

individuals to gain access to federal information assets available through secured systems access.

Access to sensitive records is available only to authorized employees and contractor employees responsible for the management of the system and/or employees of program offices who have a need for such information. Paper records are maintained in locked safes and/or file cabinets. Electronic records are password-protected or PKI-protected. During non-work hours, records are stored in locked safes and/or cabinets in locked rooms.

#### RETENTION AND DISPOSAL:

The records on government employees and contractor employees are retained for the duration of their employment at the USPTO. Other individuals' records are kept for the duration of their affiliation with the USPTO and then treated as employee records. The records on separated employees are destroyed or sent to the Federal Records Center in accordance with General Records Schedule 18.

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

Director, IT Security Program Office, United States Patent and Trademark Office, Madison Building West—Room 5A05, 600 Dulany Street, Alexandria, VA 22314.

#### NOTIFICATION PROCEDURE:

Information may be obtained from either the Director, IT Security Program Office, United States Patent and Trademark Office, Madison Building West—Room 5A05, 600 Dulany Street, Alexandria, VA 22314; or the Chief Information Officer, United States Patent and Trademark Office, P.O. Box 1450, Alexandria, VA 22313-1450. Requesters should provide the appropriate information in accordance with the inquiry provisions appearing at 37 CFR Part 102 Subpart B.

#### RECORD ACCESS PROCEDURES:

USPTO employees wishing to inquire whether this system of records contains information about them should contact the system manager indicated. Individuals must furnish their full names for their records to be located and identified. See "Notification procedure" above.

#### CONTESTING RECORD PROCEDURES:

USPTO employees wishing to request amendment of their records should contact the system manager indicated. Individuals must furnish their full names for their records to be located and identified. See "Notification procedure" above.

#### RECORD SOURCE CATEGORIES:

The information contained in these records is provided by or verified by the subject individual of the record, supervisors, other personnel documents, and non-Federal sources such as private employers.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

Dated: December 7, 2004.

**Susan K. Brown,**

*Records Officer, USPTO, Office of the Chief Information Officer, Office of Data Architecture and Services, Data Administration Division.*

[FR Doc. 04-27321 Filed 12-13-04; 8:45 am]

**BILLING CODE 3510-16-P**

## DEPARTMENT OF COMMERCE

### Patent and Trademark Office

#### Privacy Act of 1974; System of Records

**AGENCY:** United States Patent and Trademark Office, Commerce.

**ACTION:** Notice of proposed new Privacy Act system of records.

**SUMMARY:** In accordance with the requirements of the Privacy Act of 1974, as amended, the United States Patent and Trademark Office (USPTO) gives notice of a proposed new system of records entitled "COMMERCE/PAT-TM-18 USPTO Identification and Security Access Control Systems." We invite the public to comment on the system announced in this publication.

**DATES:** Written comments must be received no later than January 13, 2005. The proposed system of records will be effective on January 13, 2005, unless the USPTO receives comments that would result in a contrary determination.

**ADDRESSES:** You may submit written comments by any of the following methods:

- E-mail: [Calib.Garland@uspto.gov](mailto:Calib.Garland@uspto.gov).
- Fax: (703) 746-8050, marked to the attention of J.R. Garland.
- Mail: J.R. Garland, Director, Security Office, United States Patent and Trademark Office, P.O. Box 1450, Alexandria, VA 22313-1450.

All comments received will be available for public inspection at the Public Search Facilities, Madison East—1st Floor, 600 Dulany Street, Alexandria, VA 22314.

**FOR FURTHER INFORMATION CONTACT:** J.R. Garland, Director, Security Office, USPTO, (703) 306-9000.

**SUPPLEMENTARY INFORMATION:** The United States Patent and Trademark Office (USPTO) is giving notice of a new

system of records that is subject to the Privacy Act of 1974. The proposed system of records will maintain information on all employees and contractors working for the USPTO for the purpose of providing additional physical security for agency assets. New identification badges will be issued to employees and contractors containing the person's photograph, name, agency name, and identification of active employee or contractor status. Related access controls will be assigned as appropriate.

The USPTO plans to implement a new Access Control System for USPTO facilities, including the main offices at the Carlyle campus in Alexandria, VA. The Access Control System will use new USPTO identification badges to control access to physical assets.

The proposed new system of records, "COMMERCE/PAT-TM-18 USPTO Identification and Security Access Control Systems," is published in its entirety below.

#### COMMERCE/PAT-TM-18

##### SYSTEM NAME:

USPTO Identification and Security Access Control Systems.

##### SECURITY CLASSIFICATION:

Unclassified.

##### SYSTEM LOCATION:

Office of Administrative Services, Security Office, United States Patent and Trademark Office, 600 Dulany Street, Alexandria, VA 22314.

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

USPTO employees, contractors, and other individuals requiring access to USPTO facilities or receiving government property.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's photograph, registers, and logs reflecting sequential numbering of security/access badges. Records may include the individual's name, organization, work telephone number, date of birth, identification number, photographic image, and records of access to secured facilities.

##### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 35 U.S.C. 2; and E.O. 9397.

##### PURPOSE(S):

To improve security for USPTO physical assets; to maintain records concerning the security/access badges issued; to restrict entry to installations and activities; to ensure positive identification of personnel authorized to access restricted areas; and to maintain

accountability for issuance and disposition of security/access badges and similar physical access tools.

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

See Prefatory Statement of General Routine Uses Nos. 1–13, as found at 46 FR 63501–63502 (December 31, 1981).

The USPTO will use the records to issue official U.S. Government identification badges and cards to USPTO employees and contract employees requiring access to USPTO buildings and offices. The records will also be used to maintain a record of all holders of identification badges and cards, for renewal and recovery of expired badges and/or cards, and to identify those that are lost or stolen.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Not applicable.

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

**STORAGE:**

Records are maintained in electronic media.

**RETRIEVABILITY:**

Records are retrieved by individual's name and/or card number.

**SAFEGUARDS:**

Access to this system of records is limited to security and guard force personnel. Records are stored in guarded security areas and in controlled-access systems.

Access to sensitive records is available only to authorized employees responsible for the management of the system and/or employees of program offices who have a need for such information. Electronic records are password-protected. During non-work hours, records are stored in locked safes and/or cabinets in locked rooms.

**RETENTION AND DISPOSAL:**

The records on government employees and contractor employees are retained for the duration of their employment at the USPTO. Other individuals' records are kept for the duration of their affiliation with the USPTO and then treated as employee records. The records on separated employees are destroyed or sent to the Federal Records Center in accordance with General Records Schedule 18.

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

Director, Security Office, United States Patent and Trademark Office, P.O. Box 1450, Alexandria, VA 22313–1450.

**NOTIFICATION PROCEDURE:**

Information may be obtained from the Security Office, United States Patent and Trademark Office, P.O. Box 1450, Alexandria, VA 22313–1450. Requesters should provide the appropriate information in accordance with the inquiry provisions appearing at 37 CFR Part 102 Subpart B.

**RECORD ACCESS PROCEDURES:**

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**CONTESTING RECORD PROCEDURES:**

USPTO employees wishing to request amendment of their records should contact the system manager indicated. Individuals must furnish their full names for their records to be located and identified. See "Notification procedure" above.

**RECORD SOURCE CATEGORIES:**

The information contained in these records is provided by or verified by the subject individual of the record, supervisors, other personnel documents, and non-Federal sources such as private employers.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

Dated: December 7, 2004.

**Susan K. Brown,**

*Records Officer, USPTO, Office of the Chief Information Officer, Office of Data Architecture and Services, Data Administration Division.*

[FR Doc. 04–27322 Filed 12–13–04; 8:45 am]

**BILLING CODE 3510–16–P**

**DEPARTMENT OF DEFENSE**

**Office of the Secretary**

**Submission for OMB Review; Comment Request**

**ACTION:** Notice.

The Department of Defense has submitted to OMB for clearance, the following proposal for collection of information under the provisions of the Paperwork Reduction Act (44 U.S.C. Chapter 35).

**DATES:** Consideration will be given to all comments received by January 13, 2005.

*Title, Form, and OMB Number:* Estuary Habitat Restoration Project Application; Eng Form 6019–R; OMB Control Number 0710–0014.

*Type of Request:* New.

*Number of Respondents:* 100.

*Responses Per Respondent:* 1.

*Annual Responses:* 100.

*Average Burden Per Response:* 10 hours.

*Needs and Uses:* The Corps will solicit applications for estuary habitat restoration projects under section 104 of the Estuary Restoration Act 2000. Requested information will include proposed project location, types and acreage of habitat to be restored, and project description including restoration techniques, project goals and expected benefits, monitoring plan, costs, and other supporting information. Project applications may be submitted either electronically or in paper format. This information is needed to select projects for funding.

*Affected Public:* State, local, or tribal government and not-for-profit institutions.

*Frequency:* Annually.

*Respondents Obligation:* Required to obtain or retain benefits.

*OMB Desk Officer:* Ms. Jacqueline Zeiher.

Written comments and recommendations on the proposed information collection should be sent to Ms. Zeiher at the Office of Management and Budget, Desk Officer for DoD, Room 10236, New Executive Office Building, Washington, DC 20503.

*DOD Clearance Officer:* Ms. Patricia Toppings.

Written requests for copies of the information collection proposal should be sent to Ms. Toppings, WHS/ESCD/ Information Management Division, 1225 South Clark Street, Suite 504, Arlington, VA 22202–4326.

Dated: December 6, 2004.

**Patricia L. Toppings,**

*Alternate OSD Federal Register Liaison Officer, Department of Defense.*

[FR Doc. 04–27307 Filed 12–13–04; 8:45 am]

**BILLING CODE 5001–06–M**

**DEPARTMENT OF DEFENSE**

**Office of the Secretary**

**Submission for OMB Review; Comment Request**

**ACTION:** Notice.

The Department of Defense has submitted to OMB for clearance, the following proposal for collection of information under the provisions of the Paperwork Reduction Act (44 U.S.C. Chapter 35).

**DATES:** Consideration will be given to all comments received by January 13, 2005.