

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

The primary purposes of the system are:

- (1) To support action on FOIA requests, appeals, and litigation.
- (2) To gather information for management and reporting purposes.
- (3) To administer the FOIA program.

Disclosure outside the Department of the Interior may be made:

- (1) To other Federal, State, and local agencies with a subject matter interest in a request, or an appeal on or litigation of a decision on a request.

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

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

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

(5) To a debt collection agency for the purpose of collecting outstanding debts owed to the Department for fees associated with processing FOIA requests.

(6) To an official of another Federal agency to provide information needed in the performance of official duties related to reconciling or reconstructing data files, in support of the functions for which the records were collected and maintained.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 371(a)(3)).

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

STORAGE:

Records are maintained in manual and electronic format.

RETRIEVABILITY:

Records are retrieved by the name of the requester.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Records are retained and disposed of in accordance with General Records Schedule No. 14, Items 11 and 13, or equivalent items in bureau records schedules.

SYSTEM MANAGER(S) AND ADDRESS:

- (1) Departmental FOIA Officer, U.S. Department of the Interior, Office of Information Resources Management, MS-5312 MIB, 1849 C Street, NW, Washington, DC 20240.
- (2) Bureau FOIA Officers. (Consult the Appendix for addresses of bureau FOIA Officers.)

NOTIFICATION PROCEDURE:

A request for notification of the existence of records must be addressed to the appropriate System Manager. The request must be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

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

CONTESTING RECORD PROCEDURE:

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

RECORD SOURCE CATEGORIES:

Individuals filing FOIA requests; Departmental officials (and officials of the Department of Justice) acting on requests, appeals, litigation and reporting requirements; and submitters of commercial and financial information.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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DEPARTMENT OF THE INTERIOR

Office of the Secretary

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

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

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-35, "Library Circulation Control System." The revisions will update the address of the system location and system manager. **EFFECTIVE DATE:** These actions will be effective April 7, 1999.

FOR FURTHER INFORMATION CONTACT: Library Contractor COTR, Division of Employee and Public Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, Washington, DC 20240.

SUPPLEMENTARY INFORMATION: In this notice, the Department of the Interior is amending OS-35, "Library Circulation Control System," to update the address of the system location and system manager. Accordingly, the Department of the Interior proposes to amend the "Library Circulation Control System," OS-35 in its entirety to read as follows: **Sue Ellen Sloca,**
Office of the Secretary Privacy Act Officer,
National Business Center.

INTERIOR/OS-35

SYSTEM NAME:

Library Circulation Control System—Interior, OS-35.

SYSTEM LOCATION:

U.S. Department of the Interior Library, 1849 C Street NW, Washington, DC 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals borrowing library materials from the Department of the Interior library.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name and identification number of borrower; affiliation of borrower; work address and telephone number of borrower, call number and due date of items borrowed; other information identifying items borrowed.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

43 U.S.C. 67a. 1456, 1467; 40 U.S.C. 483(b); 44 U.S.C. 3101.

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

The primary purpose of the system is to control library materials borrowed. Disclosures outside the Department of the Interior may be made:

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

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

(3) To Federal, State, or local agencies that have requested information necessary or relevant to the hiring, firing or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

(4) To appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation of or for enforcing, implementing or administering a statute, rule, regulation, order, license, contract, grant or other agreement, when the disclosing agency becomes aware of information indicating a violation or potential violation of a statute, regulation, rule, order, license, contract, grant or other agreement.

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

STORAGE:

Records are maintained in computer data files.

RETRIEVABILITY:

Records are retrievable by name or identification number of borrower, and by call number, due date, or other information relating to items borrowed.

SAFEGUARDS:

Records are maintained in computer files, within the library, and are accessible only by authorized persons. Computers allowing access to records are attended constantly during working hours; the library is locked after working hours.

RETENTION AND DISPOSAL:

Records are maintained for two years and then destroyed in accordance with

instructions contained in the Office of the Secretary Administrative Handbook Number 7.

SYSTEM MANAGER(S) AND ADDRESS:

Library Contractor COTR, Division of Employee and Public Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, Washington, DC 20240.

NOTIFICATION PROCEDURES:

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

RECORD ACCESS PROCEDURES:

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

CONTESTING RECORD PROCEDURES:

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

RECORD SOURCE CATEGORIES:

Individuals borrowing materials from Departmental Library and materials borrowed from the Library.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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DEPARTMENT OF THE INTERIOR

Office of the Secretary

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

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

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-45, "Security Clearance Files and Other Reference Files." The revisions will update the name of the system, the address of the system location and system manager, and the record storage statement.

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

FOR FURTHER INFORMATION CONTACT:

Security Manager, Division of Employee and Public Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1226 MIB, Washington, DC 20240.

SUPPLEMENTARY INFORMATION: In this notice, the Department of the Interior is amending OS-45, "Security Clearance Files and Other Reference Files" to update the name of the system to describe it more accurately and to update the address of the system location and system manager and the record storage statement to reflect changes that have occurred since the notice was last published. Accordingly, the Department of the Interior proposes to amend the system notice for "Security Clearance Files and Other Reference Files," OS-45 in its entirety to read as follows:

Sue Ellen Sloca,

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

INTERIOR/OS-45

SYSTEM NAME:

Personnel Security Files—Interior, OS-45.

SYSTEM LOCATION:

Division of Employee and Public Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1226 MIB, Washington, DC 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees in the Office of the Secretary, Bureau heads, Bureau Security Officers, and employees of other Departmental offices and of independent agencies, councils and commissions (which are provided administrative support), whose duties have been designated "special sensitive," "critical sensitive," "noncritical sensitive" or "clearance for FEMA special access program."

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of form SF-85, SF-86, of SF-171 as supplied by individuals covered by the system, copies of letters of transmittal between the Department of the Interior and the Office of Personnel Management concerning the individual's background investigation; copies of certification of clearance status and briefings and/or copies of debriefing certificates signed by individual, as appropriate. Card files contain case file summaries, case numbers and dispositions of case files following review.