

jury, where the subpoena or request has been specifically approved by a court;

9. To appropriate agencies, entities, and persons when: (a) HUD suspects or has confirmed that the security or confidentiality of information in a system of records has been compromised; (b) HUD has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of systems or programs (whether maintained by HUD or another agency or entity) that rely upon the compromised information; and (c) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with HUD's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm for purposes of facilitating responses and remediation efforts in the event of a data breach.

#### **POLICIES FOR STORING, RETRIEVING, AND DISPOSING OF SYSTEM RECORDS:**

##### **STORAGE:**

Data collected by the Office of General Counsel's E-Discovery Management System is stored electronically in a Storage Area Network/Network Attached. There are no manual records stored or maintained outside the system. Storage at a secure Lockheed Martin facility, and backed up via an Avamar Backup Storage system.

##### **RETRIEVABILITY:**

Records will be retrieved by the (1) Custodian name; (2) Work address; (3) Custodian email address; (4) Case name; (5) Case number; (6) Custodian email data; (7) Custodian local drive data; (8) Custodian home/shared drive data; (9) Litigation Hold closures; (10) Litigation hold memoranda; (11) Litigation preservation notices; (12) Litigation hold reminder notices; (13) ESI identification email notifications; (14) E-Discovery notifications data is only accessed by individually assigned legal counsel on a case by case basis.

##### **SAFEGUARDS:**

Strict controls have been imposed to minimize the risk of compromising the information that is being stored. Access to the computer system containing the records in this system is limited to those individuals who are authorized to access by appropriate security clearances and user ID/password permissions. Only assigned users with a need-to-know are allowed access, on a case-by-case basis after going through HUD's background investigation process.

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

When OGC requests a case to be closed after authorization is received, the case and related electronic litigation data is purged electronically. Active case data is held indefinitely. Records Disposition Schedule 2—Legal Records, 2225.6 REV-1, CHG-APPENDIX 2.

#### **SYSTEM MANAGERS AND ADDRESSES:**

Office of General Counsel (OGC)  
Patrina Munson, Supervisory  
Management Information Specialist,  
Field Management and IT Division,  
1250 Maryland Avenue SW., Suite 200,  
Washington, DC 20024.

#### **NOTIFICATION AND RECORD ACCESS PROCEDURES:**

Individuals seeking to determine whether this system of records contains information about them, or those seeking access to such records, should address inquiries to Donna Staton-Robinson, Chief Privacy Officer, Department of Housing and Urban Development, 451 Seventh Street SW., Room 4156, Washington, DC 20410. (Attention: Capitol View Building, 4th Floor) Provide verification of your identity by providing two proofs of official identification. Your verification of identity must include your original signature and must be notarized.

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

Procedures for the amendment or correction of records and for applicants who want to appeal initial agency determination appear in 24 CFR Part 16.

(i) In relation to contesting contents of records, the Privacy Act Officer at HUD, 451 Seventh Street SW., Room 4178, Washington, DC 20410; and,

(ii) In relation to appeals of initial denials, HUD, Departmental Privacy Appeals Officer, Office of General Counsel, 451 Seventh Street SW., Washington, DC 20410.

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

The Department's rules for contesting the contents of records and appealing initial denials, by the individual concerned, appear in 24 CFR Part 16. If additional information or assistance is needed, it may be obtained by contacting:

(i) Contesting contents of records: U.S. Department of Housing and Urban Development, Chief Privacy Officer, 451 Seventh Street SW., Washington, DC 20410;

(ii) Appeals of initial HUD determinations: In relation to contesting contents of records, the HUD Departmental Privacy Appeals Officers, Office of General Counsel, Department of Housing and Urban Development,

451 Seventh Street SW., Washington, DC 20410.

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

Documents and records in this system originate from HUD and its components, courts, subpoenas, law enforcement agencies, other federal, state, and local agencies, inquiries and/or complaints from witnesses or members of the general public.

#### **EXEMPTIONS FROM CERTAIN PROVISIONS OF THE ACT:**

Yes. The Department will be issuing a Final Rule on the exemptions elsewhere in the **Federal Register** concurrent with the publishing of this updated System of Records Notice.

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**BILLING CODE 4210-67-P**

## **DEPARTMENT OF THE INTERIOR**

### **Office of the Secretary**

#### **Proposed Renewal of Information Collection: OMB Control Number 1091-0001, Applicant Background Survey**

**AGENCY:** Office of Civil Rights, Interior.

**ACTION:** Notice and request for comments.

**SUMMARY:** Office of Management and Budget (OMB) regulations at 5 CFR 1320, which implement the Paperwork Reduction Act of 1995 (Pub. L. 104-13), require that interested members of the public and affected agencies have an opportunity to comment on information collection and recordkeeping activities (see 5 CFR 1320.8(d)). This notice identifies an information collection activity that the Office of Civil Rights, Office of the Secretary, Department of the Interior (DOI) has submitted to OMB for renewal.

**DATES:** OMB has up to 60 days to approve or disapprove the information collection renewal request, but may respond after 30 days; therefore, public comments should be submitted to OMB by August 16, 2012, in order to be assured of consideration.

**ADDRESSES:** Send your written comments by facsimile to 202-395-5806 or email (*OIRA\_DOCKET@omb.eop.gov*) to the Office of Information and Regulatory Affairs, Office of Management and Budget, Attention: Department of the Interior Desk Officer (1091-0001). Also, please send a copy of your comments to Department of the Interior, Office of the Secretary, Office of Civil Rights, Attn. Ophelia Anderson, 1849 C St. NW., MS 4309 MIB,

Washington, DC 20240. Send any faxed comments to (202) 208–6112, Attn. Ophelia Anderson. Comments may also be emailed to [Ophelia\\_Anderson@ios.doi.gov](mailto:Ophelia_Anderson@ios.doi.gov).

#### FOR FURTHER INFORMATION CONTACT:

Requests for additional information on this information collection or its Applicant Background Survey Form should be directed to U.S. Department of the Interior, Office of the Secretary, Office of Civil Rights, Attn. Ophelia Anderson 1849 C St. NW., MS 4309 MIB, Washington, DC 20240. You may also request additional information by telephone (202) 219–0805, or by email at [Ophelia\\_Anderson@ios.doi.gov](mailto:Ophelia_Anderson@ios.doi.gov). You may also review the submitted ICR online at <http://www.reginfo.gov>. Follow the instructions to review Department of the Interior collections under review by OMB.

#### SUPPLEMENTARY INFORMATION:

##### I. Abstract

DOI is below parity with the Relevant Civilian Labor Force representation for many mission critical occupations. The Department's Strategic Human Capital management Plan identifies the job skills that will be needed in its current and future workforce. The job skills it will need are dispersed throughout its eight bureaus and include, among others, making visitors welcome to various facilities, such as parks and refuges, processing permits for a wide variety of uses of the public lands, collecting royalties for minerals extracted from the public lands, rounding-up and adopting-out wild horses and burros found in the west, protecting archeological and cultural resources of the public lands, and enforcing criminal laws of the United States. As a result of this broad spectrum of duties and services, the Department touches the lives of most Americans.

The people who deal with the Department bring with them a wide variety of backgrounds, cultures, and experiences. A diverse workforce enables the Department to provide a measure of understanding to its customers by relating to the diverse background of those customers. By including employees of all backgrounds, all DOI employees gain a measure of knowledge, background, experience, and comfort in serving all of the Department's customers.

In order to determine if there are barriers in our recruitment and selection processes, DOI must track the demographic groups that apply for its jobs. There is no other statistically valid method to make these determinations,

and no source of this information other than directly from applicants. The data collected is not provided to selecting officials and plays no part in the merit staffing or the selection processes. The data collected will be used in summary form to determine trends covering the demographic make-up of applicant pools and job selections within a given occupation or organizational group. The records of those applicants not selected are destroyed in accordance with DOI's records management procedures.

##### II. Data

(1) *Title:* Applicant Background Survey.

*OMB Control Number:* 1091–0001.

*Current Expiration Date:* July 31, 2012.

*Type of Review:* Information Collection Renewal.

*Affected Entities:* Applicants for DOI jobs.

*Estimated annual number of respondents:* 366,680.

*Frequency of Response:* Once per job application.

(2) *Annual reporting and record keeping burden:* Average reporting burden per application: 1 minute.

*Total annual reporting:* 6111 hours.

(3) *Description of the need and use of the information:* This information is required to obtain the source of recruitment, ethnicity, race, and disability data on job applicants to determine if the recruitment is effectively reaching all aspects of relevant labor pools and to determine if there are proportionate acceptance rates at various stages of the recruitment process. Response is optional. The information is used for evaluating recruitment only, and plays no part in the selection of who is hired.

As required under 5 CFR 1320.8(d), a **Federal Register** notice soliciting comments on the collection of information was published on April 12, 2012 (77 FR 21992). One comment was received. This notice provides the public with an additional 30 days in which to comment on this information collection activity.

##### III. Request for Comments

Comments are invited on: (a) Whether the collection of information is necessary for the proper performance of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed information collection; (c) ways to enhance the quality, utility and clarity of the information to be collected; and (d) ways to minimize the burden of the information collection on respondents,

including through the use of automated collection techniques or other forms of information technology.

Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, disclose or provide information to or for a federal agency. This includes the time needed to review instructions; to develop, acquire, install and utilize technology and systems for the purpose of collecting, validating and verifying information, processing and maintaining information, and disclosing and providing information; to train personnel and to be able to respond to a collection of information, to search data sources, to complete and review the collection of information, and to transmit or otherwise disclose the information.

Before including your address, phone number, email address, or other personal identifying information in your comment, you should be aware that your entire comment, including your personal identifying information, may be made publicly available at any time. While you can ask us in your comment to withhold your personal identifying information from public review, we cannot guarantee that we will be able to do so.

All written comments will be available for public inspection in the Main Interior Building, 1849 C Street, NW., Washington, DC during normal business hours, excluding legal holidays. For an appointment to inspect comments, please contact Ophelia Anderson by telephone on (202) 219–0805, or by email at [Ophelia\\_Anderson@ios.doi.gov](mailto:Ophelia_Anderson@ios.doi.gov). A valid picture identification is required for entry into the Department of the Interior.

**Sharon D. Eller,**

*Director, Office of Civil Rights, Office of the Secretary.*

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#### DEPARTMENT OF THE INTERIOR

##### Office of the Secretary

##### Notice of Request for Renewal of Information Collection for Donor Certification Form

**AGENCY:** Office of Youth, Partnerships and Service, Assistant Secretary—Policy, Management and Budget, Interior.

**ACTION:** Notice and request for comments.