

(1) To other Federal agencies having a subject matter interest in an appeal 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 necessary to the litigation and is compatible with the purpose for which the records were compiled.

(3) To appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the 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.

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

**STORAGE:**

Appeal records are maintained in manual form in file folders. Appeal tracking information is maintained in computerized form on magnetic media.

**RETRIEVABILITY:**

Manual records are indexed by appeal number. A cross-reference list permits retrieval of records by appellant's name. Computer records are indexed by name of appellant, appeal number, date and subject of appeal.

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

Records are destroyed six years after final determination by agency, or three years after final adjudication by courts, in accordance with General Records Schedule No. 14, Item 12.

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

Freedom of Information Act Appeals Officer, U.S. Department of the Interior, Office of Information Resources Management, MS-5312 MIB, 1849 C Street NW, Washington, DC 20240.

**NOTIFICATION PROCEDURES:**

A request for notification of the existence of records shall be addressed to the System Manager. The request shall 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 to records shall be addressed to the System Manager. The request shall be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.63.

**CONTESTING RECORDS PROCEDURES:**

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

**RECORD SOURCE CATEGORIES:**

Appellants; bureau, office and Department officials.

**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-71, "Freedom of Information Request Files System." The revisions will update the system name and number, the routine uses of records in the system, the addresses of the system locations and system managers, the description of categories of records in the system, the retention and disposal statement, and the record source categories.

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

**FOR FURTHER INFORMATION CONTACT:** Departmental Freedom of Information Act Officer, Office of Information Resources Management, MS-5312 MIB, 1849 C Street NW., Washington, DC 20240.

**SUPPLEMENTARY INFORMATION:** In this notice, the Department of the Interior is amending the system notice for OS-71, "Freedom of Information Request Files System," to more accurately describe the Department-wide scope of the system of records and to more accurately identify the categories of records in the system; to update the routine uses of the data in the system to include disclosures to debt collection agencies, disclosures to other Federal agencies as required in performance of official duties in support of functions compatible with the collection of the data, and disclosures to a consumer reporting agency; to update the retention and disposal statement to reflect the current authority for retention; and to update the addresses of the system locations and system managers. Accordingly, the Department of the Interior proposes to amend the "Freedom of Information Act Request Files System, OS-71" in its entirety to read as follows:

**Sue Ellen Sloca,**

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

**INTERIOR/DOI-71**

**SYSTEM NAME:**

Freedom of Information Act Request Files—Interior, DOI-71.

**SYSTEM LOCATION:**

(1) U.S. Department of the Interior, Office of Information Resources Management, MS-5312 MIB, 1849 C Street, NW, Washington, DC 20240.

(2) Offices of Freedom of Information Act (FOIA) Officers for each of the Department's bureaus. (Consult the Appendix for addresses of bureau FOIA Officers.)

(3) Offices of other officials, nationwide, authorized to receive and respond to FOIA requests.

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

Individuals who have submitted FOIA requests under Department of the Interior FOIA procedures.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

FOIA requests, responses to FOIA requests, and related records; copies of subject documents; records which track the processing of FOIA requests and other records pertaining to the administration of the FOIA program.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 552.

**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.