

**DEPARTMENT OF THE TREASURY****Internal Revenue Service****Open Meeting of the Wage & Investment Reducing Taxpayer Burden (Notices) Issue Committee of the Taxpayer Advocacy Panel**

**AGENCY:** Internal Revenue Service (IRS), Treasury.

**ACTION:** Notice of meeting.

**SUMMARY:** An open meeting of the Wage & Investment Reducing Taxpayer Burden (Notices) Issue Committee of the Taxpayer Advocacy Panel will be conducted via telephone conference call. The Taxpayer Advocacy Panel is soliciting public comments, ideas and suggestions on improving customer service at the Internal Revenue Service.

**DATES:** The meeting will be held Wednesday, September 17, 2008.

**FOR FURTHER INFORMATION CONTACT:** Sallie Chavez at 1-888-912-1227, or 954-423-7979.

**SUPPLEMENTARY INFORMATION:** Notice is hereby given pursuant to section 10(a)(2) of the Federal Advisory Committee Act, 5 U.S.C. App. (1988) that an open meeting of the Wage & Investment Reducing Taxpayer Burden (Notices) Issue Committee of the Taxpayer Advocacy Panel will be held Wednesday, September 17, 2008, at 12:30 p.m. Eastern Time via a telephone conference call. If you would like to have the TAP consider a written statement, please call 1-888-912-1227 or 954-423-7979, or write Sallie Chavez, TAP Office, 1000 South Pine Island Road, Suite 340, Plantation, FL 33324. Due to limited conference lines, notification of intent to participate in the telephone conference call meeting must be made with Sallie Chavez. Ms. Chavez can be reached at 1-888-912-1227 or 954-423-7979, or post comments to the Web site: <http://www.improveirs.org>.

The agenda will include: Various IRS issues.

Dated: July 11, 2008.

**Roy L. Block,**

*Acting Director, Taxpayer Advocacy Panel.*

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**BILLING CODE** 4830-01-P

**DEPARTMENT OF THE TREASURY****United States Mint****Privacy Act of 1974; Systems of Records**

**AGENCY:** United States Mint, Treasury.

**ACTION:** Notice of systems of records.

**SUMMARY:** In accordance with the requirements of the Privacy Act of 1974, as amended, 5 U.S.C. 552a, the United States Mint, Treasury, is publishing its inventory of Privacy Act systems of records.

**SUPPLEMENTARY INFORMATION:** Pursuant to the Privacy Act of 1974 (5 U.S.C. 552a) and the Office of Management and Budget (OMB), Circular No. A-130, the United States Mint has completed a review of its Privacy Act systems of records notices to identify changes that will more accurately describe these records. The systems of records were last published in their entirety on June 13, 2005, at 70 FR 34178-34185.

The changes throughout the document are editorial in nature and consist principally of a changing the name of the Treasury bureau from "U.S. Mint" to the "United States Mint," clarification as to the types of records in United States Mint .005, a change to the title of United States Mint .009. The alterations to United States Mint .009 published on January 30, 2007, at 72 FR 4325 have also been incorporated.

On May 22, 2007, the Office of Management and Budget (OMB) issued Memorandum M-07-16 entitled "Safeguarding Against and Responding to the Breach of Personally Identifiable Information." It required agencies to publish the routine use recommended by the President's Identity Theft Task Force. As part of that effort, the Department published the notice of the proposed routine use on October 3, 2007, at 72 FR 56434, and it was effective on November 13, 2007. The new routine use has been added to each United States Mint system of records below.

Department of the Treasury regulations require the Department to publish the existence and character of all systems of records every three years (31 CFR 1.23(a)(1)). The United States Mint has leveraged this requirement to incorporate the review of its current holding of personally identifiable information required by M-07-16. With respect to its inventory of Privacy Act Systems of records, the United States Mint has determined that the information contained in its systems of records is accurate, timely, relevant, complete, and is the minimum necessary to maintain the proper performance of a documented agency function.

**Systems Covered by This Notice**

This notice covers all systems of records adopted by the United States Mint up to January 1, 2008. The systems

notices are reprinted in their entirety following the Table of Contents.

Dated: July 11, 2008.

**Elizabeth Cuffe,**

*Deputy Assistant Secretary for Privacy and Treasury Records.*

**Table of Contents****United States Mint**

- U.S. MINT .001—Cash Receivable Accounting Information System.
- U.S. MINT .003—Employee and Former Employee Travel & Training Accounting Information System.
- U.S. MINT .004—Occupational Safety and Health, Accident and Injury Records, and Claims for Injuries or Damage Compensation Records.
- U.S. MINT .005—Employee-Supervisor Performance Evaluation, Counseling, and Time and Attendance Records.
- U.S. MINT .007—General Correspondence.
- U.S. MINT .008—Employee Background Investigations Files.
- U.S. MINT .009—Retail Sales System (RSS), Customer Mailing List, Order Processing Record for Coin Sets, Medals and Numismatic Items, and Records of Undelivered Orders, Product Descriptions, Availability and Inventory [formerly: Mail-order and Catalogue Sales System (MACS), Customer Mailing List, Order Processing Record for Coin Sets, Medals and Numismatic Items, and Records of Undelivered Orders, Product Descriptions, Availability and Inventory].
- U.S. MINT .012—Grievances. Union/Agency Negotiated Grievances; Adverse Performance Based Personnel Actions; Discrimination Complaints; Third Party Actions United States Mint.

**TREASURY/UNITED STATES MINT .001****SYSTEM NAME:**

Cash Receivable Accounting Information System—Treasury/United States Mint.

**SYSTEM LOCATION:**

- (1) United States Mint, 801 9th Street, NW., Washington, DC 20220;
- (2) United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106;
- (3) United States Mint, 320 West Colfax Avenue, Denver, CO 80204;
- (4) United States Mint, 155 Hermann Street, San Francisco, CA 94102;
- (5) United States Mint, West Point, NY 10996;
- (6) United States Bullion Depository, Fort Knox, KY 40121.

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

Employees and former employees of the United States Mint. Members of the public and United States Mint employees who have purchased numismatic items from United States Mint sales outlets.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(1) Receivables due from United States Mint employees, former employees and general public for lost Government property, salary overpayments, and cash sales of over-the-counter numismatic items; and (2) Receivables due from United States Mint employees and former employees who have outstanding travel advances and/or salary advances, and/or leave advances (cash equivalents).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 5537 and 31 U.S.C. 5111(a)(3).

**PURPOSE(S):**

The purpose of this system is to permit the United States Mint to track and record the creation and payments of money owed to the United States Mint.

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

These records may be used to disclose information to:

(1) Accounting offices, managers, supervisors and government officials pertaining to cash receivables and debts owed the Government;

(2) Appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license;

(3) A Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit;

(4) A court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a court-ordered subpoena, or in connection with criminal law proceedings;

(5) Foreign governments in accordance with formal or informal international agreements;

(6) A congressional office in response to an inquiry made at the request of the individual to whom the record pertains;

(7) The news media in accordance with guidelines contained in 28 CFR 50.2 which relate to an agency's functions relating to civil and criminal proceedings;

(8) Unions recognized as exclusive bargaining representatives under the

Civil Service Reform Act of 1978, 5 U.S.C. 7111 and 7114;

(9) Third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation;

(10) To appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (b) the Department 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 this system or other systems or programs (whether maintained by the Department 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 the Department's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

Paper documents and electronic records.

**RETRIEVABILITY:**

Name or number substitute.

**SAFEGUARDS:**

Storage in filing cabinets with access by authorized accounting personnel.

**RETENTION AND DISPOSAL:**

General records control schedule, GAO rules and regulations, United States Mint Records Control Schedule. Records are destroyed in accordance with National Archives and Records Administration regulations.

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

(1) Chief Financial Officer, United States Mint, 801 9th Street, NW., Washington, DC 20220;

(2) Financial Manager, United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106;

(3) Financial Manager, United States Mint, 320 West Colfax Avenue, Denver, CO 80204;

(4) Financial Manager, United States Mint, 155 Hermann Street, San Francisco, CA 94102;

(5) Chief, Accounting Division, United States Mint, West Point, NY 10996;

(6) Administrative Officer, United States Bullion Depository, Fort Knox, KY 40121.

**NOTIFICATION PROCEDURE:**

Requests from individuals wishing to be notified if they are named in this system of records, or seeking access to any record contained in the system of records, or seeking to contest its content, should be addressed to the head of the organizational unit having immediate custody of the records (See "SYSTEM MANAGER(s)" above).

Inquiries may be made in accordance with instructions appearing at 31 CFR part 1, subpart C, appendix H. Inquiries should be addressed to the following official: Disclosure Officer, United States Mint, 801 9th Street, NW., Washington, DC 20220.

The individual must submit a written request containing identification such as: (a) Employee identification; (b) Driver's license; (c) Other means of identification, including social security number and date of birth.

**RECORD ACCESS PROCEDURES:**

See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:**

See "NOTIFICATION PROCEDURE" above.

**RECORD SOURCE CATEGORIES:**

United States Mint employees and appropriate agency officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**TREASURY/UNITED STATES MINT .003****SYSTEM NAME:**

Employee and Former Employee Travel and Training Accounting Information System—Treasury/United States Mint.

**SYSTEM LOCATION:**

(1) United States Mint, 801 9th Street, NW., Washington, DC 20220;

(2) United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106;

(3) United States Mint, 320 West Colfax Avenue, Denver, CO 80204;

(4) United States Mint, 155 Hermann Street, San Francisco, CA 94102;

(5) United States Mint, West Point, NY 10996;

(6) United States Bullion Depository, Fort Knox, KY 40121.

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

Employees and former employees of the United States Mint who have engaged in travel and training.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(1) Schedule of Payments generated from the Electronic Certification System (ECS) with supporting documents such

as: (a) SF 1012 Travel Voucher; (b) SF 1038 Application and Account for Advance of Funds; (2) Travel Authorities; (3) SF-182, Request, Authorization, Agreement and Certification of Training.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**  
5 U.S.C. Chapters 41 and 57.

**PURPOSE(S):**

The purpose of this system is to permit the United States Mint to track and record the creation and payments of travel and training advances owed to the United States Mint.

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

These records may be used to disclose information to:

(1) Accounting offices, managers, supervisors and government officials pertaining to cash receivables and debts owed the Government;

(2) Appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license;

(3) A Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit;

(4) A court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a court-ordered subpoena, or in connection with criminal law proceedings;

(5) Foreign governments in accordance with formal or informal international agreements;

(6) A congressional office in response to an inquiry made at the request of the individual to whom the record pertains;

(7) The news media in accordance with guidelines contained in 28 CFR 50.2 which relate to an agency's functions relating to civil and criminal proceedings;

(8) Unions recognized as exclusive bargaining representatives under the Civil Service Reform Act of 1978, 5 U.S.C. 7111 and 7114;

(9) Third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation;

(10) To appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (b) the Department 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 this system or other systems or programs (whether maintained by the Department 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 the Department's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

Paper documents and electronic records.

**RETRIEVABILITY:**

Name or number substitute (social security number, authority number).

**SAFEGUARDS:**

Stored in filing cabinets with access by authorized accounting personnel.

**RETENTION AND DISPOSAL:**

General Records Control Schedule, GAO rules and regulations, United States Mint Records Control Schedule are destroyed in accordance with National Archives and Records Administration regulations.

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

(1) Chief Financial Officer, United States Mint, 801 9th Street, NW., Washington, DC 20220;

(2) Financial Manager, United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106;

(3) Financial Manager, United States Mint, 320 West Colfax Avenue, Denver, CO 80204;

(4) Financial Manager, United States Mint, 155 Hermann Street, San Francisco, CA 94102;

(5) Chief, Accounting Division, United States Mint, West Point, NY 10996;

(6) Administrative Officer, United States Bullion Depository, Fort Knox, KY 40121.

**NOTIFICATION PROCEDURE:**

Requests from individuals wishing to be notified if they are named in this system of records, or seeking access to

any record contained in the system of records, or seeking to contest its content, should be addressed to the head of the organizational unit having immediate custody of the records (See "System Manager(s)" above). Inquiries may be made in accordance with instructions appearing at 31 CFR part 1, subpart C, appendix H. Inquiries should be addressed to the following official: Disclosure Officer, United States Mint, 801 9th Street, NW., Washington, DC 20220.

The individual must submit a written request containing identification such as: (a) Employee identification; (b) Driver's license; (c) Other means of identification, including social security number and date of birth.

**RECORD ACCESS PROCEDURES:**

See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:**

See "Notification Procedure" above.

**RECORD SOURCE CATEGORIES:**

United States Mint employees and appropriate agency officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**TREASURY/UNITED STATES MINT .004**

**SYSTEM NAME:**

Occupational Safety and Health, Accident and Injury Records, and Claims for Injuries or Damage Compensation Records—Treasury/United States Mint.

**SYSTEM LOCATION:**

(1) United States Mint, 801 9th Street, NW., Washington, DC 20220;

(2) United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106.

(3) United States Mint, 320 West Colfax Avenue, Denver, CO 80204.

(4) United States Mint, 155 Hermann Street, San Francisco, CA 94102.

(5) United States Mint, West Point, NY 10996.

(6) United States Bullion Depository, Fort Knox, KY 40121.

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

United States Mint employees, former employees and members of the public.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Accident/Injury/Illness Records; Motor Vehicle Accident Data; Claims Against the Government, and Operators Training/Licensing.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. Ch. 81; 29 U.S.C. 668; 29 CFR 1910; E.O. 12196, 28 U.S.C. 2680 et seq.;

31 U.S.C. 3701 and 3721; and 31 CFR parts 3 and 4.

**PURPOSE(S):**

The purpose of this system is to permit the United States Mint to more effectively and efficiently process and manage claims, and to provide statistics that allow us to focus our resources in order to continually improve the safety of our workforce, work environment, and equipment.

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

These records may be used to disclose information to:

(1) Appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license;

(2) A Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit;

(3) A court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a court-ordered subpoena, or in connection with criminal law proceedings;

(4) Foreign governments in accordance with formal or informal international agreements;

(5) A congressional office in response to an inquiry made at the request of the individual to whom the record pertains;

(6) The news media in accordance with guidelines contained in 28 CFR 50.2 which relate to an agency's functions relating to civil and criminal proceedings;

(7) Third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation;

(8) Physicians providing medical services or advice to Mint management and/or employees, or to private physicians of Mint employees, for the purpose of assisting in making medical diagnoses or treatment;

(9) To appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that the security or confidentiality of information in the system of records has

been compromised; (b) the Department 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 this system or other systems or programs (whether maintained by the Department 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 the Department's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

Paper documents and electronic records.

**RETRIEVABILITY:**

By name, social security number, date or location.

**SAFEGUARDS:**

Locked file cabinets available to authorized personnel only, password required.

**RETENTION AND DISPOSAL:**

Records are retained in accordance with General Records Control Schedules; DOL, OSHA; EPA; and United States Mint Records Control Schedules; are destroyed in accordance with National Archives and Records Administration rules and regulations.

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

(1) Assistant Director for Human Resources, Associate Director for Protection, Safety Officer, Treasury Department, United States Mint, 801 9th Street, NW., Washington, DC 20220;

(2) Human Resources Officer and Safety Officer, United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106;

(3) Human Resources Officer, United States Mint, 320 West Colfax Avenue, Denver, CO 80204;

(4) Human Resources Officer and Safety Officer, United States Mint, 155 Hermann Street, San Francisco, CA 94102;

(5) Administrative Officer, United States Mint, West Point, NY 10996;

(6) Administrative Officer, United States Bullion Depository, Fort Knox, KY 40121.

**NOTIFICATION PROCEDURE:**

Requests from individuals wishing to be notified if they are named in this system of records, or seeking access to

any record contained in the system of records, or seeking to contest its content, should be addressed to the head of the organizational unit having immediate custody of the records (See "System Manager(s)" above). Inquiries may be made in accordance with instructions appearing at 31 CFR part 1, subpart C, appendix H. Inquiries should be addressed to the following official: Disclosure Officer, United States Mint, 801 9th Street, NW., Washington, DC 20220.

The individual must submit a written request containing identification such as: (a) Employee identification; (b) Driver's license; (c) Other means of identification, including social security number and date of birth.

**RECORD ACCESS PROCEDURES:**

See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:**

See "Notification Procedure" above.

**RECORD SOURCE CATEGORIES:**

Employees, supervisors, medical staff, general public, and visitors to the facilities of the United States Mint.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**TREASURY/UNITED STATES MINT .005**

**SYSTEM NAME:**

Employee—Supervisor Performance Evaluation, Counseling and Time and Attendance Records—Treasury/United States Mint.

**SYSTEM LOCATION:**

(1) United States Mint, 155 Hermann Street, San Francisco, CA 94102;

(2) United States Mint, 320 West Colfax Avenue, Denver, CO 80204;

(3) United States Mint, 801 9th Street, NW., Washington, DC 20220;

(4) United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106;

(5) United States Mint, West Point, NY;

(6) United States Bullion Depository, Fort Knox, KY 40121.

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

United States Mint employees and former employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information necessary for managers and supervisors to effectively carry out supervisory responsibilities. Included are such records as: copies of personnel actions, performance appraisals, quarterly reviews, disciplinary actions, overtime reports, tardiness reports, work assignments, AWS request forms,

telecommute agreements, training reports, training requests, applications for employment, home addresses, phone numbers, leave reports, leave requests, employee awards. (Supervisors maintain varying combinations of the above records. Some supervisors may maintain all or none of the above records depending upon the nature and size of the operation or organization and the number of individuals supervised.)

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301 and FPM Supplement 990—1, Section 3.

**PURPOSE(S):**

The purpose of this system is to permit the United States Mint to: maintain performance records used to support awards, promotions, performance-based actions, training and other personnel actions, and to track and evaluate performance based upon the accomplishments of each employee; and to accurately calculate employee leave accruals, track usage, compensate separating employees with lump sum entitlements, and to bill employees who owe payment for leave taken in excess of their leave balance.

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

These records may be used to disclose information to:

(1) Appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license;

(2) A Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit;

(3) A court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a court-ordered subpoena, or in connection with criminal law proceedings;

(4) Foreign governments in accordance with formal or informal international agreements;

(5) A congressional office in response to an inquiry made at the request of the individual to whom the record pertains;

(6) The news media in accordance with guidelines contained in 28 CFR

50.2 which relate to an agency's functions relating to civil and criminal proceedings;

(7) Third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation;

(8) To appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (b) the Department 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 this system or other systems or programs (whether maintained by the Department 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 the Department's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

Paper documents maintained in folders and electronic records.

**RETRIEVABILITY:**

By name.

**SAFEGUARDS:**

Stored in file cabinets, desks, and computer files of supervisors.

**RETENTION AND DISPOSAL:**

Retained as long as employee is under their supervision.

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

(1) Associate and Assistant Directors and Director's Staff, United States Mint, 801 9th Street, NW., Washington, DC 20220;

(2) Plant Manager, United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106;

(3) Plant Manager, United States Mint, 320 West Colfax Avenue, Denver, CO 80204;

(4) Plant Manager, United States Mint, 155 Hermann Street, San Francisco, CA 94102;

(5) Plant Manager, United States Mint, West Point, NY 10996;

(6) Officer-in-Charge, United States Bullion Depository, Fort Knox, KY 40121.

**NOTIFICATION PROCEDURE:**

Requests from individuals wishing to be notified if they are named in this

system of records, or seeking access to any record contained in the system of records, or seeking to contest its content, should be addressed to the head of the organizational unit having immediate custody of the records (See "System Manager(s)" above). Inquiries may be made in accordance with instructions appearing at 31 CFR part 1, subpart C, appendix H. Inquiries should be addressed to the following official: Disclosure Officer, United States Mint, 801 9th Street, NW., Washington, DC 20220.

The individual must submit a written request containing identification such as an employee identification and or driver's license.

**RECORD ACCESS PROCEDURES:**

See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:**

See "Notification Procedure" above.

**RECORD SOURCE CATEGORIES:**

Employees, previous employers, and appropriate agency officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**TREASURY/UNITED STATES MINT .007**

**SYSTEM NAME:**

General Correspondence—Treasury/United States Mint.

**SYSTEM LOCATION:**

United States Mint, 801 9th Street, NW., Washington, DC 20220.

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

Members of the public, Members of Congress, United States Mint officials and officials from other Federal agencies.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Incoming correspondence and replies pertaining to the mission, function and operation of the United States Mint.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

31 U.S.C. 5131 and 5132.

**PURPOSE(S):**

The purpose of this system is to permit the United States Mint to respond effectively and in a timely manner to the correspondence that the agency receives on many issues from its various stakeholders, including Members of Congress and the general public.

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

These records may be used to disclose information to:

(1) Appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license;

(2) A Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit;

(3) A court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a court-ordered subpoena, or in connection with criminal law proceedings;

(4) Foreign governments in accordance with formal or informal international agreements;

(5) A congressional office in response to an inquiry made at the request of the individual to whom the record pertains;

(6) The news media in accordance with guidelines contained in 28 CFR 50.2 which relate to an agency's functions relating to civil and criminal proceedings;

(7) Third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation;

(8) To appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (b) the Department 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 this system or other systems or programs (whether maintained by the Department 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 the Department's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

Paper documents and electronic records.

**RETRIEVABILITY:**

By name (limited retrievability by subject and/or control number).

**SAFEGUARDS:**

Maintained in limited access area available only to appropriate agency officials.

**RETENTION AND DISPOSAL:**

In accordance with the National Archives and Records Administration's General Records Control Schedule and the United States Mint Records Control Schedule. Destroyed in accordance with National Archives and Records Administration regulation.

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

Chief, Executive Secretariat, United States Mint, 801 9th Street, NW., Washington, DC 20220.

**NOTIFICATION PROCEDURE:**

Requests from individuals wishing to be notified if they are named in this system of records, or seeking access to any record contained in the system of records, or seeking to contest its content, should be addressed to the head of the organizational unit having immediate custody of the records (See "System Manager(s)" above). Inquiries may be made in accordance with instructions appearing at 31 CFR part 1, subpart C, appendix H. Inquiries should be addressed to the following official: Disclosure Officer, United States Mint, 801 9th Street, NW., Washington, DC 20220.

**The individual must submit a written request containing his or her name.**

**RECORD ACCESS PROCEDURES:**

See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:**

See "Notification Procedure" above.

**RECORD SOURCE CATEGORIES:**

The general public, Members of Congress and Federal officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**TREASURY/UNITED STATES MINT .008**

**SYSTEM NAME:**

Employee Background Investigations Files—Treasury/United States Mint.

**SYSTEM LOCATION:**

United States Mint, 801 9th Street, NW., Washington, DC 20220.

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

United States Mint employees and members of the public suspected of criminal misconduct against the United States Mint.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name of individual, location of United States Mint facility, and reports by security personnel of the United States Mint Police.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Title 18 U.S.C.

**PURPOSE(S):**

The purpose of this system is to permit the United States Mint to collect and maintain background investigation records on potential applicants, and current Mint employees and contractors for issuance of security clearances, access to United States Mint facilities or other administrative reasons.

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

These records may be used to disclose information to:

(1) Appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license;

(2) A Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit;

(3) A court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a court-ordered subpoena, or in connection with criminal law proceedings;

(4) Foreign governments in accordance with formal or informal international agreements;

(5) A congressional office in response to an inquiry made at the request of the individual to whom the record pertains;

(6) The news media in accordance with guidelines contained in 28 CFR 50.2 which relate to an agency's functions relating to civil and criminal proceedings;

(7) Third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation;

(8) To appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that the security or confidentiality of information in the system of records has

been compromised; (b) the Department 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 this system or other systems or programs (whether maintained by the Department 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 the Department's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

Paper documents.

**RETRIEVABILITY:**

By name.

**SAFEGUARDS:**

Files are kept in a combination locked file cabinet in an area accessible to authorized agency officials.

**RETENTION AND DISPOSAL:**

Retained in accordance with United States Mint Records Control Schedule; are destroyed in accordance with National Archives and Records Administration rules and regulations.

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

Office of Protection, United States Mint, 801 9th Street, NW., Washington, DC 20220.

**NOTIFICATION PROCEDURE:**

Requests from individuals wishing to be notified if they are named in this system of records, or seeking access to any record contained in the system of records, or seeking to contest its content, should be addressed to the head of the organizational unit having immediate custody of the records (See "System Manager(s)" above). Inquiries may be made in accordance with instructions appearing at 31 CFR part 1, subpart C, appendix H. Inquiries should be addressed to the following official: Disclosure Officer, United States Mint, 801 9th Street, NW., Washington, DC 20220.

The individual must submit a written request containing identification such as: (a) Employee identification; (b) Driver's license; (c) Other means of identification, including social security number and date of birth.

**RECORD ACCESS PROCEDURES:**

See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:**

See "Notification Procedure" above.

**RECORD SOURCE CATEGORIES:**

United States Mint and other law enforcement officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

As authorized by 5 U.S.C. 552a (k)(2); this system is exempt from the following provisions, subsections (c)(3), (d), (e)(1); (e)(4) (G), (H), and (I) and (f) of 5 U.S.C. 552a.

**TREASURY/UNITED STATES MINT .009**

**SYSTEM NAME:**

Retail Sales System (RSS), Customer Mailing List, Order Processing Record for Coin Sets, Medals and Numismatic Items, and records of undelivered orders, product descriptions, availability and inventory—Treasury/United States Mint.

**SYSTEM LOCATION:**

United States Mint, 801 9th Street, NW., Washington, DC 20220.

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

Members of the public.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Names, addresses, phone numbers, e-mail addresses, order history of customers purchasing numismatic items, of individuals who wish to receive notification of numismatic offerings by the United States Mint, and of individuals requesting information and promotional materials (and their intended use of requested materials and information).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

31 U.S.C. 5111, 5112, 5132, 5136, and 31 CFR part 92.

**PURPOSE(S):**

The purpose of this system is to permit the United States Mint to: maintain a mailing list of customers and interested parties to provide continuous communication and/or promotional materials about existing and upcoming numismatic product offerings, circulating coins and activities; record and maintain records of customer, interested party and order information and requests for promotional materials, and to capture orders through each stage of the order life cycle; research and resolve orders that were not successfully delivered to customers and interested parties; and maintain a list of its products and to monitor and maintain product and promotional material inventory levels to meet customer and interested party demand while remaining within legislatively-mandated mintage levels as applicable.

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

These records may be used to disclose information to:

(1) Accounting offices, managers, supervisors and government officials pertaining to cash receivables and debts owed the Government;

(2) Appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license;

(3) A Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit;

(4) A court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a court-ordered subpoena, or in connection with criminal law proceedings;

(5) Foreign governments in accordance with formal or informal international agreements;

(6) A congressional office in response to an inquiry made at the request of the individual to whom the record pertains;

(7) The news media in accordance with guidelines contained in 28 CFR 50.2 which relate to an agency's functions relating to civil and criminal proceedings;

(8) Third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation.

(9) Contractors performing work under a contract or agreement for the Federal government, when necessary to accomplish an agency function related to this system of records, in compliance with the Privacy Act of 1974, as amended;

(10) Appropriate agencies, entities, and persons when (a) it is suspected or confirmed that the security or confidentiality of information in the system of records has been compromised; (b) the Mint 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 this system or other systems or programs (whether maintained by the

Mint 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 the Mint's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

Paper documents and electronic records.

**RETRIEVABILITY:**

Name, address, phone number, customer number or order number, order date, whether or not the account is 'flagged' (such as due to an unusual quantity or an order requiring verification for processing and completion), shipment tracking number, and any internal identification number that may be assigned to the request.

**SAFEGUARDS:**

CRT, password protection; only designated persons may request computer generated reports. Access to any information pertaining to any individual is limited to only those individuals requiring the information to accommodate handling of transactions with the customers. Separation of functions; source documents maintained in one division and programming systems in another.

**RETENTION AND DISPOSAL:**

In accordance with the National Archives and Records Administration General Records Control Schedule and the United States Mint Records Control Schedule; are destroyed in accordance with National Archives and Records Administration regulations. Customer names and addresses are maintained as long as they are active.

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

Associate Director for Sales and Marketing, United States Mint, 801 9th Street, NW., Washington, DC 20220.

**NOTIFICATION PROCEDURE:**

Requests from individuals wishing to be notified if they are named in this system of records, or seeking access to any record contained in the system of records, or seeking to contest its content, should be addressed to the head of the organizational unit having immediate custody of the records (See "System Manager(s)" above). Inquiries may be made in accordance with instructions appearing at 31 CFR part 1, subpart C, appendix H. Inquiries should

be addressed to the following official: Disclosure Officer, United States Mint, 801 9th Street, NW., Washington, DC 20220.

The individual must submit a written request containing the order number as provided on the order card or copy of both sides of canceled check; customer number which appears on pre-printed order cards or on face of check.

**RECORD ACCESS PROCEDURES:**

See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:**

See "Notification Procedure" above.

**RECORD SOURCE CATEGORIES:**

Members of the public and appropriate government officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**Treasury/United States Mint .012**

**SYSTEM NAME:**

Grievances. Union/Agency Negotiated Grievances; Adverse Performance Based Personnel Actions; Discrimination Complaints; Third Party Actions—Treasury/United States Mint.

**SYSTEM LOCATION:**

- (1) United States Mint, 801 9th Street, NW., Washington, DC 20220;
- (2) United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106;
- (3) United States Mint, 320 West Colfax Avenue, Denver, CO 80204;
- (4) United States Mint, 155 Hermann Street, San Francisco, CA 94102;
- (5) United States Mint, West Point, NY 10996.

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

Employees and former employees of the United States Mint.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records contains information or documents relating to union or agency grievances filed under provisions of negotiated grievance procedures and employee grievances filed under the provisions of administrative grievance procedures; such grievances may relate to adverse actions, performance-based actions and other personnel matters, and include the decisions of third parties where applicable. The system also includes records relating to discrimination complaint procedures, including decisions of appropriate third parties where applicable.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 7701 and 7702; 5 U.S.C. Ch. 75; and 5 U.S.C. Ch. 71. Executive

Orders 11491, 11616, 11636, 11838, 11901, 12027, 12107; 29 CFR 1613; negotiated agreements between the United States Mint and exclusively recognized labor unions.

**PURPOSE(S):**

The purpose of this system is to permit the United States Mint to: support actions fall under Title 5, United States Code (U.S.C.), Chapter 43; track and maintain discrimination complaints; and enforce judgments ordered, and to maintain historical reference to ensure consistency of all personnel actions that may be subject to third party review.

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

These records may be used to disclose information to:

(1) Appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, or license;

(2) A Federal, State, or local agency, maintaining civil, criminal or other relevant enforcement information or other pertinent information, which has requested information relevant to or necessary to the requesting agency's or the bureau's hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit;

(3) A court, magistrate, or administrative tribunal in the course of presenting evidence, including disclosures to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, in response to a court-ordered subpoena, or in connection with criminal law proceedings;

(4) A congressional office in response to an inquiry made at the request of the individual to whom the record pertains;

(5) The news media in accordance with guidelines contained in 28 CFR 50.2 which relate to an agency's functions relating to civil and criminal proceedings;

(6) Unions recognized as exclusive bargaining representatives under the Civil Service Reform Act of 1978, 5 U.S.C. 7111 and 7114;

(7) Third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation;

(8) To appropriate agencies, entities, and persons when (a) the Department suspects or has confirmed that the security or confidentiality of information in the system of records has



been compromised; (b) the Department 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 this system or other systems or programs (whether maintained by the Department 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 the Department's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

Paper documents and electronic records.

**RETRIEVABILITY:**

These records are filed by the names of the individuals on whom they are maintained or by the subject of the action.

**SAFEGUARDS:**

Access to and use of these records are limited to those agency officials whose official duties require such access.

**RETENTION AND DISPOSAL:**

Retained in accordance with the United States Mint Records Control

Schedules; are destroyed in accordance with National Archives and Records Administration rules and regulations.

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

(1) Assistant Director for Human Resources, United States Mint, Department of the Treasury, 801 9th Street, NW., Washington, DC 20220.

(2) Human Resources Officer, United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106.

(3) Human Resources Officer, United States Mint, 320 West Colfax Avenue, Denver, CO 80204.

(4) Human Resources Officer, United States Mint, 155 Hermann Street, San Francisco, CA 94102.

(5) Human Resources Officer, United States Mint, West Point, NY 10996.

**NOTIFICATION PROCEDURE:**

Individuals who have filed a grievance, appeal, or complaint about a decision or determination made by an agency or about conditions existing in an agency already have been provided a copy of the record. The contest, amendment, or correction of a record is permitted during the prosecution of the action to whom the record pertains. However, after a case has been closed requests from individuals wishing to be notified if they are named in this system of records, or seeking access to any record contained in the system of records, or seeking to contest its content, should be addressed to the

head of the organizational unit having immediate custody of the records (See "System Manager(s)" above).

Inquiries may be made in accordance with instructions appearing at 31 CFR part 1, subpart C, appendix H. Inquiries should be addressed to the following official: Disclosure Officer, United States Mint, 801 9th Street, NW., Washington, DC 20220.

The individual must submit a written request with information sufficient to verify the identity of the requester such as full name, date of birth, a brief description of the grievance and the approximate date of submission.

**RECORD ACCESS PROCEDURES:**

See "Notification Procedure" above.

**CONTESTING RECORD PROCEDURES:**

See "Notification Procedure" above.

**RECORD SOURCE CATEGORIES:**

The sources of these records are as follows: (a) Individual to whom the record pertains; (b) Agency officials; (c) Affidavits or statements from employee(s); (d) Testimonies of witnesses; (e) Official documents and correspondence relating to the grievance.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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