing work for the USMS as authorized by law, and they need access to personally identifiable information in USMS records in order to perform their assigned agency functions.

(c) To a Federal agency, in response to its request, in connection with the

hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of a grant, license or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

(d) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

(e) To congressional members or staff on behalf of and at the request of the constituent who is the subject of the record.

(f) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of title 44 of the United States Code.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

**STORAGE:**

Originals of paper records contained in this system are kept in standard file cabinets. Skills files, summaries of FIT Program training assessment records, and duplicates of paper records are stored on magnetic discs.

**RETRIEVABILITY:**

Records are retrieved by name of employee.

**SAFEGUARDS:**

Records are maintained in metal filing cabinets which are locked during nonduty hours. Entry to headquarters is restricted by 24-hour guard service to employees with official and electronic identification. Entry to the Training Academy and district offices is restricted generally to trainees/employees with official identification. Access to computerized records in this system is restricted to the responsible headquarters employees by assigned code.

**RETENTION AND DISPOSAL:**

Files are maintained until the employee leaves the USMS at which time paper records are shredded and magnetic discs are erased.

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

Assistant Director, Human Resources  
Division, USMS, 600 Army Navy Drive,  
Arlington, Virginia 22202-4210.

**NOTIFICATION PROCEDURE:**

Same as "Record access procedures."

**RECORD ACCESS PROCEDURES:**

Make all requests for access in writing and clearly mark letter and envelop "Freedom of Information Act/Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate dates of the records, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above, Attention: FOI/PA Officer, and provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager listed above. State clearly and concisely the information being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information Act/Privacy Act Request."

**RECORD SOURCE CATEGORIES:**

Information contained in this system is collected from the individual, training personnel, the Combined Federal Law Enforcement Training Academy, examining physicians, fitness coordinators, and personnel records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**JUSTICE/USM-007****SYSTEM NAME:**

Warrant Information Network (WIN)

**SECURITY CLASSIFICATION:**

Limited Official Use.

**SYSTEM LOCATION:**

Primary System: Investigative Services Division, U.S. Marshals Service (USMS), 600 Army Navy Drive, Arlington, Virginia 22202-4210.

Decentralized Segments: Each district office of the USMS maintains their own files. The addresses of USMS district offices are available on the Internet at [www.usdoj.gov/marshals/usmsofc.html](http://www.usdoj.gov/marshals/usmsofc.html).

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

Individuals for whom Federal warrants have been issued; individuals for whom State or local warrants have been issued when the warrant is part of a USMS sponsored multi-agency task

force; and associates who may provide information, assistance or leads in USMS fugitive investigations.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Computerized records in this system consist of information related to the warrant, including dates, issuing Federal district, nature of the offense, investigative notes; information related to subjects, including biographical data, physical description, and criminal history, and their association with other individuals, dangerous gangs, extremist groups, or other organizations; information on associates including physical description, photographs, numerical identifiers, addresses, and driver's license information; and investigative information furnished by other Federal, State or local law enforcement or other government agencies and non-government sources. In addition to the abbreviated data described above, the complete file contains the warrant and other court records and internal correspondence related to the warrant; photograph; wanted flyers/posters and investigative reports reflecting patterns of activity, leads developed and statements of witnesses and other persons cooperating with USMS fugitive investigations. Investigative reports and criminal record information from other Federal, State, local and foreign law enforcement agencies participating in or cooperating with USMS fugitive investigations and apprehension efforts are also included in this system.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509, 510 and 561 *et seq.*; 28 CFR 0,111(a) and (q).

**PURPOSE(S):**

The USMS is responsible for ensuring the effective operation of the judicial system through the execution of Federal arrest warrants, parole violator warrants, Federal custodial and extradition warrants, and for investigating fugitive matters, domestic and foreign, involving escaped federal prisoners, and probation, parole, mandatory release, and bond default violators. The WIN system facilitates the efficient management and administration of USMS fugitive investigations through the collection, flow, analysis, dissemination and maintenance of records and information necessary to accomplish this mission.

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

Records or information may be disclosed: (a) To public and private organizations, individuals, and Federal,

State, local and foreign agencies to the extent necessary to obtain information or cooperation in USMS fugitive investigations and apprehension efforts.

(b) Upon request, to the appropriate Federal, State, local or foreign law enforcement agency responsible for investigating, prosecuting, enforcing, defending, or implementing a statute, rule; regulation; or order, to the extent that the information is relevant to the recipient's function.

(c) Without a request, to an appropriate Federal, State or local law enforcement agency where there is an indication of an actual or potential violation of civil or criminal laws, statutes, rules, or regulations within the jurisdiction of the recipient agency.

(d) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

(e) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

(f) To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

(g) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Records are stored in standard file folders. Duplicate copies of paper records are stored on magnetic discs.

**RETRIEVABILITY:**

Records are retrieved by individual names or identifying numbers.

**SAFEGUARDS:**

Except as otherwise noted in paragraph (b) under "Routine uses,"



access is restricted to personnel in the Investigative Services Division and in each USMS district office. Access to computerized records is safeguarded by user identification and password restrictions. Paper records are maintained in filing cabinets within supervised areas of the U.S. Marshals' offices. District and headquarters offices are locked during working and non-duty hours and entry is restricted to employees with official identification.

**RETENTION AND DISPOSAL:**

Records are kept in an operating file until warrant is executed and then transferred to closed file. Closed files are retained for one year after file is closed, then transferred to the Federal Records Center and destroyed after 55 years. Computerized records are retained indefinitely as an operating file or as a closed case file.

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

Assistant Director, Investigative Services Division, U.S. Marshals Service, U.S. Department of Justice, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

**NOTIFICATION PROCEDURE:**

Same as "Record access procedures."

**RECORD ACCESS PROCEDURES:**

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate the name of the requester, nature of the record sought, approximate date of the record, and provide the required verification of identity (28 CFR 16.41(d). Direct all requests to the system manager identified above, Attention: FOI/PA Officer, and provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager identified above. State clearly and concisely the information being contested, the reason for contesting it, and the proposed amendment to the information sought. Clearly mark the envelope "Freedom of Information/Privacy Act Request."

**RECORD SOURCE CATEGORIES:**

Information is obtained from the courts, Federal, State, local and foreign law enforcement agencies, public and private organizations, witnesses, informants, and other persons interviewed during the course of the fugitive investigation.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

The Attorney General has exempted this system from subsections (c)(3) and

(4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the **Federal Register**.

**JUSTICE/USMS-008****SYSTEM NAME:**

Witness Security Files Information System.

**SECURITY CLASSIFICATION:**

Limited Official use.

**SYSTEM LOCATION:**

Witness Security Program, United States Marshals Service (USMS), 600 Army Navy Drive, Arlington, Virginia 22202-4210.

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

Government witnesses who are participants in the Federal Witness Security Program.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(1) Authorization to enter the program; (2) background information (education, experience, medical history, names, relatives, etc.); (3) funding information; (4) moving information; (5) documentation of all of the above.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509, 510, 524 and 561 *et seq.*; 5 U.S.C. 301; 44 U.S.C. 3101; 28 CFR 0.111(c); 18 U.S.C. 3521.

**PURPOSE(S):**

The USMS provides for the security, health and safety of government witnesses and their immediate dependants whose lives are in danger as a result of their testimony against organized crime, drug traffickers, terrorists and other major criminals. The Witness Security Files are used to plan and accomplish the major functions involved in the protection of government witnesses and their families. Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records or information may be disclosed as follows:

(a) In a proceeding before a Court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions, any USMS employee in his or her official capacity, or in his or her individual capacity where the

Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions;

(b) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy;

(c) To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record;

(d) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

Records are kept in file folders and in a computerized database.

**RETRIEVABILITY:**

Filed and retrieved by special ID number.

**SAFEGUARDS:**

Access is restricted to Witness Security personnel using locks and alarm devices, passwords and/or encrypting data communications. The records are located in a restricted area of USMS Headquarters under 24-hour guard protection with entry controlled by official and electronic identification.

**RETENTION AND DISPOSAL:**

All records at this time are being indefinitely maintained with the exception of financial records, which are destroyed after three years and three months in accordance with General Records Schedules 6, 7 and 8.

Chief, Witness Security Program, U.S. Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

**NOTIFICATION PROCEDURE:**

Same as the "Record access procedures."

**RECORD ACCESS PROCEDURES:**

Make all requests for access in writing and clearly mark letter and envelope

"Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate dates of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above, Attention: FOI/PA Officer, and provide a return address for transmitting the information.

#### CONTESTING RECORD PROCEDURES:

Direct all requests to contest or amend information to the system manager listed above. State clearly and concisely the information being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Privacy Act Request."

#### RECORD SOURCE CATEGORIES:

All identifying background criteria of individual: (1) Education; (2) job history; (3) medical history; (4) history of residence; (5) relatives, etc., is provided by the individual, the court, other Federal, State, local and foreign law enforcement agencies, and medical personnel.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(2) and (3), (e)(4)(G) and (H), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the **Federal Register**.

#### JUSTICE/USM-009

##### SYSTEM NAME:

Inappropriate Communications/Threat Information System.

##### SECURITY CLASSIFICATION:

Limited Official Use.

##### SYSTEM LOCATION:

Primary System: Investigative Services Division, U.S. Marshals Service (USMS), 600 Army Navy Drive, Arlington, Virginia 22202-4210.

Decentralized Segments: Each district office of the USMS maintains their own files. The addresses of USMS district offices are available on the Internet at [www.usdoj.gov/marshals/usmsofc.html](http://www.usdoj.gov/marshals/usmsofc.html).

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

Individuals who have inappropriately communicated with, directly threatened, or pose a threat to USMS protectees, including Federal judges, prosecutors, and other court officials. U.S. Marshals, deputies and other law enforcement officers, courtroom

security, and federal property and buildings; associates of such individuals; and individuals reported by State or local agencies to the USMS who have threatened to harm State or local judicial officials.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Manual and automated records which consist of information related to the inappropriate communication or threat, including type of communication, the means by which it was issued, and information contained in the communication such as dates, locations, and events; analysis of the communication or threat and other in internal USMS correspondence related to the communication; biographical data including physical description, photograph, and criminal history information—in particular, known history of violence and skills related to the nature of the threat; investigative information including associations with other individuals and dangerous gangs, extremist groups, or other organizations; information on associates including physical descriptions, photographs, numerical identifiers, address(es), driver's license information; and investigative information furnished by other Federal, State and local law enforcement or other government agencies and non-government sources.

##### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

28 U.S.C. 509, 510, and 561 *et seq.*; 5 U.S.C. 301; 44 U.S.C. 3101; and 28 CFR 111(c) through (f).

##### PURPOSE(S):

The USMS is required to protect government witnesses, U.S. Attorneys and their assistants, Federal jurists and other court officers; to provide for courtroom security; and to assist in protecting Federal property and buildings. The USMS also conducts Federal law enforcement activities itself, e.g., warrant apprehension investigations, which subject its officers to security danger. These operations require acquiring information to allow an accurate assessment of the existence and extent of the dangers posed, including specific threats, to aid in responding to specific security assignments and needs, as well as developing protective measures and plans in advance. With the information collected, officials determine and carry out operating plans, funding, personnel, and any special resources needed to counteract threat situations.

Individuals reported by State and local agencies to the USMS who have threatened to harm State or local judicial officials often appear before the

Federal bar as a result of appeals, civil rights suits, continuing criminal behavior, etc. Such individuals may continue their inappropriate communications or threats at the Federal level. In that event, information concerning these individuals provided by the State and local agencies assists the USMS in assessing the dangers they pose to Federal Officials and in developing protective measures and responding to specific security requirements. This information also assists in researching inappropriate communications directed toward judicial officials of all jurisdictions to gain a full and comprehensive picture of the diverse circumstances involved, to analyze trends based upon a statistically reliable study, and to more fully address the problem.

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

Records or information may be disclosed:

(a) To other appropriate Federal, State and local law enforcement agencies in connection with actual or potential violation of criminal or civil laws, statutes, or regulations, or in conjunction with investigative of litigative responsibilities of the recipient agency, or to the extent that disclosure is necessary to obtain additional case-related information or to develop protective measures.

(b) To other law enforcement agencies to develop protective measures where a specific threat is posed to their members; and to an individual or organization where the recipient is or could become the target of a specific threat.

(c) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguable relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions.

(d) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

(e) As is necessary to appropriately respond to congressional inquiries on behalf of and at the request of the constituent who is the subject of the record.

(f) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Paper records are kept in file folders. Duplicate copies of paper records are stored on magnetic discs.

**RETRIEVABILITY:**

Records are retrieved by name and identifying number or a combination of the name and number.

**SAFEGUARDS:**

Except as otherwise noted in paragraphs (a) and (b) under "Routine uses," access to computerized records is restricted to personnel in the Investigative Services Division and in each district office by user identification and password. Paper records are maintained in filing cabinets within supervised areas. District and headquarters offices are locked during working and non-duty hours and entry is restricted to employees with official identification.

**RETENTION AND DISPOSAL:**

Records are maintained indefinitely until a detailed records retention plan and disposal schedule is developed by NARA and the USMS.

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

Assistant Director, Investigative Services Division, U.S. Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

**NOTIFICATION PROCEDURE:**

Same as "Record access procedure."

**RECORD ACCESS PROCEDURES:**

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate date of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above, Attention: FOI/PA Officer, and provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager identified above. State clearly and concisely the information being contested, the reason for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD SOURCE CATEGORIES:**

Information is obtained from public and confidential sources and from Federal, State and local law enforcement agencies.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5), (e)(8), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the **Federal Register**.

**JUSTICE/USMA-010**

**SYSTEM NAME:**

Judicial Facility Security Index System.

**SECURITY CLASSIFICATION:**

Limited Official Use.

**SYSTEM LOCATION:**

Judicial Security Division, United States Marshals Service (USMS), 600 Army Navy Drive, Arlington, Virginia 22202-4210.

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

Individuals employed, or offered employment as contract court security officers (CSO's) by companies contracting with the USMS to provide judicial area security in Federal courthouses.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

An alphabetical index contains the name, date of birth and social security number of the CSO, name of the contracting security firm (employer), completion dates and cost data for limited background investigation and orientation, district of employment, dates contract performance started and ended, posts and hours of duty and the status of employment, *i.e.*, active or inactive. For inactive CSO's, the index contains the reason for inaction, *e.g.*, CSO resigned; applicant rejected based on the preliminary records check; CSO removed based on Office of Personnel Management (OPM) background investigation; etc. In addition to

providing abbreviated date, the index assists in locating records on the CSO related to the initial screening process for eligibility, *e.g.*, application and preliminary checks for arrest records, which are filed under the contract number and name of the contracting security firm (employer). The index also assists in locating files containing OPM reports on the limited background investigation and internal suitability memoranda which are segregated by categories "active" and "inactive."

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

28 U.S.C. 509, 510 and 561 *et seq.*; 5 U.S.C. 301; 44 U.S.C. 3101 and 28 CFR 0.111.

**PURPOSE(S):**

The USMS administers and implements courtroom security requirements for the federal judiciary and provides assistance in the protection of federal property and buildings. The Judicial Facility Security Program provides uniformed security officers and security systems and equipment for judicial area security in Federal courthouses throughout the country. It is funded by the Judiciary through the Administrative Office of the U.S. Courts (AOUSC) and is managed by the USMS. This system of records is used to make security/suitability determinations in the hiring of CSO's to monitor orientation completed, to track costs related to background investigations and attendance at Government-sponsored orientation, and to monitor contractor performance. It enables program officers to compile data for reports to AOUSC on actual and projected expenses, to list CSO's their posts and hours of duty, and to determine turnover and reemployment ratios among CSO's.

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

Records may be disclosed as follows: Individual cost data may be disclosed to the contractor (employer) in connection with billing and recovering reimbursable costs. In addition, records or information also may be disclosed as follows:

(a) To an appropriate Federal, State or local law enforcement agency to the extent necessary to obtain information on arrest, or to the extent relevant to an actual or potential criminal or civil investigation, litigation or enforcement proceedings of that agency;

(b) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation

or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions;

(c) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy;

(d) To congressional members or staff on behalf of and at the request of the constituent who is the subject of the record;

(e) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

#### DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

##### STORAGE:

An index record is stored on magnetic disks and original paper records are kept in file folders.

##### RETRIEVABILITY:

Records are retrieved by name of the contract CSO.

##### SAFEGUARDS:

Records are stored in locked metal filing cabinets during off-duty hours. Access to computerized records is controlled by restricted code to personnel on a need-to-know basis. Entry to USMS Headquarters is restricted by 24-hour guard service to employees with official and electronic identification.

##### RETENTION AND DISPOSAL:

Records are maintained indefinitely until a detailed records retention plan and disposal schedule is developed by the National Archives and Records Administration and the USMS.

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

Chief, Judicial Facility Security Program, Judicial Security Division, U.S. Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

#### NOTIFICATION PROCEDURES:

Same as the "Records access procedures."

#### RECORD ACCESS PROCEDURES:

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate dates of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all request to the system manager identified above, Attention: FOI/PA Officer, and provide a return address for transmitting the information.

#### CONTESTING RECORD PROCEDURES:

Direct all request to contest or amend information to the system manager listed above. State clearly and concisely the information being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

#### RECORD SOURCE CATEGORIES:

Information contained in this system is collected from the individual, USMS orientation records, other law enforcement agencies, OPM and from the contractor (employer).

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

The Attorney General has exempted this system from subsections (c)(3) and (d) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the **Federal Register**.

#### JUSTICE/USM-011

##### SYSTEM NAME:

Judicial Protection Information System.

##### SECURITY CLASSIFICATION:

Limited Official Use.

##### SYSTEM LOCATION:

Judicial Security Division, United States Marshals Service (USMS), 600 Army Navy Drive, Arlington, Virginia 22202-4210.

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

Individuals who have been directly threatened or are subject to violent threat by virtue of their responsibilities within the judicial system, e.g., U.S. Attorneys and their assistants, Federal jurists and other court officials.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Manual and automated indices contain abbreviated data, e.g., case number, name of protected subject, name of control district and district number, an indication of the type and source of threat, and the means by which the threat was made. In addition to the abbreviated data named above, the complete file may contain descriptive physical data of the protectee, and other information to identify security risks and plan protective measures in advance of or during periods of active protection, e.g., individual practices and routines, including associational memberships. Information regarding the expenditure of funds and allocation of resources assigned to the protectee may also be included in the file to enable officials to develop operating plans to counteract threat situations.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

28 U.S.C. 509, 510 and 561 *et seq.*, 5 U.S.C. 301; 44 U.S.C. 3101; and 28 CFR 0.111 (c) through (f).

#### PURPOSE:

The USMS is required to protect U.S. Attorneys and their assistants, Federal jurists and other court officers; to provide for courtroom security, and to assist in protecting federal property and buildings. This operation requires obtaining information to allow an accurate assessment of the individual security needs of such threatened persons to aid in developing protective measures and advance planning of specific security assignments. With the information collected, USMS officials determine and carry out operating plans, funding, personnel assignments and any special resources needed to counteract specific threat situations.

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

Records or information may be disclosed:

(a) To other Federal, State and local law enforcement agencies to the extent that disclosure is necessary to develop and/or implement protective measures;

(b) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity or in his or her individual capacity where the Department of Justice agrees to represent the employees; or the United

States where the USMS determines that the litigation is likely to affect it or any of its subdivisions;

(c) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy;

(d) To congressional members or staff on behalf of and at the request of the constituent who is the subject of the record;

(e) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

#### **DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

##### **STORAGE:**

An index record is stored on index cards and magnetic tape. Original paper records are kept in file folders.

##### **RETRIEVABILITY:**

Records are indexed and retrieved by name of protectee.

##### **SAFEGUARDS:**

Access to computerized records is restricted to Court Security Program personnel by assigned user code and password. In addition, records are stored in locked metal cabinets during off-duty hours. The records are located in a restricted area, and USMS Headquarters is under 24-hour guard protection with entry controlled by official and electronic identification.

##### **RETENTION AND DISPOSAL:**

Records are maintained indefinitely until a detailed records retention plan and disposal schedule is developed by the National Archives and Records Administration and the USMS.

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

Chief, Court Security Program, Judicial Security Division, U.S. Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

##### **NOTIFICATION PROCEDURE:**

Same as the "Record access procedures."

##### **RECORD ACCESS PROCEDURES:**

Make all requests for access in writing and clearly mark letter and envelope

"Freedom of Information/Privacy Act Request." Clearly indicate the name of the requester, nature of the record sought, approximate dates of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above, Attention: FOI/PA Officer, and provide a return address for transmitting the information.

##### **CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager identified above. State clearly and concisely the information being contested, the reason for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

##### **RECORD SOURCE CATEGORIES:**

Information is obtained from individual protectees. Where information is maintained in this system on identified threat sources to a particular protectee, such information is obtained from public and confidential sources and from Federal, State and local law enforcement agencies, and is not retrievable by name or other identifying particular assigned to the threat source.

##### **EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

##### **JUSTICE/USM-012**

##### **SYSTEM NAME:**

U.S. Marshals Service Freedom of Information/Privacy Act (FOIA/PA) Files.

##### **SECURITY CLASSIFICATION:**

Limited Official Use.

##### **SYSTEM LOCATION:**

Office of General Counsel, U.S. Marshal Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

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

Individuals who request disclosure of U.S. Marshals Service (USMS) records pursuant to the Freedom of Information Act (FOIA); individuals who request access to or correction of records maintained in USMS systems of records pursuant to the Privacy Act (PA); individuals whose FOIA or PA requests have been referred to the USMS by another Department of Justice component or another agency; and USMS FOIA/PA Specialists assigned to process requests.

##### **CATEGORIES OF RECORDS IN THE SYSTEM:**

A computerized case tracking system is maintained to aid in the orderly

processing of requests and to prepare annual reports. Data items include the name and address of the requester; the type of request; dates on which the request was conceived, acknowledged, and answered; type of final responses; exemptions used to deny access to records, when applicable, and the name of the USMS FOIA/PA Specialist assigned to process the request. Identifying data, *i.e.*, date and place of birth, and social security number, is maintained on PA requesters to verify their identity and ensure proper disclosure. Files contain a record of the FOIA/PA request, along with the response, copies of documents which have been requested, and internal memoranda or other records related to the initial processing of such request, subsequent appeals and/or litigation.

##### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301 and 44 U.S.C. 3101 to implement the provisions of 5 U.S.C. 552 and 5 U.S.C. 552a.

##### **PURPOSE(S):**

As a component of the Department of Justice, the U.S. Marshals Service is required to respond to requests under the Freedom of Information Act for records maintained in and under the control of the Service; and requests to access or amend records in systems of records pursuant to the Privacy Act. 5 U.S.C. 552 and 552a. To effectively carry out this responsibility, records retrievable by individual identifiers are necessary to respond to individual requesters, to consult with the Office of Information and Privacy, Department of Justice, on administrative appeals of USMS action, to participate in litigation regarding agency action on requests, and to compile data to report to the Department, OMB and Congress on activities implementing the Acts.

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

A record maintained in this system may be disseminated as a routine use:

- (a) To any Department of Justice component for consideration in connection with an FOIA or PA request, appeal or civil suit pursuant to the Acts.
- (b) To a Federal, State or local agency which furnished the record to permit that agency to make a decision as to access or correction, or to consult with that agency to enable the USMS to determine the propriety of access or correction.

(c) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation

or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions. In addition, records or information which is relevant to the subject matter involved in a pending judicial or administrative proceeding may be disclosed in response to a request for discovery or for appearance of a witness.

(d) To student volunteers or other workers, who technically do not have the status of Federal employees, when they perform work for the USMS as authorized by law and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions.

(e) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that the release of specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

(f) To congressional members or staff on behalf of the constituent who is the subject of the records.

(g) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

#### **DISCLOSURES TO CONSUMER REPORTING AGENCIES:**

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

##### **STORAGE:**

Request files are stored in standard file cabinets. The computerized case tracking system and duplicate copies of some paper records are maintained on magnetic discs.

##### **RETRIEVABILITY:**

Records are retrieved by name of requester, USMS FOIA/PA Specialist, or request control number.

##### **SAFEGUARDS:**

Access to computerized records is restricted to Office of General Counsel personnel by user identification and passwords. In addition, request files are

stores in metal filing cabinets and in designated file rooms within the Office of General Counsel, USMS Headquarters during off-duty hours. Access to USMS Headquarters is restricted to employees with official identification.

#### **RETENTION AND DISPOSAL:**

Records are destroyed 6 years after final response or appeal determination by the Department of Justice, Office of Information and Privacy; or 3 years after final adjudication by the courts.

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

General Counsel, Office of General Counsel, U.S. Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

#### **NOTIFICATION PROCEDURE:**

Same as "Record access procedures."

#### **RECORD ACCESS PROCEDURES:**

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate dates of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above. Attention FOI/PA Officer, and provide a return address for transmitting the information.

#### **CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager listed above. State clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information Act/Privacy Act Request."

#### **RECORD SOURCE CATEGORIES:**

The sources of information contained in this system are the individuals making requests, the systems of records searched in the process of responding to requests, and other agencies who have referred to the USMS those requests for access to or correction of USMS records.

#### **EXEMPTIONS CLAIMED FOR THE SYSTEM:**

The Attorney General has exempted certain categories of records in this system from subsections (c)(3) and (4); (d); (e)(1), (2) and (3); (e)(4)(G) and (H); (e)(5), (e)(8); (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2), (k)(2) and (k)(5). The system is exempted pursuant to subsections (j)(2) and (k)(2) only to the extent that the records there reflect criminal and civil law enforcement and investigative information. The system is exempted

pursuant to subsections (k)(5) only to the extent necessary to protect confidential sources. Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (3) and have been published in the **Federal Register**.

#### **JUSTICE/USM-013**

##### **SYSTEM NAME:**

U.S. Marshals Service Administrative Proceedings, Claims and Civil Litigation Files

##### **SECURITY CLASSIFICATION:**

Limited Official Use

##### **SYSTEM LOCATION:**

Office of General Counsel, U.S. Marshals Service (USMS), 600 Army Navy Drive, Arlington, Virginia 22202-4210.

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

Individuals who have filed tort and employee claims against the USMS; individuals who have initiated administrative proceedings against the USMS; individuals who have filed civil suits naming the USMS and/or personnel as defendants, including those suits arising from authorized criminal law enforcement activities; individuals named as defendants in Federal court actions initiated by the USMS; and USMS attorneys assigned to defend such claims and litigation.

##### **CATEGORIES OF RECORDS IN THE SYSTEM:**

In addition to the names of individuals covered by the system and the title of cases, a computerized case tracking system contains certain summary data, e.g.; a summary of correspondence and pleadings received in a case, names of parties involved; names of attorneys handling the case or matter, court in which action is brought, and civil action number, thereby facilitating location of the complete file. Cases or matters include adverse actions, grievances, unfair labor practice charges, tort claims, Equal Employment Opportunity and other employee claims, and suits against USMS employees in their official capacities, etc. Files contain correspondence/claim forms submitted by claimants and internal reports and related documents concerning the merits of the claim, attorney or staff recommendations and findings related to the claim; records on actions taken by USMS giving rise to appeals, attorney notes, recommendations and strategy for defending appeals; copies of civil actions filed and criminal investigative records related to the action e.g.,

criminal investigative reports relating the underlying criminal matter which relates to or constitutes the basis of the claim or suit (including those from on-Federal law enforcement participants in USMS criminal or civil law enforcement activities), witness statements, reports of interviews, exhibits, attorney notes, pleadings, and recommendations and strategy for defending civil actions.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301 and 44 U.S.C. 3101.

**PURPOSE(S):**

Among other responsibilities, the Office of General Counsel, U.S. Marshals Service, provides legal representation to USMS management in all administrative matters including, but not limited to, adverse actions, grievances, unfair labor practices, EEO, tort and employee claim proceedings; represents the Service and its employees in district court actions brought against them for acts taken in the course of official duties; and represents the Service in other actions in which its interests are involved. Effective representation in such matters requires that records be retrievable by individual identifiers.

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

Records maintained in this system of records may be disseminated as follows:

(a) To any component of the Department of Justice for consideration in connection with the case or matter to which the record related;

(b) To the appropriate Federal, State or local agency responsible for investigating, prosecuting or defending an action where there is an indication of actual or potential violation of criminal or civil laws or regulations or civil liability of any government agency;

(c) To any Federal, State or local agency, organization or individual to the extent necessary to elicit information or witness cooperation if there is reason to believe the recipient possesses information related to the case or matter;

(d) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United

States where the USMS determines that the litigation is likely to affect it or any of its subdivisions;

(e) To a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of a grant, license or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter;

(f) To respond to a request for discovery or for appearance of a witness when the information is relevant to the subject matter involved in a pending judicial or administrative proceeding;

(g) To student volunteers or other workers, who technically do not have the status of Federal employees, when they perform work for the USMS as authorized by law and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions;

(h) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy;

(i) To Congressional members or staff on behalf of the constituent who is the subject of the record;

(j) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Administrative claim, appeal, and litigation files are stored in standard file cabinets. The computerized case track system and duplicate copies of some paper records are stored on magnetic discs.

**RETRIEVABILITY:**

Records are retrieved by name of claimant, litigant or USMS attorney, or by caption of civil action or administrative proceeding.

**SAFEGUARDS:**

Access to computerized records is restricted to Office of General Counsel personnel by user identification and passwords. In addition, files are stored in metal filing cabinets within the Office

of General Counsel, USMS Headquarters during off-duty hours. Access to USMS Headquarters is restricted to employees with official identification.

**RETENTION AND DISPOSAL:**

Records in the case tracking system are retained indefinitely. Claim files are destroyed after 7 years. Litigation files are destroyed after 10 years. Cases designated by the General Counsel as significant or precedential are retained indefinitely.

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

General Counsel, Office of General Counsel, U.S. Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

**NOTIFICATION PROCEDURE:**

Same as "Record access procedures."

**RECORD ACCESS PROCEDURES:**

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate dates of the records, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above. Attention: FOI/PA Officer, and provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager listed above. State clearly and concisely what information is being contested, the reason for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD SOURCE CATEGORIES:**

The sources of information contained in this system are the individual claimant/litigant, USMS officials, law enforcement agencies, statements of witnesses and parties, transcripts of depositions and court proceedings, administrative hearings and arbitrations, and work product of staff attorneys and legal assistants working on a particular case or matter.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

The Attorney General has exempted certain categories of records in this system from subsections (c)(3) and (4); (d); (e)(2) and (3); (e)(4)(G) and (H); (e)(8); (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2) and (k)(5). The system is exempted pursuant to subsection (j)(2) only to the extent that information in a record pertaining

to a particular individual relates to a criminal investigation which relates to or constitutes the basis of a particular suit or claim. The system is exempted pursuant to subsection (k)(5) only to the extent necessary to protect a confidential source. Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553(b), (c) and (e) and have been published in the **Federal Register**.

#### JUSTICE/USM-015

##### SYSTEM NAME:

U.S. Marshals Service (USMS)  
Employee Assistance Program (EAP)  
Records.

##### SECURITY CLASSIFICATION:

Limited official use.

##### SYSTEM LOCATION:

Records of the Employee Assistance Program Office, Health and Safety Team, Human Resources Division, are located at 600 Army Navy Drive, Arlington, Virginia 22202-4210. Records of the contractor with whom the USMS has contracted for health services and records of individual licensed mental health providers with whom the contractor has subcontracted for health services, are located at the respective offices of these licensed providers. Addresses of these service providers may be obtained by contacting the USMS Employee Assistance Program (EAP) Office.

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

Current and former employees of the USMS (and in limited cases, immediate family members) who have sought counseling or have been referred for counseling or treatment through the USMS EAP.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Records of the USMS EAP Office, the contractor, and the subcontractors include written consent forms used to manage referrals and the exchange or flow of personal information, and account information such as billings and payments. (Where relevant, certain records may be duplicated in these offices.) Other records generally maintained by the USMS EAP Office, the contractor and subcontractors are described as follows:

A. Records located in the USMS EAP Office include only records which may assist in managing and monitoring self referrals or management referrals, and participation in the EAP. Examples of such records are: The name, location and telephone number(s) of the employee, family member or supervisor

manager who makes the initial contact with the EAP staff; the date and manner of initial contact, i.e., by telephone or in person; notes of presenting problem(s) upon initial contact with EAP staff; documents received from supervisors or personnel on work-lace problems or performance; insurance data; name and address of treatment facilities; number of sessions attended by the participating employee or family member; leave records; written consent forms, and abeyance/back-to-work agreements (made to mitigate adverse actions based upon treatment); information on confirmed, unjustified positive drug tests provides by the Drug Free Workplace Program and the Medical Review Officer under E.O. 12564; and "sanitized" audit records of the EAP/ Contractor/Subcontractors Program. Records may also include any records which may assist in (1) assessing and counseling the individual on a short-term basis, and (2) identifying those individuals who may need long-term professional counseling, treatment and/or rehabilitation services. Records may also contain date of intake at the contractor and/or subcontractors; pertinent psychological, medical, employment and/or financial histories; address(es) and credentials of subcontractors providing short-term counseling; attendance at short-term counseling sessions; prognosis information; information of problem resolution through short-term counseling, and, if applicable, date closed. Records may also include recommendations and referrals to community resources for long-term counseling, treatment and/or rehabilitation programs beyond the services provided by the USMS EAP, contractor and/or subcontractors, including referrals for other assistance not related to financial concerns, or psychological or medical health.

B. Records of the contractor and/or subcontractors include a statement of understanding, diagnostic evaluation, treatment plan, and a termination summary of all active clients. They may also include any records which may assist in (1) assessing and counseling the individual on a short-term basis, and (2) identifying those individuals who may need long-term professional counseling, treatment and/or rehabilitation services. Records of the contractor may also include any records which may assist in monitoring and evaluating the performance of various subcontractors outside the Washington, DC metropolitan area. Examples of contractor and/or subcontractor(s) records are: Personal identifying data on

the employee and/or family member such as name, social security number, gender, home address and telephone number(s); notes and documentation of problem(s) presented upon initial contact with the contractor and/or subcontractor(s), date of intake at the contractor and/or subcontractor(s); pertinent psychological, medical, employment and/or financial histories; address(es) and credentials of subcontractor(s) providing short-term counseling; clinical notes and documentation on short-term counseling; attendance at short-term counseling sessions; prognosis information; information of problem resolution through short-term counseling, if applicable; date the case closed; information on confirmed, unjustified positive drug tests; and client employee/family member evaluations of services provided by the USMS EAP, the contractor and/or subcontractor(s). Records may also include recommendations and referrals to community resources for long-term counseling, treatment and/or rehabilitation programs beyond the services provided by the USMS EAP, contractor and/or subcontractor(s), including referrals for other assistance not related to financial concerns, or psychological or medical health.

C. Other records included in the system (and which may be duplicated by the USMS EAP and the contractor and/or subcontractor(s) offices, when relevant, necessary, and proper) are those obtained from specialized service providers (SSPs) with the written consent of the subject individuals.<sup>1</sup> Generally, such records are limited to those which relate to attendance at sessions, prognosis for recovery, motivation, and progress toward recovery. However, where the record subject deems it necessary or desirable to furnish additional records, such records could include: medical tests and screenings; treatment and rehabilitation plans as well as behavioral improvement plans; notes and documentation on counseling; and relevant information pertaining to assistance provided on matters other

<sup>1</sup> SSPs are health service, community-based organizations, which offer long-term treatment and rehabilitation services. The USMS EAP and/or the contractor and/or subcontractors may recommend that the individual seek professional assistance beyond that provided by the USMS EAP Program contracted out with the contractor and/or subcontractors. Where the individual chooses to pursue further treatment, he may elect to provide the USMS EAP and/or the contractor and/or subcontractor(s) with such information as may be relevant to the back-to-work agreement.



than financial concerns, or psychological or medical health.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 290dd, et seq. and 290ee, et seq.; 42 CFR 2.1, et seq.; E.O. 12564, 5 U.S.C. 3301 and 7901; 44 U.S.C. 3101 and Pub. L. 100-71, sec. 503 (July 11, 1987).

**PURPOSE(S):**

The EAP is a voluntary program designed to assist the employee in obtaining necessary help in handling personal problem(s) affecting job performance, and to provide emotional support and assistance during periods of crises, including those arising from traumatic work-related incidents. No records are maintained on traumatic work-related incidents. Records are maintained to document participation in the EAP program; the nature and effects of the employee's personal problem(s); and efforts to counsel the employee. Records may be used also to monitor compliance with abeyance and back-to-work agreements made to mitigate adverse actions based upon treatment. Routine uses of records maintained in the system, including categories of users and the purpose of such uses:

In addition to those disclosures permitted by the Privacy Act itself, 5 U.S.C. 552a(b),<sup>2</sup> permissive disclosures, without individual consent, are as follows:

1. To the extent that it is appropriate, relevant, and necessary to enable the contractor and/or subcontractor(s) to perform counseling, referral and program performance evaluation responsibilities, the USMS will provide those records—identified in paragraph A of the "Category of Records in the System" to the contractor and/or subcontractor(s) who, on behalf of the USMS, maintain and operate a portion of this system of records—identified in paragraph B of the same caption.

2. Either the USMS or the contractor and/or subcontractor(s) may disclose as follows: (a) To the appropriate State or local agency or authority to the extent necessary to comply with the laws governing reporting incidents of suspected child abuse or neglect, and (b) to Federal, State and/or local authorities or to any other entity or person to the extent necessary to prevent an imminent and potential crime which directly threatens loss of life or serious bodily injury.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

**STORAGE:**

Information is stored in locked metal safes.

**RETRIEVABILITY:**

Records are retrieved by name of employee and, in limited cases immediate family members.

**SAFEGUARDS:**

In accordance with the requirements of 42 CFR 2.16, USMS EAP and contractor and subcontractors records are stored in secure environment. Access to USMS EAP records is restricted to designated USMS EAP personnel, except as otherwise permitted by law or with the written consent of the individual. Vouchers prepared to effect payment for services rendered by the contractor and/or subcontractors in performance of the contract do not contain individual identifiers. Invoices prepared by contractor and/or subcontractors located outside the Washington, DC metropolitan area are sent by first-class mail to the designated member(s) of the local contractor and/or subcontractors contracted with the USMS. In turn, invoices or other records prepared in support of payment vouchers which contain individual identifiers are hand-carried by the local contractor and/or subcontractors to the EAP Administrator who retains the supporting documentation. Records are maintained in locked metal safes. Entry to headquarters is restricted by 24-hour guard service to employees with official and electronic identification.

Access to contractor and/or subcontractors records is restricted to a designated member(s) of the contractor and/or subcontractors, except as otherwise provided by law or with the written consent of the individual. Contractor and/or subcontractors records are stored in locked files also.

**RETENTION AND DISPOSAL:**

Records are retained for three years after the individual ceases contact with the USMS EAP and/or the contractor and/or subcontractor(s) unless a longer retention period is necessary because of pending administrative or judicial proceedings. In such cases, the records are retained for six months after the case is closed. At that time the records are destroyed by shredding (General Records Schedules 26 and 36).

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

Employee Assistance Program Administrator, Health and Safety Team,

Human Resources Division, United States Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

**NOTIFICATION PROCEDURE:**

Same as "Record access procedures."

**RECORD ACCESS PROCEDURES:**

Address all requests for access to the USMS EAP records (identified in paragraphs A and C of "Category of records in the system") in writing to system manager identified above. Address all requests for records maintained by the contractor and/or subcontractors (identified in paragraph B of the same caption) to these service providers. Address(es) of these service providers may be obtained by contacting the USMS EAP Office. Clearly mark the envelope and letter "Privacy Act Request." Clearly indicate the name of the requester, nature of the record sought, and approximate date of the record. In addition, provide the required verification of identity (28 CFR 16.41(d)) and a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information in accordance with the procedures outlined under "Record access procedures." State clearly and concisely the information being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Privacy Act Amendment Request."

**RECORD SOURCE CATEGORIES:**

Records are generated by the employee who is the subject of the record; USMS EAP personnel; the contractor and/or subcontractor(s), and the SSP; the USMS Human Resources Division; and the employee's supervisor. In the case of a confirmed, unjustified positive drug test, records may also be generated by the staff of the Drug-Free Workplace Program and the Medical Review Officer.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**JUSTICE/USM-016**

**SYSTEM NAME:**

U.S. Marshal Service (USMS) Key Control Record System.

**SECURITY CLASSIFICATION:**

Limited Official Use.

**SYSTEM LOCATION:**

Office of Security, Executive Services Division, United States Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

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

Current and former employees of the USMS who have been issued office keys for USMS Headquarters locations.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records contained in this system consist of an automated index which includes the name of the employee to whom a key is issued; the social security number (only when two or more employees have identical names, including middle initial); unique key identification code number; key type (e.g., grand master, master, submaster, change); storage container hook number; description (e.g., number identification) of door(s), room(s), and/or area(s) the key opens or accesses; transactions type and/or status (e.g., key issued, transferred, retrieved, lost, broken) and transaction date; and, any other appropriate comment, e.g., comments regarding key, door, room, area, etc. In addition, a manual index with abbreviated data is maintained as a backup system. This manual index includes the room/suite number, the name of the employee to whom a key is issued, the key identification code number, and date(s) of issuance and retrieval.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301 and 44 U.S.C. 3101.

**PURPOSE(S):**

The USMS Key Control Record System serves as a record of keys issued and facilitates continuing security at USMS Headquarters locations. Records are maintained to assist in restricting office and work area access to authorized USMS personnel by controlling, monitoring and tracking keys issued. In addition, the records assist in identifying any repairs, changes, or additional security measures that may be necessary as a result of lost or broken keys.

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

Records or information may be disclosed:

(a) In the event that a record(s) indicate a violation of potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order pursuant thereto, the relevant record(s) may be disclosed to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation, and/or

charged with enforcing or implementing such statute, rule, regulation or order;

(b) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions;

(c) To student volunteers or other workers, who technically do not have the status of Federal employees, when they are performing work for the USMS as authorized by law and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions;

(d) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy;

(e) To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record;

(f) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

Automated index records are stored on magnetic disks. Paper copies of automated records are kept in file folders and original paper records of the manual index are stored in card files.

**RETRIEVABILITY:**

Records are retrieved by name of the individuals covered by the system.

**SAFEGUARDS:**

Access to these records is restricted to personnel of the USMS, Office of

Security. Computerized records may be accessed only by assigned code and password. Paper records are located in a restricted area and are maintained in metal filing cabinets or safes which are locked during non-duty hours.

**RETENTION AND DISPOSAL:**

Records are retained for three years after turn-in of the key at which time they are destroyed (General Records Schedule 18).

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

Chief, Office of Security, Executive Services Division, United States Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

**NOTIFICATION PROCEDURE:**

Same as the "Records access procedures."

**RECORD ACCESS PROCEDURES:**

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate the name of the requester, nature of the record sought, approximate dates of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above, Attention: FOI/PA Officer, and provide a return address for transmitting the information.

**CONTESTING RECORD PROCEDURES:**

Direct all requests to contest or amend information to the system manager listed above. State clearly and concisely the information being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

**RECORD SOURCE CATEGORIES:**

Information contained in this system is collected from the individual and the system manager.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 99-28631 Filed 11-5-99; 8:45 am]

BILLING CODE 4410-AR-M

**DEPARTMENT OF JUSTICE**

[AAG/A Order No. 176-99]

**Privacy Act of 1974; System of Records**

**AGENCY:** Department of Justice.

**ACTION:** Notice of New Systems of Records.

**SUMMARY:** Pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), the United States