

# Notices

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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 54105-51413 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.

**FOR FURTHER INFORMATION CONTACT:** Paula F. Hayes, Assistant Inspector General for Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, D.C. 20250-2310 (202-720-6979).

**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."

Proposed changes 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 Franklin Court, 1099 14th Street NW., Washington, DC 20005, and in the following OIG regional offices and suboffices:

#### 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 McClellan, 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  
Millsaps 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, Robinsville, 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 Office Building, 1220 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  
375 Jackson Street, Suite 320, St. Paul, Minnesota 55101-1850  
Millsaps Building, Suite 410, 201 West Capitol Street, Jackson, Mississippi 39201  
911 Washington Avenue, Suite 203, St. Louis, Missouri 63101

4407 Bland Road, Room 110, Raleigh,  
North Carolina 27609  
200 North High Street, Room 350,  
Columbus, Ohio 43215-2408  
660 American Avenue, Suite 201, King  
of Prussia, Pennsylvania 19406-4032  
233 Cumberland Bend, Room 208,  
Nashville, Tennessee 37228  
1200 Main Tower, Room 880, Dallas,  
Texas 75202  
1000 Second Avenue, Suite 1950,  
Seattle, Washington 98104

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

OIG temporary and permanent employees, former employees of OIG and predecessor offices, and applicants for employment.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records show or relate to employment, personnel management, and work-related information, including position, classification, title, grade, pay rate, pay, temporary and permanent addresses and telephone numbers for home and work, copies of security clearance forms, program and performance evaluations, promotions, retirement, disciplinary actions, appeals, incentive programs, unemployment compensation, leave, complaints and grievances, health benefits, equal employment opportunity, automation of personnel data, travel information, accident reports and related information, activity reports, participation in savings and contribution programs, availability for employment, assignment, or for transfer, qualifications (for law enforcement employees this includes Attorney General designations, training certificates, physical fitness data, and medical officer's certification excluding personal medical data), awards, hours worked, issuance of credentials, passports and other identification, assignment and accountability of property and other things of value, parking space assignments, training and development, special assignments, and exit interviews.

Other employee records are covered by other systems as follows: For Official Personnel Folder (OPF) data refer to USDA/OP-1, Personnel and Payroll System for USDA Employees; for medical records, including SF-78, Certificate of Medical Examination, and drug testing records, refer to OPM/GOVT-10, Employee Medical File System; for pre-employment inquiries refer to USDA/OIG-3, Investigative Files and Automated Investigative Indices; for annual financial disclosure statements refer to OPM/GOVT-8, Confidential Statements of Employment and Financial Interests.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

IG Act of 1978, 5 U.S.C. app.; 5 U.S.C. 301; 7 U.S.C. 2270.

**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 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; or

(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, ASSESSING, 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:**

Director, Resources Management Division, Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2307.

**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:**

IG Act of 1978, 5 U.S.C. app.; 5 U.S.C. 301; 7 U.S.C. 2270.

**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

Agriculture, Washington, DC 20250-2317.

**NOTIFICATION PROCEDURE:**

Inquiries and requests should be addressed to 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:**

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 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.

**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-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:

*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:**

IG Act of 1978, 5 U.S.C. app.; 5 U.S.C. 301; 7 U.S.C. 2270.

**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 lektrier 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:**

Director, Resources Management Division, Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2307.

**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.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

1. Identities of complaints, if known, and subjects.
2. Details of each allegation.
3. OIG case number and control number(s) used by other agencies for tracking each complaint.
4. Responses from agencies to which complaints are referred for inquiry.
5. Summary of substantiated information and results of agency inquiry into the complaint.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

IG Act of 1978, 5 U.S.C. app. 3; 5 U.S.C. 301; 7 U.S.C. 2270.

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

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 in a computer and on sheets of paper in file folders.

**RETRIEVABILITY:**

The records are retrieved by name of subject or complainant or by case number.

**SAFEGUARDS:**

Files are kept in a limited access area and are in locked storage when not in use. Access to computerized information is protected by requiring a confidential password.

**RETENTION AND DISPOSAL:**

Physical files and computerized records are retained 10 years after closing, after which they are shredded and deleted.

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

Assistant Inspector General for Investigations, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2317.

**NOTIFICATION PROCEDURE:**

Inquiries and requests should be addressed to the Director, of Information Management Division, Policy Development and Resources Management, Office of Inspector

General, U.S. Department of Agriculture, Washington, DC 20250-2309.

**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 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:**

Identities of complainants and subjects are provided by individual complainants. Additional information may be provided by individual complaints, subjects, and/or third parties.

**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. Subjects of investigations.

**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:**

IG Act of 1978, 5 U.S.C. app. 3; 5 U.S.C. 301; 7 U.S.C. 2270.

**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:**

Audit Subsystem—Assistant Inspector General for Audit, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2311.

Investigations Subsystem—Assistant Inspector General for Investigations, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2317.

**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 (i).

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 (I), 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:**

IG Act of 1978, 5 U.S.C. app. 3; 5 U.S.C. 301; 7 U.S.C. 2270.

**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.

Department of Agriculture, Washington, DC 20250-2311.

**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 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.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

IG Act of 1978, 5 U.S.C. app. 3; 5 U.S.C. 301; 7 U.S.C. 2270.

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

Used by OIG employees as an internal control mechanism for tracking the disposition of requests and for responding to individuals who are checking on the status of their requests.

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

**STORAGE:**

Records are stored in file folders.

**RETRIEVABILITY:**

The records are retrieved by name or by using a control number that is assigned upon date of receipt.

**SAFEGUARDS:**

Freedom of Information Act and Privacy Act request records are stored in file cabinets in limited-access areas during duty hours and in locked offices during nonduty hours.

**RETENTION AND DISPOSAL:**

Records are disposed of in accordance with National Archives and Records Administration General Records Schedule 14 pertaining to informational services records.

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

Director, Information Management Division, Policy Development and Resources Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2309.

**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 Resource Management, Office of Inspector General, U.S. Department of Agriculture, Washington, DC 20250-2310.

**RECORD SOURCE CATEGORIES:**

Information in this system comes from the individual making the request and from OIG employees processing the request.

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BILLING CODE 3410-23-M

**DEPARTMENT OF AGRICULTURE**

**Forest Service**

**Southwest Washington Provincial Advisory Committee Meeting Notice**

**AGENCY:** Forest Service, USDA.

**ACTION:** Notice of meeting.

**SUMMARY:** The Southwest Washington Provincial Advisory Committee will meet on Friday, November 21, 1997, in Chehalis, Washington, at the Lewis County Courthouse Annex Building (335 W. Main Street). The meeting will begin at 10 a.m. and continue until 5 p.m. The purpose of the meeting is to: (1) Present the 1998/1999 Timber Sale Program, followed by discussion, advice and recommendations and decision, (2) update on the status of the socioeconomic subcommittee, (3) presentation on Yakama Indian Treaty Rights, and (5) public Open Forum. All Southwest Washington Provincial Advisory Committee meetings are open to the public. Interested citizens are encouraged to attend. The "open forum" provides opportunity for the public to bring issues, concerns, and discussion topics to the Advisory Committee. The "open forum" is scheduled as part of agenda item (4) for this meeting. Interested speakers will need to register prior to the open forum period. The committee welcomes the public's written comments on committee business at any time.

**FOR FURTHER INFORMATION CONTACT:**

Direct questions regarding this meeting to Sue Lampe, Public Affairs, at (360) 891-5091, or write Forest Headquarters Office, Gilford Pinchot National Forest, 10600 N.E. 51st Circle, Vancouver, WA 98682.