

(2) Chief, Division of Technical Services, Office of Aircraft Services, 2350 W. Robison Road, Boise, Idaho 84705-5355.

(3) Regional Director, Alaska Regional Office, Office of Aircraft Services, 4837 Aircraft Drive, Anchorage, Alaska 99502-1052.

(4) Area Director, West Area Office—Boise, Office of Aircraft Services, 2741 Airport Way, Boise, Idaho 83705.

(5) Office of Aircraft Services, West Area Office—Phoenix, One West Deer Valley Road, Suite 204, Phoenix, Arizona 85027.

(6) Area Director, East Area Office, Office of Aircraft Services, 1954 Airport Road, Suite 101, Chamblee, Georgia 30341.

NOTIFICATION PROCEDURE:

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

RECORD ACCESS PROCEDURES:

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

CONTESTING RECORD PROCEDURES:

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

EXEMPTIONS CLAIMED BY THE SYSTEM:

None.

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DEPARTMENT OF THE INTERIOR

Office of the Secretary

Privacy Act of 1974; As Amended; Deletion of an Existing System of Records

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

ACTION: Proposed deletion of 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 delete an existing Privacy Act system of records notice, OS-87, "Cash Receipts."

EFFECTIVE DATE: This action will be effective April 7, 1999.

FOR FURTHER INFORMATION CONTACT: Chief, Division of Financial Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, D.C. 20240.

SUPPLEMENTARY INFORMATION: In this notice, the Department of the Interior is deleting OS-87, "Cash Receipts," because a separate system of records, accessible by the names of individuals paying for goods or services in cash or receiving cash, is no longer being maintained by the National Business Center.

Sue Ellen Sloca,

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

INTERIOR/OS-87

SYSTEM NAME:

Cash Receipts—Interior, OS-87.

ORIGINAL FEDERAL REGISTER PUBLICATION CITATION:

51 FR 25614, July 15, 1986.

REASON FOR DELETION:

The National Business Center no longer maintains a separate system of records relating to cash receipts from individuals and cash disbursements to individuals because it stopped transacting business in cash on October 1, 1998.

DISPOSITION OF RECORDS:

Records remaining from OS-87, "Cash Receipts," that have not yet officially been scheduled for destruction, in accordance with General Records Schedule No. 6, Item No. 1, will be retained by the National Business Center until their official destruction date. Requests for notification of the existence of records on named individuals, access to records on named individuals, and amendment of records on named individuals that were filed in "Cash Receipts," OS-87, which have not yet been destroyed, should be sent to the following address: Chief Division of Financial Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, DC 20240.

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BILLING CODE 4310-RK-M

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, OS-46, "Secretarial Subject Files." The revisions will update the address of the system location and the system manager, and the storage, retrievability, safeguards, and records retention and disposal statements.

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

FOR FURTHER INFORMATION CONTACT: Office of the Secretary Records Officer, Division of Technology Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1414 MIB, Washington, DC 20240.

SUPPLEMENTARY INFORMATION: The Office of the Secretary is amending OS-46, "Secretarial Subject Files," to update the address of the system location and system manager and to more accurately describe how records contained in the system are stored, retrieved, safeguarded, retained and disposed of. Accordingly, the Department of the Interior proposes to amend the system notice for "Secretarial Subject Files," OS-46 in its entirety to read as follows:

Sue Ellen Sloca,

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

INTERIOR/OS-46

SYSTEM NAMED:

Secretarial Subject Files—Interior, OS-46.

SYSTEM LOCATION:

Division of Technology Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1414 MIB, Washington, DC 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals writing to or receiving correspondence from the following Department of the Interior officials: The Secretary, the Under Secretary, the Deputy Secretary, the Solicitor, the Assistant Secretaries, the Deputy

Assistant Secretaries, and individuals serving in these capacities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names of correspondents, date and subject of correspondence, official record copies of correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 391; 43 U.S.C. 1457; 44 U.S.C. 3101; Reorganization Plan 3 of 1950.

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 document and support the operational, program and policy decisions of Departmental officials at the Secretarial level. Disclosures outside the Department of the Interior may be made:

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

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

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

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

STORAGE:

Official record copies of correspondence are stored in file folders; an electronic copy of correspondence (dated January 1, 1997 or later) is stored in image files in a computer database. Index terms (for correspondence dated December 31, 1996 or earlier) are stored in index cards; index terms (for correspondence dated January 1, 1997 or later) are stored in a computer database.

RETRIEVABILITY:

Records are retrieved by name of correspondent and/or date or subject for correspondence.

SAFEGUARDS:

Official records copies of correspondence are stored in locked file cabinets, in a locked room. Computer image files are maintained in accordance with 43 CFR 2.51. Access to both paper and automated records is limited to persons whose official duties require such access.

RETENTION AND DISPOSAL:

Records are retained in accordance with the Office of the Secretary Comprehensive Records Disposal Schedule K-1. Official record copies of correspondence are stored on site for ten (10) years, at a Federal Records Center for an additional ten (10) years, and are offered to the National Archives and Records Administration for permanent retention after twenty (20) years.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Secretary Records Officer, Division of Technology Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1414 MIB, Washington, DC 20240.

NOTIFICATION PROCEDURES:

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

RECORD ACCESS PROCEDURES:

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

CONTESTING RECORD PROCEDURES:

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

RECORD SOURCE CATEGORIES:

Individuals corresponding with or on behalf of the Department at the Secretarial level.

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-47, "Parking Assignment Record." The revisions will update the address of the system location and the system manager.

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

FOR FURTHER INFORMATION CONTACT: Parking Program Coordinator, Division of Facilities Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1210 MIB, Washington, DC 20240.

SUPPLEMENTARY INFORMATION: In this notice, the Department of the Interior is amending OS-47, "Parking Assignment Record," to update the address of the system location and system manager. Accordingly, the Department of the Interior proposes to amend the "Parking Assignment Record," OS-47 system notice in its entirety to read:

Sue Ellen Sloca,

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

INTERIOR/OS-47

SYSTEM NAME:

Parking Assignment Records—Interior, OS-47.

SYSTEM LOCATION:

Division of Facilities Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1210 MIB, Washington, DC 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals requesting a parking permit or joining a carpool from both the Federal and private sector.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security number, telephone number at work, location of employment, service computation date (applicable to Federal employees only), home address, vehicle(s) make and model, State of vehicle registration,