This section of the FEDERAL REGISTER contains documents other than rules or proposed rules that are applicable to the public. Notices of hearings and investigations, committee meetings, agency decisions and rulings, delegations of authority, filing of petitions and applications and agency statements of organization and functions are examples of documents appearing in this section.

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Privacy Act of 1974; Systems of Records

AGENCY: Office of the Secretary, USDA.

ACTION: Revision of Privacy Act systems of records.

SUMMARY: Pursuant to 5 U.S.C. 552a(e)(4) the United States Department of Agriculture (USDA) is revising the Privacy Act Systems of Records maintained by the Office of Inspector General (OIG) published in the Federal Register on October 11, 1994, on pages 54105–54113 and modifies the list of routine uses listed under USDA/OIG–1 and made applicable in verbatim to systems, USDA/OIG–2, USDA/OIG–3, USDA/OIG–4, USDA/OIG–5, USDA/OIG–6, and USDA/OIG–7, by adding text to allow the release of names of arrested persons and to reflect changes in office addresses which are applicable to all USDA/OIG systems.

DATES: This revision becomes effective (January 2, 1998) without further notice unless changes are made in response to comments received from the public.


SUPPLEMENTARY INFORMATION: The revision in the routines uses listed under system USDA/OIG–1, Employee Records, USDA/OIG, and made applicable in verbatim, by reference, to systems USDA/OIG–2, USDA/OIG–3, USDA/OIG–4, USDA/OIG–5, USDA/OIG–6, and USDA/OIG–7, adds a routine use number 13 which reads as follows: "Relevant information from a system of records may be disclosed to the news media and general public where there exists a legitimate public interest, e.g., to assist in the location of fugitives, to provide notification of arrests, where necessary for protection from imminent threat of life or property, or in accordance with guidelines set out by the Department of Justice in 28 CFR 50.2.”

A Proposed change applicable to all USDA/OIG systems include changes in office addresses also under system USDA/OIG–1, Employee Records, USDA/OIG.

Accordingly, USDA is revising the full text of the OIG Systems of Records last published in full in 50 FR 50814, December 12, 1985, and amended in part in 54 FR 39552, September 27, 1989.

A Privacy Act Systems Report relating to the proposed changes, required by 5 U.S.C. 552a(r), has been set to the Office of Management and Budget and Congress.

Done at Washington, DC, this 3rd day of November 1997.

Dan Glickman,
Secretary of Agriculture.

USDA/OIG–1
SYSTEM NAME:
Employee Records, USDA/OIG.

SYSTEM LOCATION:
In the headquarters offices of the U.S. Department of Agriculture (USDA), Office of Inspector General (OIG) and Office of Personnel (OP) in the Jamie L. Whitten Federal Building, 1400 Independence Avenue SW., Washington, DC 20250, and at PO Box 293, Kansas City, Missouri 64141.

OIG Regional Offices
600 Harrison Street, Suite 225, San Francisco, California 94017
401 West Peachtree Street NW., Room 2328, Audit; Room 2329, Investigations, Atlanta, Georgia 30365–3520
111 North Canal Street, Suite 1130, Chicago, Illinois 60606–7295
ATTN: Suite 5006, 4700 River Road, Unit 151, Riverdale, Maryland 20737–1237
PO Box 293, Kansas City, Missouri 64141
26 Federal Plaza, Room 1409, New York, New York 10278
101 South Main, Room 324, Audit; Room 311, Investigations, Temple, Texas 76501

OIG/Audit Suboffices
1510 “J” Street, Suite 120, Sacramento, California 95814
2850 McCiellan, Suite 3500, Fort Collins, Colorado 80525
3008 NW. 13th Street, Suite B, Gainesville, Florida 32609
3736 Government Street, Alexandria, Louisiana 71302
13800 Old Gentilly Road, New Orleans, Louisiana 70129
3001 Coolidge Road, Suite 150, East Lansing, Michigan 48823–6321
375 Jackson Street, Suite 320, St. Paul, Minnesota 55101–1850
Millisaps Building, Suite 400, 201 West Capitol Street, Jackson, Mississippi 39201
PO Box 14153 Main Post Office, St. Louis, Missouri 63120
100 Centennial Mall North, Room 276, Lincoln, Nebraska 68508
Mercer Corporate Park, 310 Corporate Boulevard, Robbinsville, New Jersey 08691–1598
26 Federal Plaza, Room 1415, New York, New York 10278
4407 Bland Road, Room 110, Raleigh, North Carolina 27609
200 N. High Street, Room 346, Columbus, Ohio 43215–2408
Edith Green Wendell Wyatt Federal Building, 222 SW. Third Avenue, Room 1640, Portland, Oregon 97204–2893
One Credit Union Place, Suite 350, Harrisburg, Pennsylvania 17110–2992
233 Cumberland Bend, Room 204, Nashville, Tennessee 37228
1200 Main Tower, Room 880, Dallas, Texas 75202

OIG/Investigation Suboffices
522 N. Central Avenue, Room 202, Phoenix, Arizona 85004
21660 East Copley Drive, Suite 370, Diamond Bar, California 91765
1510 “J” Street, Suite 110, Sacramento, California 95814
1961 Stout Street, Suite 1524, Drawer 3528, Denver, Colorado 80294
6039 Lakeside Boulevard, Indianapolis, Indiana 46278–1989
3001 Coolidge Road, Suite 150, East Lansing, Michigan 48823–6321
3500 Jackson Street, Suite 320, St. Paul, Minnesota 55101–1850
Millisaps Building, Suite 410, 201 West Capitol Street, Jackson, Mississippi 39201
911 Washington Avenue, Suite 203, St. Louis, Missouri 63101
AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

ROUTINE USES OF RECORDS MAINTAINED IN
THE SYSTEM, INCLUDING CATEGORIES OF USERS AND
THE PURPOSES OF SUCH USES:
(1) A record from the system of
records which indicates either by itself
or in combination with other
information, a violation or potential
violation of a contract or of law,
whether civil, criminal, or regulatory, or
which otherwise reflects on the
qualifications or fitness of a licensed (or
seeking to be licensed) individual, may
be disclosed to a Federal, State, local,
foreign, or self-regulatory agency
(including but not limited to
organizations such as professional
associations or licensing boards), or
other public authority that investigates
or prosecutes or assists in such
investigation, prosecution, enforcement,
implementation, or issuance of the
statute, rule, regulation, order, or
license.
(2) A record from the system of
records may be disclosed to a Federal,
State, local, or foreign agency, other
public authority, consumer reporting
agency, or professional organization
maintaining civil, criminal, or other
relevant enforcement or other pertinent
records, such as current licenses, in
order to obtain information relevant to
an OIG decision concerning employee
retention or other personnel action,
issuance of a security clearance, letting
of a contract or other procurement
action, issuance of a benefit,
establishment of a claim, collection of a
delinquent debt, or initiation of an
administrative, civil, or criminal action.
(3) A record from the system of
records may be disclosed to a Federal,
State, local, foreign, or self-regulatory
agency (including but not limited to
organizations such as professional
associations or licensing boards), or
other public authority, to the extent the
information is relevant and necessary to
the requestor’s hiring or retention of an
individual or any other personnel
action, issuance or revocation of a
security clearance, license, grant, or
other benefit, establishment of a claim,
letting of a contract, reporting of an
investigation of an individual, for
purposes of a suspension or debarment
action, or the initiation of an
administrative, civil, or criminal action.
(4) A record from the system of
records may be disclosed to any
source—private or public—to the extent
necessary to secure from such source
information relevant to a legitimate OIG
investigation, audit, or other inquiry.
(5) A record from the system of
records may be disclosed to the
Department of Justice in the course of
litigation when the use of such records
by the Department of Justice is deemed
relevant and necessary to the litigation
and may be disclosed in a proceeding
before a court, adjudicative body, or
administrative tribunal, or in the course
of civil discovery, litigation, or
settlement negotiations, when a part to
a legal action or an entity or individual
having an interest in the litigation
includes any of the following:
(a) The OIG or any component
thereof;
(b) Any employee of the OIG in his or
her official capacity;
(c) Any employee of the OIG in his or
her individual capacity where the
Department of Justice has agreed to
represent the employee;
(d) The United States, where the OIG
determines that litigation is likely to
affect USDA or any of its components.
(6) A record from the system of
records may be disclosed to a Member
of Congress from the record of an
individual in response to an inquiry
from the Member of Congress made at
the request of that individual. In such
cases however, the Member’s right to a
record is no greater than that of the
individual.
(7) A record from the system of
records may be disclosed to the
Department of Justice for the purpose of
obtaining its advice on an OIG audit,
investigation, or other inquiry,
including Freedom of Information or
Privacy Act matters.
(8) A record from the system of
records may be disclosed to the Office
of Management and Budget for the
purpose of obtaining its advice
regarding OIG obligations under the
Privacy Act or in connection with the
review of private relief legislation.
(9) A record from the system of
records may be disclosed to a private
firm with which OIG contemplates it
will contract or with which it has
contracted for the purpose of performing
any functions or analyses that facilitate
or are relevant to an OIG investigation,
audit, inspection, or other inquiry. Such
contractor or private firm shall be
required to maintain Privacy Act
safeguards with respect to such
information.
(10) A record from the system of
records may be disclosed in response to
a subpoena issued by a Federal agency
having the power to subpoena records of
other Federal agencies if the OIG
determines that: (a) The records are both
relevant and necessary to the
proceeding, and (b) such release is
compatible with the purpose for which the records were collected.

(11) A record from the system of records may be disclosed to a grand jury agent pursuant either to a Federal or State grand jury subpoena, or to a prosecution request that such record be released for the purpose of its introduction to a grand jury, provided that the grand jury channels its request through the cognizant U.S. Attorney, that the U.S. Attorney has been delegated the authority to make such requests by the Attorney General, and that the U.S. Attorney actually signs the letter specifying both the information sought and the law enforcement purpose served. In the case of a State grand jury subpoena, the State equivalent of the U.S. Attorney and Attorney General shall be substituted.

(12) A record from the system of records may be disclosed, as a routine use, to a Federal, State, local, or foreign agency, or other public authority, for use in computer matching programs to prevent and detect fraud and abuse in benefit programs administered by any agency, to support civil and criminal law enforcement activities of any agency and its components, and to collect debts and overpayments owed to any agency and its components.

(13) Relevant information from a system of records may be disclosed to the news media and general public where there exists a legitimate public interest, e.g., to assist in the location of fugitives, to provide notification of arrests, where necessary for protection from imminent threat of life or property, or in accordance with guidelines set out by the Department of Justice in 28 CFR 50.2.

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

STORAGE:
Records are maintained on computers and automated image filing systems, and in file folders, notebooks, and card file boxes.

RETRIEVABILITY:
The records are retrieved by name of individual employee and by social security number.

SAFEGUARDS:
Computer files are password protected and other records are kept in limited-access areas during duty hours and in locked offices during nonduty hours.

RETENTION AND DISPOSAL:
Retention periods and disposal methods vary by record categories as set forth in National Archives and Records Administration General Records Schedules 1 (Civilian Personnel Records) and 2 (Payrolling and Pay Administration Records). Personal information that the agency deems to be potentially derogatory or embarrassing is shredded when retention period expires.

SYSTEM MANAGER(S) AND ADDRESS:

NOTIFICATION PROCEDURE:
Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him/her from the Director, Information Management Division, Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2309.

RECORD ACCESS PROCEDURES:
An individual may request access to a record in this system which pertains to him/her by submitting a written request to the Director, Information Management Division, Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2309.

CONTESTING RECORD PROCEDURES:
An individual may contest information in this system which pertain to him/her by submitting a written request to the Assistant Inspector General for Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2310.

RECORD SOURCE CATEGORIES:
The primary information is furnished by the individual employee. Additional information is provided by supervisors, coworkers, references, and others.

USDA/OIG–2

SYSTEM NAME:
Informant and Undercover Agent Records, USDA/OIG.

SYSTEM LOCATION:
In the OIG headquarters office in the Jamie L. Whitten Federal Building, 1400 Independence Avenue SW., Washington, DC 20250-2317, and in the OIG regional offices and Investigations suboffices listed in the system of records designated USDA/OIG–1.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:
Confidential informants, investigative operatives, and undercover OIG special agents or other law enforcement personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:
Names, occupations, criminal histories, and other information about confidential informants and investigative operatives, together with allegations against them, and the types of information previously furnished by or to be expected from them. Types, dates of issuance and destruction, and details of false identification documents used by OIG special agents and other law enforcement personnel for undercover activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:
Routine uses (1) through (13) listed in the system of records designated USDA/OIG–1.

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

STORAGE:
Stored on sheets of paper and index cards, and in file folders and computers.

RETRIEVABILITY:
The records are retrieved by name of confidential informant, investigative operative, or special agent.

SAFEGUARDS:
Computer files are password protected and other records are kept in limited-access areas during duty hours and in locked offices during nonduty hours.

RETENTION AND DISPOSAL:
Confidential informant and investigative operative information is kept for 5 years after the date it is put into inactive status. It is then destroyed. Undercover identification documents are kept until the agency determines them to be outdated. They are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:
Assistant Inspector General for Investigations, Office of Inspector General, U.S. Department of...
system of records has been exempted from the following provisions of the Act:

1. Pursuant to 5 U.S.C. 552a(j)(2), this system of records has been exempted from all provisions of the Privacy Act of 1974, 5 U.S.C. 552a, as amended, except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10) and (11), and (i).

2. Pursuant to 5 U.S.C. 552a(k)(2) and (k)(5), this system has been exempted from the following provisions of the Privacy Act of 1974, 5 U.S.C. 552a: subsections (c)(3), (d), (e)(1), (e)(4)(G), (H) and (I), and (f).

USDA/OIG–3

SYSTEM NAME:
Investigative Files and Automated Investigative Indices System, USDA/OIG.

SYSTEM LOCATION:
Physical files are kept in the OIG headquarters office in the Jamie L. Whitten Federal Building, 1400 Independence Avenue SW, Washington DC 20250–2307, and Franklin Court, 1099 14th Street NW, Washington, DC 20005, and in the OIG regional offices and Investigations suboffices listed in the system of records designated USDA/OIG–1.

The OIG regional offices and Investigations suboffices maintain physical files containing the report of investigation and the workpapers for each case investigated by that office. The headquarters files contain a copy of every investigative report, but do not contain workpapers and may not contain copies of all correspondence. Older investigative files may be stored in Federal Records Centers or on microfiche, microfilm, or electronic image filing systems. Therefore, delays in retrieving this material can be expected.

Selected portions of records have been computerized—see section 1 of "Categories of records" below. These records, used as a research tool, are accessible by computer terminals located in each OIG office. These records are maintained on a computer in the Jamie L. Whitten Federal Building.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The individual names in the OIG index fall into one or more of the following categories:

1. Subjects.
2. Others.
3. Complainants.
4. Principals.
5. Others.

The individual names in the OIG index fall into one or more of the following categories:

1. Subjects.
2. Others.
3. Complainants.
4. Principals.
5. Others.

Subjects.

These are individuals against whom allegations of wrongdoing have been made. In some instances, these individuals have been the subjects of investigations conducted by OIG to establish whether allegations were true. In other instances, the allegations were deemed too frivolous or indefinite to warrant inquiry.

Principals.

These are individuals who are not named subjects of investigative inquiries, but may be responsible for potential violations. For example, the responsible officers of a firm alleged to have violated laws or regulations might be individually listed in the OIG index.

Complainants.

These are individuals who have not requested anonymity or confidentiality regarding their identity, who allege wrongdoing, mismanagement, or unfair treatment by USDA employees and/or relating to USDA programs.

Others.

These are all other individuals closely connected with a matter of investigative interest.

CATEGORIES OF RECORDS IN THE SYSTEM:

The OIG Investigative Files and Automated Investigative Indices System consist of:

1. Computerized records retrieved by case number or alphabetically by the names of individuals, organizations, and firms. A separate record for each contains, if applicable, identification of the OIG file or files which contain information on that subject and if such information was available when the record was created or modified: the individual’s name, address, sex, race, date and place of birth, relationship to the investigation, FBI or State criminal identification number, and social security number (very few have the dates when entries were made into the index).

2. Files containing sheets of paper or microfiche of such sheets from investigative and other reports, correspondence, and informal notes and notations concerning (a) one investigative matter or (b) a number of incidents of the same sort of alleged violation or irregularity; and

3. Where an investigation is being or will be conducted, but has not been completed, various case management records, investigator’s notes, statements of witnesses, and copies of records.

These are contained on cards and sheets of paper located in an OIG office or in the possession of the OIG investigator. Certain management records are retained after the investigative report is released as a means of following action taken on the basis of the OIG investigative report.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:


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

Routine uses (1) through (13) listed in the system of records designated USDA/OIG–1.

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

STORAGE:

The OIG Automated Investigative Indices System consists of computerized records. The investigative files are stored in steel抽取机 cabinets, on microfiche sheets, microfilm, electronic image filing systems, or in Federal Records Centers.

RETRIEVABILITY:

Computerized records are retrieved alphabetically or by using the case number, with each record identifying one or more OIG investigate case files or administrative files arranged numerically by file number.

SAFEGUARDS:

These records are kept in limited-access areas during duty hours, in locked offices during nonduty hours, or in the possession of the investigator. Computer files are password protected.

RETENTION AND DISPOSAL:

The investigative case files are maintained for 10 years after the case is closed. Administrative files are kept for 5 years after the case is closed.
Computerized records are destroyed at the same time as the physical files to which they relate.

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

**RECORD ACCESS PROCEDURES:**
To request access to information in this system, write to the Director, Information Management Division, Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2309.

**CONTESTING RECORD PROCEDURE:**
An individual may contest information in this system which pertains to him/her by submitting a written request to the Assistant Inspector General for Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2310.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**
Pursuant to 5 U.S.C. 552a(j)(2), this system of records has been exempted from all provisions of the Privacy Act of 1974, 5 U.S.C. 552a, as amended, except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10) and (11), and (i).
Pursuant to 5 U.S.C. 552a(k)(2) and (k)(5), this system has been exempted from the following provisions of the Privacy Act of 1974, 5 U.S.C. 552a: subsections (c)(3), (d), (e)(1), (e)(4)(G), (H) and (I), and (f).

**USDA/OIG-4**

**SYSTEM NAME:**
OIG Hotline Complaint Records, USDA/OIG.

**SYSTEM LOCATION:**
In the OIG headquarters office in the Jamie L. Whitten Federal Building, 1400 Independence Avenue SW., Washington, DC 20250-2317.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**
1. Complainants are persons who report or complain of possible criminal, civil, or administrative violations of law, rule, regulation, policy, or procedure, or fraud, waste, abuse, mismanagement, gross waste of funds, or abuse of authority in USDA programs or operations, or specific dangers to public health or safety, misuse of government property, personnel misconduct, discrimination, or other irregularities affecting USDA.
2. Subjects are persons against whom such complaints are made.

**RECORD ACCESS PROCEDURES:**
To request access to information in this system, write to the Director, Information Management Division, Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2309.

**CONTESTING RECORD PROCEDURE:**
An individual may contest information in this system which pertains to him/her by submitting a written request to the Assistant Inspector General for Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2310.

**SYSTEMS EXEMPT FROM CERTAIN PROVISIONS OF THE ACT:**
Pursuant to 5 U.S.C. 552a(j)(2), this system of records has been exempted from all provisions of the Privacy Act of 1974, 5 U.S.C. 552a, as amended, except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10) and (11), and (i).
Pursuant to 5 U.S.C. 552a(k)(2) and (k)(5), this system has been exempted from the following provisions of the Privacy Act of 1974, 5 U.S.C. 552a: subsections (c)(3), (d), (e)(1), (e)(4)(G), (H) and (I), and (f).

**USDA/OIG-5**

**SYSTEM NAME:**
Consolidated Assignments Personnel Tracking Administrative Information Network (CAPTAIN), USDA/OIG.

**SYSTEM LOCATION:**
U.S. Department of Agriculture, National Computer Center, 8930 Ward Parkway, Kansas City, Missouri 64114.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**
OIG professional employees who participate in either audit or investigative assignments.

**CATEGORIES OF RECORDS IN THE SYSTEM:**
CAPTAIN provides OIG management officials with a wide range of...
information on audit and investigative operations. The system identifies individual assignments of employees and provides information on their use of direct and indirect time, significant dates relating to each assignment, reported dollar deficiencies, recoveries, penalties, the number of investigative prosecutions, convictions, other legal and administrative actions, and subjects of investigation. The system is used to manage audit and investigative assignments and to facilitate reporting of OIG activities to Congress and other Governmental entities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:


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

Routine uses (1) through (13) listed in the system of records designated USDA/OIG–1.

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

STORAGE:

Records are maintained on computer discs, magnetic tape, and in file folders and notebooks.

RETRIEVABILITY:

Information in the system generally can be retrieved by OIG personnel in headquarters and the regions. Information is generally retrieved by assignment number or geographic location. However, information can be retrieved by any field in the system, including subject name, employee name, and employee social security number.

SAFEGUARDS:

Normal computer security is maintained including password protection. Printouts and source documents are kept in limited-access areas during duty hours and in locked offices during nonduty hours.

RETENTION AND DISPOSAL:

Computer files and other records are cleared, retired, or destroyed, when no longer useful, in accordance with National Archives and Records Administration General Records Schedules and USDA record retention and/or destruction schedules.

SYSTEM MANAGER(S) AND ADDRESS:


NOTIFICATION PROCEDURE:

Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him/her, from the Director, Information Management Division, Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250–2309.

RECORD ACCESS PROCEDURES:

An individual may request access to a record in this system which pertains to him/her by submitting a written request to the Director, Information Management Division, Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250–2309.

CONTESTING RECORD PROCEDURES:

An individual may contest information in this system which pertains to him/her by submitting a written request to the Assistant Inspector General for Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250–2310.

RECORD SOURCE CATEGORIES:

Information in the system is obtained from various source documents related to audit and investigative activities including assignment letters, employee time reports, case entry sheets, etc.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

Pursuant to 5 U.S.C. 552a(j)(2), the Investigations Subsystem and the Employee Time System are exempted from all provisions of the Privacy Act of 1974, 5 U.S.C. 552a, as amended, except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (l).

Pursuant to 5 U.S.C. 552a(k)(2) and (k)(5), the Investigations Subsystem and the Employee Time System are exempted from the following provisions of the Privacy Act of 1974, 5 U.S.C. 552a: subsections (c)(3), (d), (e)(1), (e)(4)(G), (H) and (l), and (f).

USDA/OIG–6

SYSTEM NAME:

Training Tracking System, USDA/OIG.

SYSTEM LOCATION:

U.S. Department of Agriculture, National Computer Center, 8930 Ward Parkway, Kansas City, Missouri 64114.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

OIG audit employees.

CATEGORIES OF RECORDS:

The system contains records of audit employee training history.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:


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

(1) A record from the system of records may be disclosed as a routine use to a Federal agency or professional organization to document continuing education credits required by the Government Auditing Standards, U.S. General Accounting Office Standards of Audit of Governmental Organizations, Programs, Activities, and Functions. The record must be relevant to the determination of professional proficiency and compliance with the general qualification standard for government auditing, and retention of an employee or other personnel action.

(2) Routine uses (1) through (13) listed in the system of records designated USDA/OIG–1.

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

STORAGE:

Records are maintained on computer and in file folders.

RETRIEVABILITY:

The records are retrieved by name of individual, social security number, or group of employees.

SAFEGUARDS:

Computer files are password protected and other records are kept in limited-access areas during duty hours and in locked offices during nonduty hours.

RETENTION AND DISPOSAL:

Records are retained as long as the agency determines they are needed. They are then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Inspector General for Audit, Office of Inspector General, U.S.
The request records consist of the incoming request, all correspondence developed during the processing of the request, and the final reply.

RECORD ACCESS PROCEDURES:
An individual may request access to a record in this system which pertains to him/her by submitting a written request to the Assistant Inspector General for Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2309.

CONTESTING RECORD PROCEDURES:
An individual may contest information in this system which pertains to him/her by submitting a written request to the Assistant Inspector General for Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2309.

RECORD SOURCE CATEGORIES:
Information in the system comes entirely from OIG audit employees.

USDA/OIG±7

SYSTEM NAME:
Freedom of Information Act and Privacy Act Request Records, USDA/OIG.

SYSTEM LOCATION:
Files are kept in the OIG headquarters office in the Jamie L. Whitten Federal Building, 1400 Independence Avenue SW., Washington, DC 20250-2309.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:
This system contains records of individuals who have made requests under the Freedom of Information Act of Privacy Act.

CATEGORIES OF RECORDS IN THE SYSTEM:
The request records consist of the incoming request, all correspondence developed during the processing of the request, and the final reply.