

magnetic tape and disc), microfilm, or paper.

RETRIEVABILITY:

Data will be retrieved from the system by the individual's SSN and/or name and/or address.

SAFEGUARDS:

Security measures include the use of access codes to enter the computer system which will maintain the data, and storage of the computerized records in secured areas which are accessible only to employees who require the information in performing their official duties. SSA employees who have access to the data will be informed of the criminal penalties of the Privacy Act for unauthorized access to or disclosure of information maintained in the system.

Access to information in this system of records will be restricted to authorized SSA personnel and alternate participants. Any business arrangement that SSA may enter into with an alternate participant to access the information in this system will stipulate (a) the alternate participant must establish safeguards to protect the personal information temporarily in its custody, in accordance with the Privacy Act requirements; (b) the alternate participant may use the information only as necessary in fulfilling the business arrangement; and (c) the alternate participant would be subject to criminal penalties for violations of the Privacy Act.

RETENTION AND DISPOSAL:

SSA retains records for one year when they concern: (1) Documents returned to an individual, (2) denials of confidential information, (3) release of confidential information to an authorized third party, and (4) undeliverable material. SSA retains records for four years when they concern information and evidence pertaining to coverage, wage, and self-employment determinations or when it affects future claims development, especially coverage, wage, and self-employment determinations. Information is erased or otherwise destroyed after the retention period.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Commissioner, Office of Disability, Social Security Administration, 6401 Security Boulevard, Baltimore, MD 21235.

NOTIFICATION PROCEDURE:

An individual can determine if this system of records contains a record pertaining to him/her by providing his/her name, signature, and SSN to the address shown above under "Systems manager and address" and by referring

to the system. (Furnishing the SSN is voluntary, but it will enable an easier and faster search for an individual's record.) If the SSN is not known, the individual should provide name, signature, date and place of birth, sex, mother's birth name, and father's name, and evidence of identity. An individual requesting notification of records in person need furnish only an identification document he/she would normally carry on his/her person (e.g., driver's license, or voter registration card). An individual requesting notification via mail or telephone must furnish a minimum of his/her name, SSN, and date of birth in order to establish identity, plus any additional information which may be requested.

RECORD ACCESS PROCEDURES:

Same as notification procedures. Also, requesters should reasonably identify the record contents they are seeking.

CONTESTING RECORD PROCEDURE:

Same as notification procedures. Also, requesters should reasonably identify the record, specify the information they are contesting and state the corrective action sought and the reasons for the correction with supporting justification.

RECORD SOURCE CATEGORIES:

Records in this system of records are obtained from information collected by the State disability determination services when adjudicating claims for Social Security or Supplemental Security Income benefits based on disability and blindness, from SVRA responses, and from existing SSA systems of records (e.g. the Claims Folders system).

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

[FR Doc. 98-3416 Filed 2-10-98; 8:45 am]

BILLING CODE 4190-29-P

DEPARTMENT OF STATE

[Public Notice 2723]

Privacy Act of 1974; Altered System of Records

Notice is hereby given that the Department of State proposes to alter an existing system of records, STATE-30, pursuant to the provisions of the Privacy Act of 1974, as amended (5 U.S.C. 552a(r)), and Office of Management and Budget Circular No. A-130, Appendix I. The Department's report was filed with the Office of Management and Budget on February 2, 1998.

It is proposed that the altered system description include revisions and/or additions to each section except "System name" and "Systems exempted from certain provisions of the Act." These changes to the existing system description are proposed to reflect more accurately the Bureau of Finance and Management Policy's record-keeping practices, a reorganization of its activities and operations, and the enlargement of its mandate pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act (Welfare Reform Law, 42 U.S.C. 653) and the disclosure of data from the Personnel Payroll Records to the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services for use in the National Database of New Hires.

Any persons interested in commenting on the altered system of records may do so by submitting comments in writing to Kenneth F. Rossman, Acting Chief, Programs and Policies Division; Office of Information Resources Management Programs and Services; Room 1239; Department of State; 2201 C Street, NW.; Washington, DC 20520-1512. This system of records will be effective 40 days from the date of publication unless the Department receives comments which will result in a contrary determination.

The altered system, the "Personnel Payroll Records, STATE-30" will read as set forth below.

Dated: February 2, 1998.

Andrew J. Winter,

Acting Assistant Secretary for the Bureau of Administration.

STATE-30

SYSTEM NAME:

Personnel Payroll Records.

SECURITY CLASSIFICATION:

Unclassified and classified.

SYSTEM LOCATION:

Department of State, Room 1921, 2201 C Street, NW, Washington, DC 20520; Annex 15, 1800 N. Kent Street, Arlington, VA 22209; Charleston Financial Service Center, Building 646A, 1969 Dyess Avenues, Charleston, SC 29408; and overseas at U.S. embassies, U.S. consulates general and consulates.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former Civil Service and Foreign Service employees of the Department of State including those serving under full-time, part-time, intermittent, temporary, and limited

appointments; Foreign Service annuitants; and employees of other agencies for whom the Department provides payroll service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel actions, payroll control records, allotment requests, tax forms, death claims, bond requests, leave records, time and attendance records, federal, state and city income tax withholding statements, compensation records, health insurance forms, reconciliation records, employee payroll authorizations from other agencies, retirement/separation and transfer forms, and related correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

22 U.S.C. 2651a (Organization of the Department of State; 22 U.S.C. 3921 (Management of service); 5 U.S.C. 301 (Management of the Department of State); 22 U.S.C. 4042 (Maintenance of the Foreign Service Retirement and Disability Fund); 42 U.S.C. 653 (the Personal Responsibility and Work Opportunity Reconciliation Act of 1996); Executive Order 11491, as amended (Labor-management relations in the Federal service); 5 U.S.C. 5501–5584 (Pay Administration); and 31 U.S.C. 901–903 (Agency Chief Financial Officers).

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

The information in this system is used to prepare accurate and complete biweekly/monthly payroll and related reports which include: Entering change data into the computerized personnel payroll system; producing a variety of machine reports for use by allotment accountants; issuing biweekly/monthly pay checks and statements; computing and issuing lump-sum pay checks for personnel separating; issuing terminal leave payments; confirming time and attendance and leave data to assist in documenting claims for restored annual leave; providing leave data to the Bureau of Personnel and the Office of Personnel Management to facilitate computing retirement cases; providing appropriate allotments for individuals; issuing salary advances; reporting wages, compensation and allowances; reporting federal, state, city and other related taxes; filing information returns; processing debt collection actions; and processing other related payroll documents.

Information consisting of the names, social security numbers, home addresses, dates of birth, dates of hire, quarterly earnings, employer identifying information, and State of hire of

employees may be disclosed: (1) To the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services for the purpose of locating individuals to establish paternity, establishing and modifying orders of child support, identifying sources of income, and for other child support enforcement actions as required by the Personal Responsibility and Work Opportunity Reconciliation Act (Welfare Reform Law, 42 U.S.C. 653); (2) to the Office of Child Support Enforcement for release to the Social Security Administration for verifying social security numbers in connection with the operation of the Federal Parent Locator System by the Office of Child Support Enforcement; and (3) to the Office of Child Support Enforcement for release to the Department of Treasury for purposes of administering the Earned Income Tax Credit Program (Section 32, Internal Revenue Code of 1986) and verifying a claim with respect to employment in a tax return.

The principal users of this information outside the Department of state are: federal, state, and city governments which are issued tax reports; the Internal Revenue Service and the Social Security Administration which are sent tax and withholding data; and the Office of Personnel Management which receives the total record of the Civil Service Retirement System and the Federal Employees Retirement System benefit deductions including life and health insurance. A record from this system of records may be disclosed to the Office of Personnel Management in accordance with the agency's responsibility for evaluation and oversight of federal personnel management. The Department's Consolidated American Payroll Division (CAPD) of the Office of Compensation and Pension provides employee payroll services and data to other U.S. Government agencies pursuant to agreements, Memoranda of Understanding or other documents authorizing services. Those agencies include: American Institute in Taiwan; Department of Agriculture; Department of Commerce; Department of Justice including the Drug Enforcement Administration and Immigration and Naturalization Service; Department of Defense; Department of Treasury including the Customs Service and the Secret Service; Department of Transportation including the Federal Aviation Administration and the Maritime Administration; Department of Health and Human Services; Department of Energy; U.S. Trade

Representative; Nuclear Regulatory Commission; Department of the Army; Federal Emergency Management Agency; ACTION (Peace Corps); United States Information Agency; Agency for International Development; Social Security Administration; Center for Disease Control; United States Battle Monuments Commission; National Aeronautics and Space Administration; and the Board of International Broadcasting. Information is also made available to officials of labor organizations recognized under E.O. 11491, as amended, concerning the identity of Department of State employees contributing dues each pay period and the amount of dues withheld from each contributor; to officers and employees of a federal agency or public accounting firm for purposes of audit; to the Department of Justice when representing the Department or another U.S. Government agency in litigation; to an authorized appeal grievance examiner, formal complaints examiner; equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee. Information may also be released on a need-to-know basis to other government agencies having statutory or other lawful authority to maintain such information. Also see the "Routine Uses" paragraphs of the Prefatory Statement published in the **Federal Register**.

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

STORAGE:

Hard copy, microfiche, electronic media.

RETRIEVABILITY:

Individual name, Social Security Number.

SAFEGUARDS:

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department and its annexes is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. Annex 15 has security access controls (code entrances) and/or security alarm systems. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel. Access to computerized files is password-protected and under the direct

supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and *ad hoc* monitoring of computer usage.

RETENTION AND DISPOSAL:

Retention of these records varies from 3 to 99 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published records schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Director; Office of Information Resources Management Programs and Services; Room 1239; Department of State; 2201 C Street, NW; Washington, DC 20520-1512.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Applications Programming Division, Systems and Integration Office, Information Management, Bureau of Administration, Room 4428, Department of State, Washington, DC 20520.

NOTIFICATION PROCEDURE:

Individuals who have reason to believe that the Bureau of Finance and Management Policy's Office of Compensation and Pension (Personnel Payroll Records) might have records pertaining to themselves should write to the Director; Office of Information Resources Management Programs and Services; Room 1239; Department of State; 2201 C Street, NW; Washington, DC 20520-1512. The individual must specify that he/she wishes the Personnel Payroll Records to be checked. At a minimum, the individual must include: name; date and place of birth; Social Security Number; approximate dates of employment with the Department of State; current mailing address and zip code; and signature.

RECORD ACCESS AND AMENDMENT PROCEDURES:

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director; Office of Information Resources Management Programs and Services (address above).

RECORD SOURCE CATEGORIES:

These records contain information obtained from the individual who is the subject of these records, the Bureau of Personnel, and other U.S. Government agencies where an employee was previously employed.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Pursuant to 5 U.S.C. 552a(k)(4) certain records contained within this system of records are exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) in accordance with Department of State rules published in the **Federal Register**.

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DEPARTMENT OF STATE

[Public Notice 2722]

Bureau of Political-Military Affairs; Office of Nuclear Energy Affairs; Interagency Procedures for the Implementation of the U.S.-IAEA Safeguards Agreement

This notice sets forth U.S. agency procedures for implementation of the Agreement Between the United States of America and the International Atomic Energy Agency for the Application of Safeguards in the United States of America, with Protocol (IAEA INFCIRC/288), hereinafter referred to as the Agreement.

For additional information, contact Alex Burkart (phone: 202-647-4413), Office of Nuclear Energy Affairs, Bureau of Political-Military Affairs (PM/NE), Department of State, Washington, DC 20520.

A. Coordination

(1) IAEA Steering Committee.

(a) The interagency mechanism for coordinating policy and resolving disputes relating to the implementation of the Agreement shall be the IAEA Steering Committee (ISC), which is concerned generally with IAEA policy matters. The ISC is composed of representatives from the Department of State (State), the Department of Energy (DOE), the Nuclear Regulatory Commission (NRC), the Arms Control and Disarmament Agency (ACDA), the Department of Defense (DOD), the Office of Management and Budget (OMB), and the staff of the National Security Council (NSC) and the intelligence community (IC). The ISC is chaired by the U.S. Representative to the IAEA or such other official as may be designated by the Secretary of State. Representatives of the agencies which are ISC members are designated by the respective heads of such agencies. The ISC shall meet at such intervals set by the ISC and at any time at the request of any ISC member.

(b) In the event any question of interpretation of the Agreement

affecting NRC arises which is not resolved by the ISC, the NRC shall seek and be bound by guidance from the President. Neither this provision, nor any other provision in these procedures, shall in any way alter the responsibilities of the NRC or in any way limit the existing authorities and responsibilities of the NRC.

(2) Subgroup on IAEA Safeguards in the U.S.

(a) The ISC shall establish a subcommittee known as the Subcommittee on International Safeguards and Monitoring (SISM). This subcommittee will, in turn, establish the Subgroup on IAEA Safeguards in the U.S. (SISUS). SISUS shall be composed of representatives from State, ACDA, NRC, DOE, and DOD. The NRC will appoint the Chair of the SISUS. Each agency shall designate its respective representatives to serve on the SISUS.

(b) The SISUS shall monitor implementation of the Agreement, carry out responsibilities specifically prescribed in these procedures, and undertake such other working level activities as may be designated by the SISM or the ISC.

(3) Negotiating Team.

(a) The Negotiating Team shall be composed of the members of the Subgroup or their designates. Designates must be full-time Government

(b) The Negotiating Team shall negotiate with the IAEA the Subsidiary Arrangements and the Transitional Subsidiary Arrangements (collectively referred to as the Arrangements), and undertake such other responsibilities as may be designated by the SISM or the ISC.

(c) Counsel and other agency officials may participate in Negotiating Team activities at the request of their respective agency representative.

B. Communications

As provided in the Arrangements, normally, official communications on matters relating to implementation of the Agreement from the IAEA are to be addressed to State through the Mission of the United States of America to the IAEA (Mission), and from State are to be addressed to the IAEA through the Mission. An officer in PM/NE and an officer in the Mission shall be assigned responsibility for communications to and from the IAEA in connection with implementation of the Agreement. In the event of the occurrence of unexpected circumstances, communications may be undertaken, as appropriate, other than as set forth in this Section of the procedures.