

but are not capable of upstream travel through rapids.

*Authorized Powerboats Include:*

Motorized, rigid hull watercraft with water cooled exhaust that are driven by propeller(s) or jet pump(s), are capable of upstream and downstream travel, and usually require trailering to enter and exit the water.

Authorized watercraft on the Lower Salmon River are those types of float boats and powerboats traditionally and commonly being used for recreational purposes on this section of the Lower Salmon River prior to 1999 when the Recreation Area Management Plan Revision for the Lower Salmon River Recreation Area was approved.

The following persons are exempt from this order:

A. Any Federal, State, or local officer or member of an organized rescue or firefighting force in the performance of an official duty.

B. Any person holding a Special Recreation Permit authorizing use of non-valid watercraft during specific times listed on the permit.

The authority for establishing these restrictions is Title 43, Code of Federal Regulations, Sections 8364.1 and 8365.1-6.

Violation of these orders is punishable by a fine not to exceed \$1,000 and/or imprisonment not to exceed one year.

**FOR FURTHER INFORMATION CONTACT:** Greg Yuncevich, Area Manager, Bureau of Land Management, Cottonwood Field Office, Rt. 3, Box 181, Cottonwood, ID 83522.

Dated: July 1, 1999.

**Fritz U. Rennebaum,**

*District Manager.*

[FR Doc. 99-17486 Filed 7-8-99; 8:45 am]

BILLING CODE 4310-GG-M

## DEPARTMENT OF THE INTERIOR

### Bureau of Reclamation

#### Bay-Delta Advisory Council's Ecosystem Roundtable Meeting

**AGENCY:** Bureau of Reclamation, Interior.

**ACTION:** Notice of meeting.

**SUMMARY:** The Bay-Delta Advisory Council's (BDAC) Ecosystem Roundtable Amendment Subcommittee will meet on July 22, 1999, to discuss requested amendments for projects funded under the Restoration Coordination Program. This meeting is open to the public. Interested persons may make oral statements to the

Ecosystem Roundtable or may file written statements for consideration.

**DATES:** The Bay-Delta Advisory Council's Ecosystem Roundtable meeting will be held from 9:30 a.m. to 12:00 p.m. on Thursday, July 22, 1999.

**ADDRESSES:** The Ecosystem Roundtable will meet at the Resources Building, Room 1131, 1416 Ninth Street, Sacramento, CA 95814.

**FOR FURTHER INFORMATION CONTACT:** Wendy Halverson Martin, CALFED Bay-Delta Program, at (916) 657-2666. If reasonable accommodation is needed due to a disability, please contact the Equal Employment Opportunity Office at (916) 653-6952 or TDD (916) 653-6934 at least one week prior to the meeting.

**SUPPLEMENTARY INFORMATION:** The San Francisco Bay/Sacramento-San Joaquin Delta Estuary (Bay-Delta system) is a critically important part of California's natural environment and economy. In recognition of the serious problems facing the region and the complex resource management decisions that must be made, the state of California and the Federal government are working together to stabilize, protect, restore, and enhance the Bay-Delta system. The State and Federal agencies with management and regulatory responsibilities in the Bay-Delta system are working together as CALFED to provide policy direction and oversight for the process.

One area of Bay-Delta management includes the establishment of a joint State-Federal process to develop long-term solutions to problems in the Bay-Delta system related to fish and wildlife, water supply reliability, natural disasters, and water quality. The intent is to develop a comprehensive and balanced plan which addresses all of the resource problems. This effort, the CALFED Bay-Delta Program (Program), is being carried out under the policy direction of CALFED. The Program is exploring and developing a long-term solution for a cooperative planning process that will determine the most appropriate strategy and actions necessary to improve water quality, restore health to the Bay-Delta ecosystem, provide for a variety of beneficial uses, and minimize Bay-Delta system vulnerability. A group of citizen advisors representing California's agricultural, environmental, urban, business, fishing, and other interests who have a stake in finding long-term solutions for the problems affecting the Bay-Delta system has been chartered under the Federal Advisory Committee Act (FACA). The BDAC provides advice to CALFED on the program mission,

problems to be addressed, and objectives for the Program. BDAC provides a forum to help ensure public participation, and will review reports and other materials prepared by CALFED staff. BDAC has established a subcommittee called the Ecosystem Roundtable to provide input on annual workplans to implement ecosystem restoration projects and programs.

Minutes of the meeting will be maintained by the Program, Suite 1155, 1416 Ninth Street, Sacramento, CA 95814, and will be available for public inspection during regular business hours, Monday through Friday within 30 days following the meeting.

Dated: July 2, 1999.

**Kirk Rodgers,**

*Acting Regional Director, Mid-Pacific Region.*

[FR Doc. 99-17426 Filed 7-8-99; 8:45 am]

BILLING CODE 4310-94-M

## OVERSEAS PRIVATE INVESTMENT CORPORATION

### Privacy Act of 1974; Revisions to Systems of Records

**AGENCY:** Overseas Private Investment Corporation.

**ACTION:** Notice of thirteen deleted Privacy Act systems of records, eleven revised systems, and nine new systems.

**SUMMARY:** In accordance with the requirements of the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Overseas Private Investment Corporation (OPIC) has conducted a comprehensive review of the Corporation's Privacy Act systems of records and is publishing the resulting revisions and its twenty systems of records in their entirety. OPIC is deleting from its inventory of systems of records thirteen record systems that are either covered by government-wide or other departmental records systems, or that are obsolete because the information contained in the systems is no longer collected, maintained or retrieved by personal identifier. OPIC also is providing notice of revisions to eleven existing systems of records and establishing nine new systems of records.

OPIC is re-numbering its entire inventory of systems of records as follows:

OPIC-1 was previously Applicants (General). It now becomes Leave Sharing Records.

OPIC-2 was previously Applicants (General Counsel). It now becomes Permanent Duty Relocation Files.

OPIC-3 was previously Attendance and Leave Records. It now becomes Employee Security Badges.

OPIC-4 was previously Awards. It now becomes Employee Exit Forms.

OPIC-5 is renamed Biographies of Employees from the former Biographies of Key Employees and Board Members.

OPIC-6 was previously Compensation. It now becomes Controlled Correspondence.

OPIC-7 is renamed Employee Relations Files from the former Conduct and Discipline.

OPIC-8 was previously Conflicts of Interest. It now becomes Telephone Call Records.

OPIC-9 is renamed Employee Health Insurance—Temporary Continuation of Coverage from the former Employee Health and Life Insurance.

OPIC-10 was previously Employment (Excepted Positions). It now becomes Transportation Subsidy Files.

OPIC-11 was previously Evaluations. It now becomes Freedom of Information (FOIA) Requests and Appeals.

OPIC-12 remains Photographs.

OPIC-13 was previously Placement of Handicapped Individuals. It now becomes Contractor Files.

OPIC-14 was previously Position Classification. It now becomes Retirement.

OPIC-15 was previously Recruitment. It now becomes Personnel Security Investigations.

OPIC-16 was previously Retirement. It now becomes Security Violations.

OPIC-17 was previously Security and Investigations. It now becomes Travel Documents.

OPIC-18 was previously Security Violations. It now becomes Directors (Current and Former).

OPIC-19 was previously Travel Advances. It now becomes Employees' Payroll Records.

OPIC-20 was previously Travel Obligations. It now becomes Employee Biography, Skills and Interest Inventory.

OPIC-21 was previously Directors (Current). It is now deleted and the system is revised and re-numbered as new OPIC-18, Directors (Current and Former).

OPIC-22 was previously Directors (Former). It is now deleted and the system is revised and re-numbered as new OPIC-18, Directors (Current and Former).

OPIC-23 was previously Employees' Payroll Records. It is now deleted and the system is revised and re-numbered as new OPIC-19, Employees' Payroll Records.

OPIC-24 was previously Employee Biography, Skills and Interest Inventory. It is now deleted and the system is

revised and re-numbered as new OPIC-20, Employee Biography, Skills and Interest Inventory.

**DATES:** The revised and proposed new systems will be effective without further notice on August 18, 1999, unless comments are received which result in a contrary determination.

**ADDRESSES:** Written comments on the new systems of records may be addressed and mailed or hand-delivered to Jean Strasser, Management Services, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527. Faxes may be sent to Jean Strasser at (202) 842-8413. Submit electronic comments to [jstra@opic.gov](mailto:jstra@opic.gov).

**FOR FURTHER INFORMATION CONTACT:** Jean Strasser, Management Services, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527, telephone (202)336-8670.

**SUPPLEMENTARY INFORMATION:** After reviewing the Corporation's Privacy Act systems of records, thirteen record systems were identified for deletion. Of the thirteen record systems identified for deletion, ten record systems are covered by other governmental or departmental record systems, and three are obsolete because the information contained in the systems is no longer collected, maintained or retrieved by personal identifier. As noted in the summary section, OPIC is re-numbering its entire inventory of systems of records. The records being deleted are listed as follows by their old system numbers:

#### **I. Deletions: Obsolete and Duplicative Systems of Records.**

##### *OPIC-1*

Applicants (General). Covered by Office of Personnel Management OPM/GOVT-5.

##### *OPIC-2*

Applicants (General Counsel). Covered by Office of Personnel Management OPM/GOVT-5.

##### *OPIC-3*

Attendance and Leave Records. Substantially overlaps with the revised Overseas Private Investment Corporation OPIC-19, Employees' Payroll Records, and has been combined with this system of records.

##### *OPIC-4*

Awards. Covered by Office of Personnel Management OPM/GOVT-2.

##### *OPIC-6*

Compensation. Records relating to denials of within grade increases and pay adjustments for administratively determined employees are covered by Office of Personnel Management OPM/GOVT-1. Appeals of denials of within grade increases are covered by the revised Overseas Private Investment Corporation OPIC-7, Employee Relations Files.

##### *OPIC-8*

Conflicts of Interest. Covered by Office of Government Ethics OGE/GOVT-1 and OGE/GOVT-2.

##### *OPIC-10*

Employment (Excepted Positions). No longer maintained.

##### *OPIC-11*

Evaluations. Covered by Office of Personnel Management OPM/GOVT-2.

##### *OPIC-13*

Placement of Handicapped Individuals. Covered by Office of Personnel Management OPM/GOVT-7.

##### *OPIC-14*

Position Classification. No longer maintained.

##### *OPIC-15*

Recruitment. No longer maintained.

##### *OPIC-19*

Travel Advances. Substantially overlaps with the revised Overseas Private Investment Corporation OPIC-17, Travel Documents, and has been combined with this system of records.

#### **OPIC-22**

Directors (Former). Substantially overlaps with the revised Overseas Private Investment Corporation OPIC-18, Directors (Current and Former), and has been combined with this system of records.

#### **II. Revised Systems of Records**

OPIC is republishing eleven of its Privacy Act systems of records with certain changes, additions, and deletions. Where appropriate, system record names have been updated to reflect the current name of the system, as well as changes and updates to content, routine uses and safeguards. Addresses have been changed throughout to reflect the Corporation's current location and organizational structure. Minor stylistic changes have been made to provide a more consistent format throughout. OPIC's entire inventory of systems of records has been re-numbered, as outlined in the

summary section. The revised systems below are published with their new system numbers.

**OPIC-5****SYSTEM NAME:**

Biographies of Employees.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Current employees of the Corporation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

General biographies and press releases based on biographies.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; and 44 U.S.C. 3101, Records Management by Agency Heads.

**PURPOSE(S):**

These records are used to supply OPIC employees, the communications media, clients, and other OPIC stakeholders with pertinent background information on employees of the Corporation.

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

Used (i) for press releases to local, national and international communications media in connection with publicizing the role of the Corporation in furthering the development assistance objectives of the U.S.; (ii) as communication material at OPIC-hosted and external conferences and speaking engagements where employees participate as representatives of the Corporation; (iii) to provide background on new employees, along with their photographs, to current employees of the Corporation via the Corporate Intranet site; (iv) to provide biographies of executives to the public via the Corporation's Internet web site at [www.opic.gov](http://www.opic.gov); and (v) to assist corporate managers and executives as information for resource planning and utilization decisions and the exercise of supervisory responsibilities.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Records are stored in file folders in each OPIC department and on departmental computer network drives. Biographies of executives and key employees may also be kept on the Corporation's Inter/Intranet web server and may be accessible to OPIC employees (Intranet) and the public (Internet).

**RETRIEVABILITY:**

Hard copy files are indexed alphabetically by surname. Electronic records are retrievable by file name, which includes employee name or initials, and through electronic word searches.

**SAFEGUARDS:**

Original hard copy files are stored in file cabinets in staff offices and in a central location in OPIC's Investment Development Department. Individual staff members have authentication passwords to access the computer network drive for their respective department and to access OPIC's Intranet; staff are electronically restricted from accessing the files of another department unless otherwise authorized. OPIC's web server is protected by standard firewall and Internet security measures.

**RETENTION AND DISPOSAL:**

Records are updated as needed and retained as long as the individual is employed by the Corporation. Hard copy biographies are disposed of by shredding, and electronic copies are disposed of by deleting files.

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

Managing Director, Administration, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record

must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained, staff of the hiring department based on interviews with the subject employees, or information contained in the official personnel folder.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-7****SYSTEM NAME:**

Employee Relations Files.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Current and former employees of the Corporation (excluding personal services contractors) who: (a) Are the subject of a disciplinary or adverse action or a within-grade increase denial or reconsideration; or (b) initiate a grievance, internal agency appeal, or administrative appeal.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains a variety of records relating to formal and informal actions based on conduct or performance; grievances filed under the negotiated or administrative grievance procedures; position classification appeals; and miscellaneous related inquiries and complaints. The records may include information such as case number; employment history; copies of notices of proposed actions and decisions; materials relied on by the Corporation to support the proposed action; statements of witnesses; employee responses or appeals; transcripts; and third-party agency decisions.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 33, 71, 73, 75, and 77; 5 CFR 315, 531, 532, 715, 731, 735, 752, and 771.

**PURPOSE(S):**

These records are used to document management actions and decisions concerning adverse personnel actions and employee grievances, appeals and complaints.

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

Used (i) to provide information to officials of labor organizations recognized under 5 U.S.C. 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions; (ii) where there is an indication of a violation or potential violation of a statute, regulation, rule, or order, to refer records to the appropriate Federal, state, or local agency responsible for investigating or prosecuting a violation or for enforcing or implementing the statute, rule, regulation or order; (iii) to provide information to those sources from which additional information is requested in order to process personnel actions, to the extent necessary to identify the individual, inform the source or the purpose(s) of the request, and to identify the type of information requested; (iv) to provide information to a Federal agency, in response to its request in connection with the hiring or retention of an employee, the issuance of a security clearance, or the conducting of a security or suitability investigation of an individual, to the extent that the information is relevant and necessary to the requesting agency's decision on the hiring or retention of an employee, or the issuance of a security clearance; (v) to provide information to an administrative body or court in any administrative or legal proceeding to which the Corporation is a party; (vi) to provide information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, when requested in connection with appeals, special studies of the civil service and other merit systems, review of OPM rules and regulations, investigations of alleged or possible prohibited personnel practices, and such other functions, e.g., as promulgated in 5 U.S.C. 1205, or as may be authorized by law; (vii) to provide information to the Equal Employment Opportunity Commission (EEOC) when requested in connection with investigations into alleged or possible discrimination practices in the Federal sector, examination of Federal affirmative employment programs, compliance by Federal agencies with applicable laws and regulations, or other functions vested in the Commission by applicable law; (viii) to provide information to the Federal Labor Relations Authority or its General Counsel when requested in connection with investigations of allegations of unfair labor practices or matters before the Federal Service Impasses Panel; and

(ix) to provide information to other Federal agencies needed for the performance of their official duties related to reconciling or reconstructing data files, in relating to personnel actions. In each of these cases, OPIC will determine whether disclosure of the records is compatible with the purpose for which the records were collected.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Records are stored in hard copy in file folders.

**RETRIEVABILITY:**

Records are indexed chronologically with the surname indicated on the file tab.

**SAFEGUARDS:**

Hard copy files are stored in a locked office, access to which is restricted to Human Resources Management staff.

**RETENTION AND DISPOSAL:**

Records created in conjunction with an adverse or disciplinary action are retained for four years after the case is closed. Labor management issues such as labor arbitration or negotiated grievances are retained for five years after the case is closed. Other records are retained for one to three years based on Federal records disposition schedules. Hard copy records are disposed of by shredding.

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

Director, Human Resources Management, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Subject employee, supervisors, Human Resources Management staff, EEO Director, Union Officials, EEO Contract Investigators, Merit Systems Protection Board, Equal Employment Opportunity Commission, and the Federal Labor Relations Authority.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-9****SYSTEM NAME:**

Employee Health Insurance—  
Temporary Continuation of Coverage.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Recently separated employees and current/former employees' former spouses and/or eligible children (excluding personal services contractors).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records may include (i) copies of correspondence notifying applicants of their eligibility for temporary continuation of coverage; (ii) copies of election forms for temporary continuation of coverage; and (iii) tracking sheets containing applicant's name, date of separation, eligibility status, dependents' status, dates of correspondence, and dates forwarded to providers for processing.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; and 44 U.S.C. 3101, Records Management by Agency Heads.

**PURPOSE(S):**

These records are used to record and track eligibility of temporary continuation of coverage and possible subsequent enrollment in government-wide or OPIC health insurance plans.

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

Used (i) to inform former employees and current/former employees' former spouses and/or eligible children of temporary continuation of health insurance coverage; and (ii) to provide proof that these individuals received notification of temporary continuation of coverage opportunities.

**DISCLOSURE TO CONSUMER REPORTING****AGENCIES:**

None.

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

Records are stored in file folders in file cabinets.

**RETRIEVABILITY:**

Filed by category of insurance with information indexed therein alphabetically by surname.

**SAFEGUARDS:**

Files are stored in a locked metal file cabinet. The doors to OPIC's office in which these cabinets are located are locked outside of business hours or anytime the office is not staffed.

**RETENTION AND DISPOSAL:**

The records are retained for three years following the employee's separation or date of enrollment. They are disposed of by shredding.

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

Director, Human Resources Management, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Applicants for temporary continuation of health insurance coverage and OPIC Human Resources Management staff.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-12****SYSTEM NAME:**

Photographs.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Current employees of the Corporation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Contains (i) portrait shots (head and shoulders) and (ii) candid shots of individuals taken while performing official functions or while involved in OPIC-sponsored activities.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; and 44 U.S.C. 3101, Records Management by Agency Heads.

**PURPOSE(S):**

Photographs are used as internal and external communication devices to publicize the Corporation's mission and activities and to recognize the individuals who carry out those activities.

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

Portrait shots are used (i) in releases to local, national and international communications media (a) upon the individual's appointment to the Corporation, and (b) when the individual makes an official appearance; (ii) as communication material at OPIC-hosted and external conferences and speaking engagements where employees participate as representatives of the Corporation; (iii) as a data source for introducing new employees to the Corporation via the Corporate Intranet; and (iv) to provide biographies of executives to the public via the Corporation's Internet web site at [www.opic.gov](http://www.opic.gov). The photograph may be combined with or used as a supplement to biographies (see OPIC-5). Candid shots are used in (i) releases to the above-mentioned media in connection with publicizing the Corporation's mission and activities; and (ii) in the Corporation's publications.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Photographs are imaged electronically and stored on the Corporation's computer network and/or Inter/Intranet web server, and stored in hard copy files in each OPIC department.

**RETRIEVABILITY:**

Electronic images are retrievable by file name, which includes employee name or initials, through electronic word searches, or by cross-indexing in a database by surname. Hard copy files are indexed alphabetically by surname. Records are accessible by current OPIC personnel only.

**SAFEGUARDS:**

Hard copy files are stored in file cabinets in staff offices which are locked during non-business hours. Individual staff members have authentication passwords to access the computer network drive for their respective department and to access OPIC's Intranet; staff are electronically restricted from accessing the files of another department. OPIC's web server is protected by standard firewall and Internet security measures. Only employees authorized to update the Inter/Intranet server have the electronic access to make changes.

**RETENTION AND DISPOSAL:**

Records are updated as needed and retained as long as the individual is employed by the Corporation. Hard copy photographs are disposed of by shredding, or by returning to the individual. Electronic copies are disposed of by deleting files from the OPIC network.

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

Managing Director, Administration, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Photographs are taken by employees or agents of the Corporation. Except for photographs of executive staff, the decision concerning inclusion of photographs into the Corporation's

system of records is voluntary and at the discretion of the individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-14**

**SYSTEM NAME:**

Retirement.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Employees who have retired from the Corporation (excluding personal services contractors).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Copies of SF-2809, SF-2817, retirement application package, retirement estimates, election forms to carry OPIC benefits into retirement, and copies of correspondence from U.S. Office of Personnel Management (OPM) or carriers for OPIC health or life insurance or benefits.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 8301 *et seq.*, Retirement; 5 U.S.C. 301, Departmental Regulations; 44 U.S.C. 3101, Records Management by Agency Heads; and 5 CFR Part 831, Retirement.

**PURPOSE(S):**

These records are used in the general administration of the Corporation's insurance programs upon election by a retiring OPIC employee, and to facilitate retirement processing by OPM.

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

Used (i) to forward copies of records to the retiree, beneficiaries, OPM, and the life insurance company for those retirees who carry OPIC's term life insurance into retirement; and (ii) to forward copies to the OPIC health insurance provider for those retirees who carry OPIC's health insurance policy into retirement.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

**STORAGE:**

Retirement records are stored in file folders in file cabinets.

**RETRIEVABILITY:**

Files are indexed alphabetically by surname.

**SAFEGUARDS:**

Files are stored in a locked metal file cabinet. The doors to OPIC's office in which these cabinets are located are locked outside of business hours or anytime the office is not staffed.

**RETENTION AND DISPOSAL:**

Records are retained indefinitely or for one year following the death of a retiree or claim made by beneficiaries. Records are disposed of by shredding.

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

Director, Human Resources Management, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Retirees on whom the records are maintained, OPIC, OPM, or carriers of OPIC insurance benefits.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-15**

**SYSTEM NAME:**

Personnel Security Investigations.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Current and former employees of the Corporation, including personnel services contractors and other contractors, who are being or have been

investigated and cleared for access to data classified for national security reasons, for access to automated information systems, and/or for access to OPIC premises outside of business hours.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains an index which is an automated system for identifying the individuals above listing the status and types of investigations, the dates of clearance and level of clearances, and contacts related to the request for the investigations, results of the investigation, and clearance approvals for access to classified national security information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 3301, Examination, Selection and Placement; 5 CFR Part 732; and E.O. 10450, Clearance for Federal Employment, as amended.

**PURPOSE(S):**

These records are used to determine the suitability, eligibility and/or qualifications of employees for initial and/or continued employment in the Corporation, and for employment in sensitive positions involving access to classified information.

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

Used (i) by OPIC human resource and security managers to check the status of security clearances, dates of completion of security background investigations, and as a record of clearance levels received; and (ii) by other Federal agencies who have a job offer pending for individuals covered by the system or who may need to clear an OPIC employee for access to classified information controlled by that agency.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

**STORAGE:**

Automated data is stored on the Corporation's computer network.

**RETRIEVABILITY:**

All data is retrieved only by authorized OPIC staff by searching under the employee's name.

**SAFEGUARDS:**

Information contained in the system is safeguarded and protected through assignment to authorized users of passwords to access the automated data.

**RETENTION AND DISPOSAL:**

Files are retained for one year following clearance, and are deleted electronically after that time.

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

Director, Human Resources Management, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained and Federal agencies conducting background investigations under agreements with OPIC.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-16****SYSTEM NAME:**

Security Violations.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Current and former employees of the Corporation who have been investigated for alleged security violations.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Letters of notice of alleged security violations containing the facts and circumstances surrounding the alleged violations, listing the personnel involved, and describing the findings and recommendations for or against remedial, administrative or disciplinary actions. Documents reflecting results of investigations involving sensitive or classified information that allegedly has

been compromised through loss, unauthorized disclosure, improper handling or transmission, or failure to safeguard. Information developed by the security officer investigating the alleged violation may include interviews with the individual(s) involved in the alleged violation; witnesses to or having knowledge of the alleged violation; co-workers and supervisor; sworn statements; depositions; photographs or sketches of the area or equipment involved in the alleged violation; and office security procedures or instructions.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; and 44 U.S.C. 3101, Records Management by Agency Heads.

**PURPOSE(S):**

These records are used to ensure proper handling of national security information.

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

Used (i) by OPIC management as information to track security violations, and (ii) as documentation for agency administrative, disciplinary, criminal, or other actions against employees.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Records are stored in file folders in a file cabinet.

**RETRIEVABILITY:**

Files are indexed alphabetically by surname.

**SAFEGUARDS:**

Files are stored in a file cabinet in a locked office. Only OPIC security staff have access to the office.

**RETENTION AND DISPOSAL:**

Records are retained for one year and disposed of by shredding.

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

Manager, Contract and Administrative Services, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

OPIC security staff and individuals interviewed by OPIC security staff, including the individuals on whom the records are maintained.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-17****SYSTEM NAME:**

Travel Documents.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Current and former employees of the Corporation, Board members, and certain invitees to OPIC.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Travel records pertaining to reimbursements or payments, consisting of: Copies of travel orders; travel vouchers; receipts; transportation requests; hotel reservations/statements and all supporting papers relating to official travel of OPIC employees or others authorized to travel by law; and statements from travel carriers or providers.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 5701 *et seq.*, Travel, Transportation and Subsistence; 5 U.S.C. 301, Departmental Regulations; 44 U.S.C. 3101, Records Management by Agency Heads; The Budget and Accounting Act of 1921; The Accounting and Auditing Act of 1950; and Federal Travel Regulations, 41 CFR part 301-304.

**PURPOSE(S):**

These records are used for internal management and control, and also to authorize travel and reimbursement of expenses incurred. Used to maintain a record of official agency travel and associated expenses, and for payment purposes to vendors.

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

Used (i) by OPIC personnel to monitor progress, verify order, assure delivery and travel reimbursement payments to employees; and (ii) by outside auditors to audit overseas travel vouchers.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Records are stored in hard copy in file folders.

**RETRIEVABILITY:**

Files are indexed alphabetically by surname.

**SAFEGUARDS:**

Files are stored in file cabinets in OPIC's accounting office. This office is accessible to authorized personnel only.

**RETENTION AND DISPOSAL:**

Records are retained for six years and three months after the close of the fiscal year to which they pertain. Disposed of by shredding.

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

Director, Financial Management, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained and staff members who assist in preparation of official travel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-18****SYSTEM NAME:**

Directors (Current and Former).

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Private and public sector members of OPIC's Board of Directors, both current and former. Categories of records in the system: Contains (i) biographies of Board members; (ii) photographs of Board members; (iii) notices of commission dates or other types of appointment notices; (iv) copies of **Federal Register** notices relating to members; and (v) resignation notices.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; and 44 U.S.C. 3101, Records Management by Agency Heads.

**PURPOSE(S):**

These records are used to track appointments to the Corporation's Board of Directors, and to maintain biographical information on Board Members to share among the groups identified under routine uses.

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

Used to distribute to the general public, communications media, the Board of Directors, and employees of the Corporation general biographical information on Board Members.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Records are stored in file folders. Biographies of Board Members may be kept on the Corporation's Internet web server and made available to the public at [www.opic.gov](http://www.opic.gov).

**RETRIEVABILITY:**

Hard copy files are indexed alphabetically by surname. Electronic files are maintained on the Corporations computer network.

**SAFEGUARDS:**

Access to records is limited to OPIC employees who have an official need for

the records. Internal procedures governing the use, transfer, and photocopying of the records have been established. Records in the system are maintained in a file cabinet located in the Corporate Secretary's Office. The office is locked each evening. Electronic records are protected from unauthorized access through password identification procedures and other system-based protection methods.

**RETENTION AND DISPOSAL:**

Records are retained permanently.

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

Corporate Secretary, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-19****SYSTEM NAME:**

Employees' Payroll Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

a. Human Resources Management, Overseas Private Investment Corporation, 1100 New York Avenue, NW Washington, DC 20527; b. U.S. Bureau of Reclamation Administration Service Center Payroll Operations Division, Mail Stop D-2600 7301 West Mansfield Avenue Lakewood, CO 80235-2230; and c. For Retired Personnel Files: National Archives and Records Administration, National Personnel Records Center (Civilian Personnel Records Center), 111 Winnebago Street, St. Louis, MO 63118.



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

Current and former employees of the Corporation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The Corporation's system consists of four files. Official personnel files held by the Corporation are governed by the U.S. Office of Personnel Management (OPM) regulations found in parts 293 and 297 of Title 5 of the Code of Federal Regulations (CFR) and are covered by OPM's government-wide system of records, OPM/GOVT-1. The four categories of Corporation files are described below: a. Official personnel file—This file consists of the employees' Standard Form 50's and copies of benefits election forms. This is a hard copy file. b. Service history file—These records contain name, Social Security number, birth date, effective date, nature of action, pay plan, grade and salary related to personnel actions for OPIC service prior to July 7, 1996. These are electronic records. c. Payroll file—This system consists of documents related to employees' pay and related payroll deductions that are not properly filed in the official personnel file. These files may contain copies of income tax forms, savings bond elections, net deposits and allotments, union dues elections, Corporation benefits elections, danger pay requests, and legal process related to garnishments. This is a hard copy file. d. Time and attendance reports—This system consists of credit hour records, biweekly summaries of hours worked and leave taken, flextime records, leave applications, authorized premium pay, corrections of the foregoing, and annual audit summaries of leave usage. This information is maintained in an automated system, in supporting paper documentation, and on microfiche.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

E.O. 12107, Civil Service Commission and Labor-Management Relations in the Federal Service; 5 CFR 293, Personnel Records; and 5 CFR part 297, Privacy Procedures for Personnel Records.

**PURPOSE(S):**

These records are used to establish and maintain employee qualifications, benefits and pay.

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

Used (i) to document proper payment and benefits related to employment; and (ii) to transmit information directly to the Denver Administrative Services Center, U.S. Bureau of Reclamation, U.S. Department of Interior, which in

turn transmits them to the following: (a) To the Treasury Department for payroll purposes; (b) to the Treasury Department for issuance of savings bonds; (c) to the U.S. Office of Personnel Management for retirement, health and life insurance purposes, and to carry out the Corporation's government-wide personnel management functions; (d) to the National Finance Center, U.S. Department of Agriculture for the Thrift Savings Plan and Temporary Continuation of Coverage; (e) to the Social Security Administration for compliance with the Federal Insurance Compensation Act; (f) to the Internal Revenue Service for taxable earnings and withholding purposes; (g) to the Combined Federal Campaign for charitable contribution purposes; (h) to the American Federal of Government Employees for union dues; (i) to state and local government tax entities for income tax purposes; (j) to the Attorney General of the United States or an authorized representative in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice, or carried out as a legal representative of the Executive Branch agencies; (k) to the Internal Revenue Service for audit and inspection and investigation purposes; (l) for employment verifications as authorized in writing by current or former employees; (m) to judgment holders for the purposes of garnishment; (n) to arbitrators pursuant to a negotiated labor agreement or to Equal Employment Opportunity investigators authorized to hear or investigate employee grievances or complaints of discrimination; and (o) to Congressional offices in response to inquiries from Congressional offices made at the request of individuals to whom the record pertains. These records may also be provided to an administrative body or court in any administrative or legal proceeding to which the Corporation is a party.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

No disclosure to consumer reporting agencies is made from these records.

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

Official personnel files, payroll files, and time and attendance reports are kept in file folders. Service history files prior to July 7, 1996, are maintained in an automated system.

**RETRIEVABILITY:**

Official personnel files and payroll files are filed alphabetically by surname. Time and attendance reports are filed by date, type of report, and then by surname. Service history files are retrieved from the automated system by surname or Social Security number.

**SAFEGUARDS:**

All manual records are stored in a key-locked metal file cabinet. The doors to OPIC's offices in which these cabinets are located are locked outside of business hours or anytime the office is not staffed. Access to the service history files requires a user identification number and password.

**RETENTION AND DISPOSAL:**

(i) The official personnel file is retained until the end of the first thirty days following the date of the individual's separation from the Corporation if the individual is not thereafter employed by a Federal agency, or temporarily retained with authorization by the Office of Personnel Management in the event of a claim or administrative action. After the thirty days, records are sent to the National Archives and Records Administration, National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri. However, if following the separation from the Corporation, the individual is employed by a Federal agency, records are maintained until that Federal agency requests said records from the Corporation; (ii) Service history records are kept for three years following an employee's separation; (iii) Payroll records of the Corporation are maintained for four calendar years following the year in which the employee separates; and (iv) Time and attendance reports are maintained for six years after the year of the employee's separation. System manager(s) and address: Director, Human Resources Management, Overseas Private Investment Corporation, 1100 New York Ave., NW., Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for

amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained and OPIC employees acting in their official capacities.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-20**

**SYSTEM NAME:**

Employee Biography, Skills and Interest Inventory.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW., Washington, DC 20527.

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

Current employees of the Corporation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

These records may contain information about the individual's name, current position, primary duties, previous positions, post-secondary education, professional certification, specialized training, country and regional knowledge, industry knowledge, computer skills, special skills (e.g., CPR, financial modeling), interest in other departments, job functional interests, foreign language proficiency, and other similar information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; and 44 U.S.C. 3101, Records Management by Agency Heads.

**PURPOSE(S):**

These records are used to identify employees' skills and interest related to agency activities and special projects, and to establish biographies that reflect employees' relevant experience and training, to encourage awareness throughout OPIC of employees' skills and interests and thereby increase opportunities for broader assignments and support career development.

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

Used (i) to provide background information about OPIC staff to other OPIC staff members; (ii) to identify staff members with desired skills or expertise (e.g., language proficiency); (iii) to

determine individual staff member's interest in the programs and activities of other OPIC departments; and (iv) to determine the feasibility of special temporary assignments.

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

Information is input electronically by each OPIC staff member onto an electronic form. Information is stored in an electronic database and biographies and skill set information can be accessed by OPIC staff members by searching available form fields (e.g., name, industry knowledge, computer skills) through OPIC's Intranet. Staff interest information and individual profiles are accessed by Human Resources Management staff who may, in turn, share this information with OPIC managers for work-related needs. Information is retained on-line throughout a staff member's tenure at OPIC. Information will be deleted from the OPIC network when a staff member departs the Corporation.

**STORAGE:**

Records are stored on OPIC's network in an electronic database. Data forms from which the data is collected are maintained by OPIC's IRM department. No hard copies of completed forms will be maintained except by individual OPIC staff, at each staff member's discretion.

**RETRIEVABILITY:**

Access to records stored in the database is limited to current OPIC staff as described above.

**SAFEGUARDS:**

Access to record files is limited as described above. Access is further limited by OPIC's network security precautions, e.g., log-on passwords. The information submitted is volunteered with the understanding that it will be potentially accessible by all OPIC staff.

**RETENTION AND DISPOSAL:**

When an individual leaves OPIC employment, his or her record will be deleted from the OPIC network.

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

Director, Human Resources Management, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Information is volunteered by staff on a form entitled, "Employee Biography, Skills and Interest Profile."

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**III. New Systems of Records**

Based on a review of OPIC's Privacy Act Systems of records, OPIC is establishing nine new systems of records. OPIC's systems of records have been re-numbered, as outlined in the summary statement above.

**OPIC-1**

**SYSTEM NAME:**

Leave Sharing Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Current and former employees who have volunteered to participate in the Corporation's leave sharing program as either a donor or recipient of annual leave.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Leave sharing records contain the individual's name, organization, office telephone number, Social Security Number, position title, grade, pay level, leave balances, brief description of the medical emergency which qualifies the individual for inclusion in the leave transfer program, the status of the hardship, and a statement that selected data elements may be used in soliciting donations. The file may also contain medical or physician certifications and OPIC approvals or denials. Donor records include the individual's name, organization, office, telephone number, Social Security Number, position title, grade, pay level, leave balances, number of hours being transferred (or donated leave), and, in the case of the transfer program, the designated leave recipient.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 44 U.S.C. 3101, Records Management by Agency Heads; 5 U.S.C. 6331 *et seq.*, Voluntary Transfers of Leave; and 5 CFR part 630, Absence and Leave.

**PURPOSE(S):**

These records are used in managing the Corporation's Voluntary Leave Sharing Program. The recipient's name, and a brief description of the hardship, if authorized by the recipient, are published internally for solicitation purposes. Used to ensure the transfer of leave from the donor's account to the recipient's account.

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

Used (i) by other Federal agencies where the leave donor or leave recipient is employed by a different Federal agency; (ii) by the personnel and finance offices of another Federal agency involved to effectuate the leave transfer; and (iii) by OPIC timekeepers in order to debit and credit the leave accounts of donors and recipients.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Records are stored in file folders in locked file cabinets.

**RETRIEVABILITY:**

Files are indexed alphabetically by surname.

**SAFEGUARDS:**

Files are stored in a locked file cabinet. Only OPIC HRM staff have access to the office.

**RETENTION AND DISPOSAL:**

Records are retained for one year after the close of the leave sharing emergency and close of the case. Disposed of by shredding.

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

Director, Human Resources Management, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-2****SYSTEM NAME:**

Permanent Duty Relocation Files.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Current and former employees of the Corporation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records pertaining to official relocation travel authorizations and reimbursements or payments, consisting of: Government bills of lading, records of invoice or payments, employee service agreements, insurance election forms, and correspondence related to relocation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 57, Travel, Transportation, and Subsistence.

**PURPOSE(S):**

These records are used to provide supporting documentation related to the authorization of government payment or reimbursement related to official relocation travel, and to document service agreements and employee and PSC insurance elections.

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

Used (i) as supporting documents for authorization for payment; (ii) as a record of invoice and payment; (iii) as a record of service agreement; and (iv) as a record of any employee elections (insurance).

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

The records are stored in file folders in file cabinets.

**RETRIEVABILITY:**

Files are indexed alphabetically by surname.

**SAFEGUARDS:**

Files are stored in a locked metal file cabinet. The doors to OPIC's office in which these cabinets are located are locked outside of business hours or anytime the office is not staffed.

**RETENTION AND DISPOSAL:**

Records are retained for the period of the service agreement (generally 12 months) but not to exceed three years. Records are disposed of by shredding.

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

Director, Human Resources Management, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained and OPIC staff who manage the relocation process.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-3****SYSTEM NAME:**

Employee Security Badges.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Employees of the Corporation and contractors whose official duties require frequent and continuing access to the Corporation's offices.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Badges contain a photograph of the individual with his or her surname, first name and middle initial, and a badge number. They also contain: Date of birth, color of hair, weight, date issued, height, and color of eyes. The badge is signed on the reverse side by the individual and countersigned by a representative of the Corporation. Duplicate photographs are retained and are used for renewal of badges.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

E.O. 10450, Security Requirements for Government Employment, as amended; E.O. 10865, as amended, Safeguarding Classified Information Within Industry; and E.O. 12829, National Industrial Security Program.

**PURPOSE(S):**

These records are used to issue identification badges to employees of the Corporation to maintain proper building access and security controls.

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

Used by (i) OPIC management to allow access to Corporation premises; and (ii) by other agencies of the U.S. government to allow access to their premises.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Box containing duplicate photograph is filed in a locked office. Employees maintain possession of badges during their tenure with the Corporation.

**RETRIEVABILITY:**

Photograph is retrieved by likeness of individual.

**SAFEGUARDS:**

Records are maintained in an area which is accessible only to authorized security personnel.

**RETENTION AND DISPOSAL:**

Badges and duplicate photographs are destroyed upon termination of the individual's employment with or need for access to the Corporation's headquarters.

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

Manager, Contract and Administrative Services, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None

**OPIC-4****SYSTEM NAME:**

Employee Exit Forms.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Former employees of the Corporation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Forms containing name, signature and date of signature of employees departing OPIC stating that they have been debriefed on the Corporation's records, policies and procedures, have been advised of and fully understand provisions on post employment conflicts of interest, and certifying that all required clearances for release of the employee's final pay check have been obtained.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; and 44 U.S.C. 3101, Records Management by Agency Heads.

**PURPOSE(S):**

These records are used to maintain a record of all debriefings and completed exit procedures for former employees.

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

Used (i) to verify that all departing employees have completed the checkout process; (ii) to ensure the security of OPIC-related information; (iii) to ensure that employees are briefed concerning post-employment restrictions; and (iv) if necessary, to disclose records to the Department of Justice for compliance or enforcement purposes.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Records are stored in hard copy in file folders in a secure file room in a secure office suite accessible only by Central Files staff.

**RETRIEVABILITY:**

Records are indexed alphabetically by surname.

**SAFEGUARDS:**

Only authorized Central Files staff have access to the file room containing the records.

**RETENTION AND DISPOSAL:**

Records are retained permanently.

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

Managing Director, Administration, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for

review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-6**

**SYSTEM NAME:**

Controlled Correspondence.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Members of the general public, members of Congress, and others who correspond on a variety of official business matters with the Corporation, the President or the Executive Vice President of the Corporation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Identification of writer, subject, date and disposition of correspondence, and copy of incoming and outgoing/reply correspondence.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; and 44 U.S.C. 3101, Records Management by Agency Heads.

**PURPOSE(S):**

These records are used to track official agency correspondence.

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

Used primarily to ascertain the status of correspondence to OPIC's President, Executive Vice President, or other OPIC officials to whom inquiries are directed. Disclosures outside the Corporation may be made: (i) To a Federal agency so that the agency may respond to an inquiry from the named individual; (ii) to the U.S. Department of Justice or in a proceeding before a court or adjudicative body; (iii) to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting a violation, when information indicates a violation or potential violation of a statute, regulation, rule, order or license; and (iv) to a Congressional office from the record of an individual in response to an inquiry the individual has made to the Congressional office.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

**STORAGE:**

Records are stored in an automated database and in hard copy files.

**RETRIEVABILITY:**

Indexed by number, name of correspondent, organization/committee, subject(s), date, date received, and disposition.

**SAFEGUARDS:**

Records are maintained on a secure electronic database with access limited by password. Hard copy files are stored in file cabinets accessible only by authorized OPIC staff.

**RETENTION AND DISPOSAL:**

Records are retained permanently.

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

Administrative Assistant to the Executive Vice President, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-8**

**SYSTEM NAME:**

Telephone Call Records.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Current and former employees of the Corporation and individuals assigned an OPIC telephone number or an OPIC calling card.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records relating to the use of OPIC telephones to place long-distance calls; records relating to long-distance telephone calls charged to OPIC; and records indicating assignment of telephone numbers and authorized calling card numbers to individuals.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 44 U.S.C. 3101, Records Management by Agency Heads; and 41 CFR part 101-35, Telecommunications Management Policy.

**PURPOSE(S):**

These documents are used to support the certification that telephone calls listed on call detail records were required for official business and to verify accuracy of telephone company charges.

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

Used (i) to cross reference data on charges sent by the telephone company; (ii) to disclose to members of Congress or their staff in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained; (iii) to disclose to a court, a magistrate, administrative tribunal, or other adjudicatory body in the course of presenting evidence or argument, including disclosure to opposing counsel or witnesses in the course of civil discovery, litigation, or settlement negotiations, or in connection with criminal law proceedings.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

**STORAGE:**

The records are stored on computer disks.

**RETRIEVABILITY:**

The records are indexed by employee phone number and/or calling card

number assigned to employee, and may be cross-indexed with employee name.

**SAFEGUARDS:**

The disks are stored in an office that is locked during non-business hours and available only to those persons whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records are maintained for two years and disposed of by deleting electronic files.

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

Managing Director, Administration, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Telecommunications staff in charge of assigning phone numbers to employees; employees who create records by placing phone calls; telecommunications companies who forward bills to the Corporation.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None

**OPIC-10****SYSTEM NAME:**

Transportation Subsidy Files.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

All employees applying for transit subsidies for use of public transportation to and from the workplace.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, mode of transportation, commuting costs, and signature of applicant.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 7905, Programs to Encourage Commuting by Means Other Than Single-Occupancy Motor Vehicles.

**PURPOSE(S):**

These records are used to maintain a record of active participants in the OPIC transportation subsidy program and to verify pickup of payments.

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

Used (i) to provide a record of participants eligible to receive subsidies under OPIC Directive 94-31; (ii) to provide monthly lists of applicants eligible to receive subsidies and forward the list for disbursement through the Department of Treasury; (iii) to verify employee participation and retrieval of METROchecks; and (iv) to respond to information requests from the General Accounting Office.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Hard copy records are stored in file folders.

**RETRIEVABILITY:**

Records are indexed by month and then by individual's surname.

**SAFEGUARDS:**

Files are stored in a locked metal file cabinet.

**RETENTION AND DISPOSAL:**

Records are retained for six years and three months and are disposed of by shredding.

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

Director, Human Resources Management, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None

**OPIC-11****SYSTEM NAME:**

Freedom of Information Act (FOIA) Requests and Appeals.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Individuals requesting information under FOIA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Letters, correspondence, relevant data provided or referenced and responses to FOIA requests and appeals.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 552, Administrative Procedure—Public Information.

**PURPOSE(S):**

These records are used to respond to FOIA requests and appeals pursuant to 5 U.S.C. 552.

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

Used (i) to process individuals' FOIA requests; (ii) to provide a record of communications between the requester and the Corporation; (iii) to ensure that all relevant, necessary and accurate data are available to support any process for appeal; and (iv) to prepare annual reports to the Attorney General of the United States as required by FOIA.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

The records are stored in file folders in file cabinets.

**RETRIEVABILITY:**

Files are indexed alphabetically by surname.

**SAFEGUARDS:**

Files are stored in staff offices, access to which is limited to authorized OPIC employees.

**RETENTION AND DISPOSAL:**

Records are retained: (i) For two years from the date of OPIC's final response in cases where no appeal is filed; (ii) for six years from the date of OPIC's response to an appeal in cases where an appeal is filed; or (iii) for six years from the date of the court's final order in cases involving litigation. Records are disposed of by shredding.

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

FOIA Director, Department of Legal Affairs, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals requesting information under FOIA and assigned OPIC attorneys generating responses or other pertinent OPIC employees.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**OPIC-13****SYSTEM NAME:**

Contractor Files.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

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

Individuals currently and formerly contracted by the Corporation to serve

as personal services contractors (PSCs) or as consultants to the Corporation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The records maintained contain a copy of the contract/amendments and the history of the contractual relationship, including, as applicable, time and attendance records, salary calculations or earnings records, invoices/procurement documents, direct deposit forms, and tax forms. Procurement requests and payment information are maintained by the Treasurer. Records maintained by Human Resources Management include, as applicable, security forms and the level of security clearance, public vouchers for health expense reimbursement, emergency numbers, employment offer letters, injury or illness claims, resumes and related application materials, copies of contracts and related modifications and extensions, conditions of services agreed to by PSCs, Declarations for Federal Employment, rate determinations, and training requests and agreements. Each department maintains its own records, including contracts, time and attendance records, and records, as applicable, of the qualifications, performance, and evaluation of the contractor.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

22 U.S.C. 2199(d), General Provisions and Powers—Powers of the Corporation.

**PURPOSE(S):**

These records are used to determine eligibility for contractual employment, to provide background information for the purpose of counseling PSCs regarding their status and contract/employment conditions, to make pay determinations, and to administer or modify contracts.

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

Used (i) to provide information to support requests or clearances for pay adjustments; (ii) to document certain aspects of employment conditions; (iii) to initiate and clear recommendations concerning contracts; (iv) to determine and allocate OPIC departmental budgets; (v) to provide information to the Department of Labor, Office of Workers' Compensation to process work-related illness and injury claims; (vi) to report earnings information to the Internal Revenue Service and the Social Security Administration; (vii) to refer, where there is an indication of a violation or potential violation of law, whether criminal, civil, or regulatory in nature, to the appropriate agency,

whether Federal, State, or local, charged with the responsibility of investigating and prosecuting such violation or charged with enforcing or implementing the statute, rule, regulations, or order issued pursuant thereto; (viii) to request information from a Federal, State, or local agency, maintaining civil, criminal, or other relevant enforcement information or other pertinent information and to request information from private individuals if necessary to obtain information relevant to an OPIC decision concerning the hiring, retention, or promotion of an employee, the issuance of a security clearance, or other decision within the purposes of this system of records; (ix) to provide information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee or the letting of a contract; (x) to verify name, position title, grade, salary and duty station to prospective employers. These records may also be provided to an administrative body or court in any administrative or legal proceeding to which the Corporation is a party.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Records are stored in hard copy in file folders and electronically on automated data storage devices.

**RETRIEVABILITY:**

Records are retrievable by contractor name.

**SAFEGUARDS:**

Hard copy files are stored in OPIC staff offices in locked file cabinets accessible by authorized OPIC staff only. Electronic records are password protected and accessible by authorized OPIC staff only.

**RETENTION AND DISPOSAL:**

Financial records are retained for six years and three months after the close of the fiscal year to which they pertain. Personnel records are retained for up to twelve months after the resignation of the PSC or the termination of the contract. Records are disposed of by shredding.

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

Manager, Contract and Administrative Services, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Individuals to whom the records pertain; educational institutions, former employers, and other reference sources; OPIC supervisors.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

Dated: June 30, 1999.

**James R. Offutt,**

*Assistant General Counsel, Department of Legal Affairs.*

[FR Doc. 99-17447 Filed 7-8-99; 8:45 am]

BILLING CODE 3210-01-U

---

**INTERNATIONAL TRADE COMMISSION**

[Investigation No. AA1921-114 (Review)]

**Stainless Steel Plate From Sweden**
**Determination**

On the basis of the record<sup>1</sup> developed in the subject five-year review, the United States International Trade Commission determines, pursuant to section 751(c) of the Tariff Act of 1930 (19 U.S.C. 1675(c)) (the Act), that revocation of the antidumping finding on stainless steel plate from Sweden would not be likely to lead to continuation or recurrence of material injury to an industry in the United States within a reasonably foreseeable time.<sup>2</sup>

**Background**

The Commission instituted this review on August 3, 1998 (63 FR 41288) and determined on November 5, 1998 that it would conduct a full review (63 FR 63748, November 16, 1998). Notice

<sup>1</sup> The record is defined in sec. 207.2(f) of the Commission's Rules of Practice and Procedure (19 CFR § 207.2(f)).

<sup>2</sup> Chairman Bragg dissenting.

of the scheduling of the Commission's review and of a public hearing to be held in connection therewith was given by posting copies of the notice in the Office of the Secretary, U.S.

International Trade Commission, Washington, DC, and by publishing the notice in the **Federal Register** on December 24, 1998 (63 FR 71300). The hearing was held in Washington, DC, on May 11, 1999, and all persons who requested the opportunity were permitted to appear in person or by counsel.

The Commission transmitted its determination in this review to the Secretary of Commerce on July 6, 1999. The views of the Commission are contained in USITC Publication 3204 (July 1999), entitled *Stainless Steel Plate from Sweden: Investigation No. AA1921-114 (Review)*.

By order of the Commission.

Issued: July 6, 1999.

**Donna R. Koehnke,**

*Secretary.*

[FR Doc. 99-17478 Filed 7-8-99; 8:45 am]

BILLING CODE 7020-02-P

---

**UNITED STATES INTERNATIONAL TRADE COMMISSION**
**Sunshine Meeting Notice**

**AGENCY:** United States International Trade Commission.

**ACTION:** Notice.

**TIME AND DATE:** July 13, 1999 at 11:00 a.m.

**PLACE:** Room 101, 500 E Street S.W., Washington, DC 20436, Telephone: (202) 205-2000.

**STATUS:** Open to the public.

**MATTERS TO BE CONSIDERED:**

1. Agenda for future meetings: None
2. Minutes
3. Ratification List
4. Inv. No. AA1921-129 (Review) (Polychloroprene Rubber from Japan)—briefing and vote. (The Commission will transmit its determination to the Secretary of Commerce on July 26, 1999.)
5. Inv. No. 731-TA-5396A (Final) (Uranium from Kazakhstan)—briefing and vote. (The Commission will transmit its determination to the Secretary of Commerce on July 23, 1999.)
6. Outstanding action jackets:
  - (1) Document No. EC-99-012: Approval of final report in Inv. No. 332-403 (Assessment of the Economic Effects on the United States of China's Accession to the WTO).

- (2) Document NO. GC-99-057: Regarding Inv. No. 337-TA-412 (Certain Video Graphics Display Controllers and Products Containing Same).

In accordance with Commission policy, subject matter listed above, not disposed of at the scheduled meeting, may be carried over to the agenda of the following meeting.

Issued: July 6, 1999.

By order of the Commission.

**Donna R. Koehnke,**

*Secretary.*

[FR Doc. 99-17599 Filed 7-7-99; 1:03 pm]

BILLING CODE 7020-02-M

---

**DEPARTMENT OF JUSTICE**
**Immigration and Naturalization Service**
**Agency Information Collection Activities: Proposed Collection; Comment Request**

**ACTION:** Notice of information collection under review: Application for voluntary departure under the family unity program.

The Department of Justice, Immigration and Naturalization Service (INS) has submitted the following information collection request to the Office of Management and Budget (OMB) for review and clearance in accordance with the Paperwork Reduction Act of 1995. The information collection was previously published in the **Federal Register** on February 19, 1999 at 64 FR 8404, allowing for a 60-day public comment period. No comments were received by the INS on this proposed information collection.

The purpose of this notice is to allow an additional 30 days for public comments. Comments are encouraged and will be accepted until August 9, 1999. This process is conducted in accordance with 5 CFR 1320.10.

Written comments and/or suggestions regarding the items contained in this notice, especially regarding the estimated public burden and associated response time, should be directed to the Office of Management and Budget, Office of Information and Regulatory Affairs, Attention: Stuart Shapiro, Department of Justice Desk Officer, Room 10235, Washington, DC 20530; 202-395-7316.

Written comments and suggestions from the public and effected agencies concerning the proposed collection of information should address one or more of the following four points:

- (1) Evaluate whether the proposed collection of information is necessary