

District Counsel's Office, IRS, Suite 350,
10850 Richmond Avenue, Houston, Texas
77042-4775

District Counsel's Office, IRS, Suite 320, 500
West Main, Oklahoma City, Oklahoma
73102

District Counsel's Office, IRS, Suite 1500,
3225 N. Central Avenue, Phoenix, Arizona
85012

District Counsel, IRS, Room 131, Wallace F.
Bennett Federal Building, 125 South State
Street, Salt Lake City, Utah 84138

District Counsel's Office, IRS, Room 607, 949
East Thirty-sixth Avenue, Anchorage,
Alaska 99508

District Counsel's Office, IRS, Box 024, 550
West Fort Street, Boise, Idaho 83724

District Counsel's Office, IRS, 7119 PJKK
Federal Building, 300 Ala Moana
Boulevard, Honolulu, Hawaii 96850

District Counsel's Office, IRS, Fourth Floor,
Chet Holifield Building, 24000 Avila Road,
Laguna Niguel, California 92656

District Counsel's Office, IRS, 4750 Oakey,
Suite 403, Las Vegas, Nevada 89102

District Counsel's Office, IRS, 3018 Federal
Building, 300 N. Los Angeles Street, Los
Angeles, California 90012

District Counsel's Office, IRS, 222 SW.
Columbia, Suite 450, Portland, Oregon
97201

District Counsel's Office, IRS, 4330 Watt
Avenue, Suite 470, North Highlands,
California 95660

District Counsel's Office, IRS, Suite 901, 701
B Street, San Diego, California 92101

District Counsel's Office, IRS, Room 504, 160
Spear Street, San Francisco, California
94105

District Counsel's Office, IRS, Suite 505, 55
South Market Street, San Jose, California
95113

District Counsel's Office, IRS, 2710 Federal
Building, 915 Second Avenue, Seattle,
Washington 98174

District Counsel's Office, IRS, 950 Hampshire
Road, East Pavilion, Thousand Oaks,
California 91361

BILLING CODE: 4830-01-F

United States Mint

Treasury/U.S. Mint .001

SYSTEM NAME:

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

SYSTEM LOCATION:

United States Mint, Judiciary Square
Building, 633 3rd Street, NW,
Washington, DC 20220; United States
Mint, 151 North Independence Mall
East, Philadelphia, PA 19106; United
States Mint, 320 West Colfax Avenue,
Denver, CO 80204; United States Mint,
155 Hermann Street, San Francisco, CA
94102; United States Mint, West Point,
NY 10996; United States Bullion
Depository, Fort Knox, KY 40121.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and former employees of
the United States Mint and the general
public who have: (a) Served on jury
duty when employed by the United
States Mint; (b) Paid for lost
Government property belonging to the
Mint; (c) Purchased numismatic items
from Mint sales outlets; and (d) Have
obtained travel advances.

CATEGORIES OF RECORDS IN THE SYSTEM:

(1) Receivables due from 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
Mint employees and former employees
who have outstanding travel advances.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

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

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

These records and information in the
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.

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

STORAGE:

Paper documents.

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:

Chief Financial Officer, United States
Mint, Judiciary Square Building, 633
3rd Street, NW, Washington, DC 20220;
Financial Manager, United States Mint,
151 North Independence Mall East,
Philadelphia, PA 19106; Financial
Manager, United States Mint, 320 West
Colfax Avenue, Denver, CO 80204;
Financial Manager, United States Mint,
155 Hermann Street, San Francisco, CA
94102; Chief, Accounting Division,
United States Mint, West Point, NY
10996; Administrative Officer, United
States Bullion Depository, Fort Knox,
KY 40121.

NOTIFICATION PROCEDURE:

Refer to System manager(s) and
address. An employee or former
employee is required to show an
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:

For information on procedures for
gaining access to and contesting records,
individuals may contact the following
official: Chief, Executive Secretariat,
United States Mint, Judiciary Square
Building, Room 715, 633 3rd Street,
NW, Washington, DC 20220.

CONTESTING RECORD PROCEDURES:

Refer to "Record access procedures."

RECORD SOURCE CATEGORIES:

U.S. Mint employees and appropriate
agency officials.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

Treasury/U.S. Mint .002**SYSTEM NAME:**

Current Employee Security Identification Record — Treasury/United States Mint.

SYSTEM LOCATION:

United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220; United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106; United States Mint, 320 West Colfax Avenue, Denver, CO 80204; United States Mint, 155 Hermann Street, San Francisco, CA 94102; United States Mint, West Point, NY 10996; United States Bullion Depository, Fort Knox, KY 40121.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current United States Mint employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Security information system is used to verify proper admittance to restricted areas within the Mint facilities. The card record (Mint Form 8925) provides the name of the employee, date and place of birth, descriptive data on height, weight, hair and eyes; office and division in which employed; along with photograph and signature of the employee. The record also indicates approval by facility management for the issuance of personal identification to the employee, which is subsequently carried by the employee.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

40 U.S.C. 318–318c.

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

These records and information in the 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.

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

Records are 5" x 8" cards filed in Kardex Binder or circular-type index system; or computerized database management system.

RETRIEVABILITY:

Alphabetical by name.

SAFEGUARDS:

Maintained in secure area by security officers.

RETENTION AND DISPOSAL:

Records are retained until separation of the employee and are destroyed upon termination in accordance with National Archives and Records Administration rules and regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer (Coordinator), Treasury Department, United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220; Security Officer (Facility Manager), United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106; Security Officer (Facility Manager), United States Mint, 320 West Colfax Avenue, Denver, CO 80204; Security Officer (Facility Manager), United States Mint, 155 Hermann Street, San Francisco, CA 94102; Security Officer (Facility Manager), United States Mint, West Point, NY 10996; Security Officer (Facility Manager), United States Bullion Depository, Fort Knox, KY 40121.

NOTIFICATION PROCEDURE:

Refer to System manager(s) and address. An employee is free to examine his card record upon request, after properly identifying himself as the subject of record. The following are used as proof of identity: (a) Employee

identification; (b) Driver's license; and (c) Other acceptable identifying documents.

RECORD ACCESS PROCEDURES:

For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Executive Secretariat, United States Mint, Judiciary Square Building, Room 715, 633 3rd Street, NW, Washington, DC 20220.

CONTESTING RECORD PROCEDURES:

Refer to "Record access procedures."

RECORD SOURCE CATEGORIES:

Personal information provided by the employee and identification approval by management staff.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

Treasury/U.S. Mint .003**SYSTEM NAME:**

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

SYSTEM LOCATION:

United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220; United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106; United States Mint, 320 West Colfax Avenue, Denver, CO 80204; United States Mint, 155 Hermann Street, San Francisco, CA 94102; United States Mint, West Point, NY 10996; 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) SF 1166 Voucher and Schedule of Payments with supporting documents such as: (a) SF 1012 Travel Voucher; (b) SF 1028 Application and Account for Advance of Funds; (2) Travel Authorities; (3) Government Travel Request SF 1169; (4) SF-182, Request, Authorization, Agreement and Certification of Training.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Chapters 41 and 57.

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

These records and information in the 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.

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

STORAGE:

Paper documents.

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:

Chief Financial Officer, United States Mint, Judiciary Square Building, 633

3rd Street, NW, Washington, DC 20220; Financial Manager, United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106; Financial Manager, United States Mint, 320 West Colfax Avenue, Denver, CO 80204; Financial Manager, United States Mint, 155 Hermann Street, San Francisco, CA 94102; Chief, Accounting Division, United States Mint, West Point, NY 10996; Administrative Officer, United States Bullion Depository, Fort Knox, KY 40121.

NOTIFICATION PROCEDURE:

Refer to System manager(s) and address. An employee or former employee is required to show an identification such as: (a) Employee identification; (b) Driver's license; and (c) Other means of identification including social security number and date of birth.

RECORD ACCESS PROCEDURES:

For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Executive Secretariat, United States Mint, Judiciary Square Building, Room 715, 633 3rd Street, NW, Washington, DC 20220.

CONTESTING RECORD PROCEDURES:

Refer to "Record access procedures."

RECORD SOURCE CATEGORIES:

United States Mint employees and appropriate agency officials.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

Treasury/U.S. 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:

Location and Category of Records Maintained: United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220 — Accident/Injury/Illness Records, Vehicle Accident, and Claims against the Government; United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106 — Accident/Injury/Illness Records, Motor Vehicle Accident Data, Claims against the Government, Safety Equipment Logs, and Operators Training/Licensing; United States Mint, 320 West Colfax Avenue, Denver, CO 80204; Accident/Injury/Illness Records, Motor Vehicle Accident Data, Claims against the

Government, Safety Equipment Logs, and Operators Licensing; United States Mint, 155 Hermann Street, San Francisco, CA 94102; Accident/Injury/Illness Records, Motor Vehicle Accident Data, Claims against the Government, Safety Equipment Logs, and Operators Training/Licensing; United States Mint, West Point, NY 10996; Accident/Injury/Illness Records, Motor Vehicle Accident Data, Claims against the Government, and Safety Equipment Logs; United States Bullion Depository, Fort Knox, KY 40121; Accident/Injury/Illness Records, Motor Vehicle Accident Data, and Claims against the Government.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

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

CATEGORIES OF RECORDS IN THE SYSTEM:

Refer to System location.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. Ch. 81; 29 U.S.C. 668; 29 CFR part 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.

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

These records and information in the 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.

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

STORAGE:

Paper documents.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Locked file cabinets available to authorized personnel only.

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:

Assistant Director for Human Resources, Treasury Department, United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220; Personnel Officer and Safety Officer, United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106; Personnel Officer, United States Mint, 320 West Colfax Avenue, Denver, CO 80204; Personnel Officer, United States Mint, 155 Hermann Street, San Francisco, CA 94102; Administrative Officer, United States Mint, West Point, NY 10996; Administrative Officer, United States Bullion Depository, Fort Knox, KY 40121.

NOTIFICATION PROCEDURE:

Refer to System manager(s) and address. An employee or former employee is required to show an identification such as: (a) Employee identification; (b) Driver's license; and (c) Other means of identification, including social security number and date of birth.

RECORD ACCESS PROCEDURES:

For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Executive Secretariat, United States Mint, Judiciary Square Building, Room 715, 633 3rd Street, NW, Washington, DC 20220.

CONTESTING RECORD PROCEDURES:

Refer to "Record access procedures."

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/U.S. Mint .005

SYSTEM NAME:

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

SYSTEM LOCATION:

United States Mint, 155 Hermann Street, San Francisco, CA 94102; United States Mint, 320 West Colfax Avenue, Denver, CO 80204; United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220; United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106; United States Mint, West Point, NY; United States Bullion Depository, Fort Knox, KY 40121; and United States Mint, Customer Service Center, Matland Building, 10001 Aerospace Road, Lanham, MD 20706.

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 appraisal including production and control, disciplinary actions, overtime reports, tardiness reports, work assignments, training reports, applications for employment, home addresses, leave reports, 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.

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

These records and information in the 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.

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

STORAGE:

Paper documents maintained in folders.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Stored in file cabinets and desks of supervisors.

RETENTION AND DISPOSAL:

Retained as long as employee is under their supervision.

SYSTEM MANAGER(S) AND ADDRESS:

Associate and Assistant Directors and Director's Staff, United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220, and Customer Service Center, Matland Building, 10001 Aerospace Road, Lanham, MD 20706; Superintendent, United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106; Superintendent, United States Mint, 320 West Colfax Avenue, Denver, CO 80204; Superintendent, United States Mint, 155 Hermann Street, San Francisco, CA 94102; Superintendent, United States Mint,

West Point, NY 10996; Officer-in-Charge, United States Bullion Depository, Fort Knox, KY 40121.

NOTIFICATION PROCEDURE:

Refer to System manager(s) and address. Employee or former employee is required to show identification such as: identification card, driver's license.

RECORD ACCESS PROCEDURES:

For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Executive Secretariat, United States Mint, Judiciary Square Building, Room 715, 633 3rd Street, NW, Washington, DC 20220.

CONTESTING RECORD PROCEDURES:

Refer to "Record access procedures."

RECORD SOURCE CATEGORIES:

Employees, previous employers, and appropriate agency officials.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

Treasury/U.S. Mint .007

SYSTEM NAME:

General Correspondence — Treasury/United States Mint.

SYSTEM LOCATION:

United States Mint, Judiciary Square, 633 3rd Street, NW, Washington, DC 20220

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the public, Members of Congress, 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.

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

These records and information in the 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.

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

STORAGE:

Paper documents.

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, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220.

NOTIFICATION PROCEDURE:

Refer to System Manager for addresses to which inquiries may be addressed and addresses at which the individual may present a request as to whether a system contains records pertaining to himself/herself. The individual must supply his/her name.

RECORD ACCESS PROCEDURES:

For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Executive Secretariat, United States Mint, Judiciary Square

Building, 633 3rd Street, NW, Washington, DC 20220.

CONTESTING RECORD PROCEDURES:

Refer to "Record access procedures."

RECORD SOURCE CATEGORIES:

The general public, Members of Congress and Federal officials.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

Treasury/U.S. Mint .008

SYSTEM NAME:

Criminal Investigations Files — Treasury/United States Mint.

SYSTEM LOCATION:

United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

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 Mint facility, and reports by security personnel of the U.S. Mint.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Title 18 U.S.C.

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

These records and information in the 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.

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 locked metal 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:

Mint Security Office, United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220.

NOTIFICATION PROCEDURES:

Refer to System manager(s) and address.

RECORD ACCESS PROCEDURES:

For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Executive Secretariat, United States Mint, Judiciary Square Building, Room 715, 633 3rd Street, NW, Washington, DC 20220.

CONTESTING RECORD PROCEDURES:

Refer to "Record access procedures."

RECORD SOURCE CATEGORIES:

United States Mint and other law enforcement officials.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

As authorized by 5 U.S.C. 552a (j) and (k); 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/U.S. Mint .009

SYSTEM NAME:

Numismatic Coin Operations System (NUCOS) Records; Customer Mailing List, Order Processing Record for Coin Sets, Medals and Numismatic Items,

and records of undelivered orders — Treasury/Mint.

SYSTEM LOCATION:

United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220 and Customer Service Center, Matland Building, 10001 Aerospace Road, Lanham, MD 20706.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Members of the public.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names, addresses, order history of customers purchasing numismatic items and of individuals who wish to receive notification of numismatic offerings by the Mint.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

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

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

These records and information in the 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.

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

STORAGE:

Magnetic tape, discs, paper and cards:

RETRIEVABILITY:

Name, customer number or order number.

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 Marketing, Judiciary Square Building, 633 3rd Street, NW., Washington, DC 20220.

NOTIFICATION PROCEDURE:

Refer to System manager(s) and address. Individuals should supply order number as provided on 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:

For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Executive Secretariat, United States Mint, Judiciary Square Building, Room 715, 633 3rd Street, NW, Washington, DC 20220.

CONTESTING RECORD PROCEDURES:

Refer to "Record access procedures."

RECORD SOURCE CATEGORIES:

Members of the public and appropriate government officials.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

Treasury/U.S. 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:

United States Mint, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220; United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106; United States Mint, 320 West Colfax Avenue, Denver, CO 80204; United States Mint, 155 Hermann Street, San Francisco, CA 94102; United States Mint, West Point, NY 10996; United States Bullion Depository, Fort Knox, KY 40121.

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 employee grievances filed under provisions of negotiated grievance procedures, administrative grievance procedures, adverse action procedures, performance based action procedures, and discrimination complaint procedures, including decision 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 part 1613; negotiated agreements between the United States Mint and exclusively recognized labor unions.

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

These records and information in the 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.

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

These records are maintained in file folders or binders.

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:

For current and former employees: Assistant Director for Human Resources, United States Mint, Department of the Treasury, Judiciary Square Building, 633 3rd Street, NW, Washington, DC 20220. Personnel Officer, United States Mint, 151 North Independence Mall East, Philadelphia, PA 19106. Personnel Officer, United States Mint, 320 West Colfax Avenue, Denver, CO 80204. Personnel Officer, United States Mint, 155 Hermann Street, San Francisco, CA 94102. Administrative Officer, United States Mint, West Point, NY 10996. Administrative Officer, United States Bullion Depository, Fort Knox, KY 40121.

NOTIFICATION PROCEDURE:

Individuals who have filed an action are provided a copy of the record. They may, however, contact the System Manager indicated above regarding the existence of such records pertaining to them. It is necessary to furnish 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:

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, an individual may gain access to, or contest the official copy of the grievance record by writing the appropriate System Manager indicated above. Individuals should provide name, date of birth, a brief description of the action and the approximate date of submission.

CONTESTING RECORD PROCEDURES:

Refer to "Record access procedures."

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.

BILLING CODE: 4810-37-F

Bureau of the Public Debt

Treasury/BPD .001**SYSTEM NAME:**

Personnel and Administrative Records—Treasury/BPD.

SYSTEM LOCATION:

Records are maintained at the following Bureau of the Public Debt locations: 200 Third Street, Parkersburg, WV 26106; Park Center, 90 Park Center, Parkersburg, WV 26101; H.J. Hintgen Building, 2nd and Avery Streets, Parkersburg, WV 26102; 999 E Street, NW, Washington, DC 20239; 300-13th Street, SW, Washington, DC 20239; and 800 K Street, NW, Washington, DC 20226. Copies of some documents have been duplicated for maintenance by