System Manager(S) and Address:

(2) Bureau personnel offices:
   (a) Director of Administration, Bureau of Indian Affairs, Division of Personnel Management, 515 Constitution Avenue NW, Washington, DC 20245.
   (b) Personnel Officer, U.S. Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, VA 20292.
   (c) Personnel Officer, U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 1849 C Street NW, Washington, DC 20240.
   (d) Labor Relations Officer, Bureau of Reclamation, PO Box 25001, Denver, CO 80225.
   (e) Personnel Officer, Bureau of Land Management, Division of Personnel (530), 1849 C Street NW, Washington, DC 20240.
   (f) Personnel Officer, National Park Service, Division of Personnel, Branch of Labor Management Relations, 1849 C Street NW, Washington, DC 20240.
   (g) Personnel Officer, Minerals Management Service, Personnel Division, 1110 Herndon Parkway, Herndon, VA 22070.
   (h) Personnel Officer, Office of Surface Mining, Division of Personnel, 1951 Constitution Avenue NW, Washington, DC 20245.
   (3) Administrative officers of the bureaus (within the bureaus listed above) in which the grievances were filed.
   (4) The appropriate office of the system manager to obtain the address of the system manager.

Notification Procedures:

Individuals filing grievances with the Department are given a copy of their records as a part of the official grievance process. If, however, at any later time an individual also wishes to request notification of the existence of records on him or her, he or she should address his or her request to the appropriate System Manager. The request must be in writing, signed by the requestor, and contain the following information: name and birth date of requestor, approximate date of closing of the case, type of action taken, and agency component involved. (See 43 CFR 2.63.)

CONTESTING RECORD PROCEDURES:

If an individual who has filed a grievance with the Department wishes to request amendment of his/her records, to correct factual errors, he or she should address his or her request to the appropriate System Manager. The request must be in writing, signed by the requestor, and contain the following information: name and birth date of requestor, approximate date of closing of the case, type of action taken, and agency component involved. (See 43 CFR 2.71.)

Note: Review of requests from individuals seeking amendment of their records which have been the subject of a judicial or quasi-judicial action will be limited in scope. Review of these requests will be restricted to a determination if the record accurately documents the action of the agency ruling on the case and will not include a review of the merits of the action, determination, or finding.

Record Source Categories:

Individuals filing grievances, witnesses providing testimony, organizations or persons providing information via correspondence, agency officials, and grievance examiners and/or arbitrators.

Exemptions Claimed for the System:

None.

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Department of the Interior
Office of the Secretary

Privacy Act of 1974; As Amended; Revisions to an Existing System of Records

AGENCY: Office of the Secretary, Department of the Interior.

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing a public notice of its intent to modify an existing Privacy Act system of records notice, OS–78, “Negotiated Grievance Procedure Files.” The revisions will update the number of the system, the authorities, storage, retrievability, safeguards, and retention and disposition statements, and the addresses of the system locations and system managers.

EFFECTIVE DATE: These actions will be effective on April 20, 1999.

For Further Information Contact:


Supplementary Information: The Department of the Interior is proposing to amend the system notice for OS–78, “Negotiated Grievance Procedure Files,” to update the number of the system to more accurately reflect its Department-wide scope, the authority for maintenance of the system, storage, retrievability, safeguards, and retention and disposition statements, and the addresses of the system locations and system managers to reflect changes that have occurred since the notice was last published. Accordingly, the Department of the Interior proposes to amend the OS–78, in its entirety to read as follows:

Sue Ellen Sloca, Office of the Secretary Privacy Act Officer, National Business Center.

Interior/DOI–78

System Name:

Negotiated Grievance Procedures Files—Interior, DOI–78.

System Location:

(2) Bureau of Indian Affairs, Division of Personnel Management, 515 Constitution Avenue NW., Washington, DC 20245.
(3) U.S. Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, VA 20292.
(5) Bureau of Reclamation, PO Box 25001, Denver, CO 80225.
(6) Bureau of Land Management, Division of Personnel (530), 1849 C Street NW., Washington, DC 20240.
(7) National Park Service, Division of Personnel, Branch of Labor Management Relations, 1849 C Street NW., Washington, DC 20240.
SAFEGUARDS:
Access to records is limited to authorized personnel. Manual records are stored in locked metal file cabinets or in metal file cabinets in secured premises. Electronic records are maintained with access controls meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:
Records are retained and disposed of in accordance with General Records Schedule No. 1, Item 30.

SYSTEM MANAGER(S) AND ADDRESS:
(2) Director of Administration, Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Avenue NW., Washington, DC 20245.
(3) Personnel Officer, U.S. Geological Survey, National Center, 32201 Sunrise Valley Drive, Reston, VA 22092.
(5) Labor Relations Officer, Bureau of Reclamation, PO Box 25001, Denver, CO 80225.
(6) Personnel Officer, Bureau of Land Management, Division of Personnel (530), 1849 C Street NW., Washington, DC 20240.
(7) Personnel Officer, National Park Service, Division of Personnel, Branch of Labor Management Relations, 1849 C Street NW., Washington, DC 20240.
(8) Personnel Officer, Minerals Management Service, Personnel Division, 1110 Herndon Parkway, Herndon, VA 22070.
(9) Personnel Officer, Office of Surface Mining, Division of Personnel, 1951 Constitution Avenue NW., Washington, DC 20245.

NOTIFICATION PROCEDURES:
An individual requesting notification of the existence of records on him or her should address his/her request to the appropriate System Manager. The request must be in writing, signed by the requestor, and comply with the content requirements of 43 CFR 2.60.

RECORD ACCESS PROCEDURES:
An individual requesting access to records maintained on him or her should address his/her request to the appropriate System Manager. The request must be in writing, signed by the requestor, and comply with the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:
An individual requesting amendment of a record maintained on him or her should address his/her request to the appropriate System Manager. The request must be in writing, signed by the requestor, and comply with the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:
Individuals filing grievances and complaints, colleagues and supervisors of complainants, and management officials.

EXEMPTIONS CLAIMED FOR THE SYSTEM:
None.

[FR Doc. 99–9829 Filed 4–19–99; 8:45 am]