

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

Records are maintained on mainframe computer disk and cartridges. Occasionally, there may be paper copies of small amounts of data.

**RETRIEVABILITY:**

The records are retrieved by the Beneficiary's SSN, last name, and date of birth.

**SAFEGUARDS:**

Files in this system are maintained in SSA's secure computer center and occasionally in paper form in desks or file cabinets that lock. Access to the files is limited to employees who require the files to perform their duties. All personnel having access to the records have been informed of criminal sanctions for unauthorized disclosure of information relating to individuals. Access [http://www.ssa.gov/foia/bluebook/app\\_g.htm](http://www.ssa.gov/foia/bluebook/app_g.htm) for additional information regarding the safeguards SSA employs to protect its paper and automated.

**RETENTION AND DISPOSAL:**

Records are archived on mainframe computer cartridges when the implementation of the court order is completed. The cartridges are stored indefinitely in a secured location.

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

Director, Management Information and Process Analysis Staff, Office of the General Counsel, Social Security Administration, 6401 Security Boulevard, Baltimore, MD 21235.

**NOTIFICATION PROCEDURES:**

An individual can determine if this system contains a record about him/her by writing to the systems manager(s) at the above address and providing his/her name, SSN or other information that may be in the system of records that will identify him/her. An individual requesting notification of records in person should provide the same information, as well as provide an identity document, preferably with a photograph, such as a driver's license or some other means of identification, such as a voter registration card, credit card, etc. If an individual does not have any identification documents sufficient to establish his/her identity, the individual must certify in writing that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense.

If notification is requested by telephone, an individual must verify his/her identity by providing identifying information that parallels the record to which notification is being requested. If it is determined that the identifying information provided by telephone is insufficient, the individual will be required to submit a request in writing or in person. If an individual is requesting information by telephone on behalf of another individual, the subject individual must be connected with SSA and the requesting individual in the same phone call. SSA will establish the subject individual's identity (his/her name, SSN, address, date of birth and place of birth along with one other piece of information such as mother's maiden name) and ask for his/her consent in providing information to the requesting individual.

If a request for notification is submitted by mail, an individual must include a notarized statement to SSA to verify his/her identity or must certify in the request that he/she is the person claimed to be and that he/she understands that the knowing and willful request for, or acquisition of, a record pertaining to another individual under false pretenses is a criminal offense. These procedures are in accordance with SSA Regulations (20 CFR 401.40).

**RECORD ACCESS PROCEDURES:**

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. These procedures are in accordance with SSA Regulations (20 CFR 401.40(c)).

**CONTESTING RECORD PROCEDURES:**

Same as notification procedures. Requesters should also reasonably identify the record, specify the information being contested and state the corrective action sought and the reasons for the correction with supporting justification showing how the record is untimely, incomplete, inaccurate or irrelevant. These procedures are in accordance with SSA Regulations (20 CFR 401.65(a)).

**RECORD SOURCE CATEGORIES:**

Systems of records maintained by SSA such as the Claims Folders System, 60-0089; Master Beneficiary Record, 60-0090; Supplement Security Income Record and Special Veterans Benefits 60-0103.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:**

None.

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**DEPARTMENT OF STATE**

[Public Notice 5207]

**60-Day Notice of Proposed Information Collection: Department of State Forms DS-98 and DS-99; Application for Diplomatic Exemption Form; OMB Control Number 1405-0069**

**ACTION:** Notice of request for public comments.

**SUMMARY:** The Department of State is seeking Office of Management and Budget (OMB) approval for the information collection described below. The purpose of this notice is to allow 60 days for public comment in the **Federal Register** preceding submission to OMB. We are conducting this process in accordance with the Paperwork Reduction Act of 1995.

- Title of Information Collection: Application for Diplomatic Exemption From Taxes.
- OMB Control Number: 1405-0069.
- Type of Request: Extension of an approved collection.
- Originating Office: Bureau of Diplomatic Security, Office of Foreign Missions, Diplomatic Tax and Customs Office, DS/OFM/VTC/TC.
- Form Number: DS-98 & DS-99.
- Respondents: Eligible foreign diplomatic or consular missions, certain foreign government organizations, and designated international organizations.
- Estimated Number of Respondents: 350.
- Estimated Number of Responses: Approximately 2419.
- Average Hours Per Response: 15 minutes.
- Total Estimated Burden: 605 hours.
- Frequency: On occasion.
- Obligation to Respond: Required to obtain or retain a benefit.

**DATES:** The Department will accept comments from the public up to 60 days from October 17, 2005.

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

- E-mail: [ofmcustomerservice@state.gov](mailto:ofmcustomerservice@state.gov). You must include the DS form number, information collection title, and OMB control number in the subject line of your message.
- Mail (paper, disk, or CD-ROM submissions): Office of Foreign Missions, International Place, NW., U.S.

Department of State, Washington, DC, 20008.

**FOR FURTHER INFORMATION CONTACT:**

Direct requests for additional information regarding the collection listed in this notice, including requests for copies of the proposed information collection and supporting documents, to Ms. Irina Kaufman, DS/OFM/VTC, 3507 International Place, NW., U.S. Department of State, Washington, DC, 20008, who may be reached on 202-895-3683, or by e-mail at [kaufmani@state.gov](mailto:kaufmani@state.gov).

**SUPPLEMENTARY INFORMATION:** We are soliciting public comments to permit the Department to:

- Evaluate whether the proposed information collection is necessary for the proper performance of our functions.
- Evaluate the accuracy of our estimate of the burden of the proposed collection, including the validity of the methodology and assumptions used.
- Enhance the quality, utility, and clarity of the information to be collected.
- Minimize the reporting burden on those who are to respond, including the use of automated collection techniques or other forms of technology.

*Abstract of proposed collection:* Exemption from taxes on the use of public utilities and the purchase of gasoline and other motor fuels is enjoyed by foreign diplomatic and consular personnel on assignment in the United States under the provisions of the Vienna Conventions on Diplomatic and Consular Relations and the terms of various bilateral agreements. Under the Foreign Missions Act of 1982 (as amended), 22 U.S.C. 4301 et seq., the Department of State's Office of Foreign Missions (OFM) is given the authority to grant privileges and benefits, based on reciprocity. Forms DS-98, "Application for Diplomatic Exemption From Taxes on Utilities", and DS-99, "Application for Diplomatic Exemption From Taxes on Gasoline", provide OFM with the necessary information to provide and administer the benefit effectively and efficiently.

*Methodology:* Paper copies of the DS-98 and DS-99 are either hand carried or mailed to OFM. Foreign missions can access both forms on the OFM Web site in Portable Document Format (PDF), which provides a data-input and print feature for clean and legible paper copies. An electronic submission option

is expected to be made available to respondents in October of 2005.

**John R. Arndt,**

*Acting Deputy Assistant Secretary of State and Deputy Director, Office of Foreign Missions, Bureau of Diplomatic Security, Department of State.*

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**DEPARTMENT OF TRANSPORTATION**

**Office of the Secretary**

**Privacy Act of 1974: System of Records**

**AGENCY:** Office of the Secretary, DOT.

**ACTION:** Notice to establish a system of records.

**SUMMARY:** DOT intends to establish a system of record under the Privacy Act of 1974.

**DATES:** This notice will be effective, without further notice, on November 28, 2005, unless modified by a subsequent notice to incorporate comments received by the public. Comments must be received by November 16, 2005 to be assured consideration.

**ADDRESSES:** Send comments to Steven Lott, Departmental Privacy Officer, United States Department of Transportation, Office of the Secretary, 400 7th Street, SW., Room 6106, Washington DC 20590 or [Steven.Lott@dot.gov](mailto:Steven.Lott@dot.gov).

**FOR FURTHER INFORMATION CONTACT:** Robert A. Monniere, Office of the Chief Counsel, Department of Transportation, Research and Innovative Technology Administration (RITA), Room 3105, 400 7th Street, SW., Washington DC, 20590, 202-366-5498 (voice), 202-366-3759 (fax), or [robert.monniere@dot.gov](mailto:robert.monniere@dot.gov).

**SUPPLEMENTARY INFORMATION:** The Department of Transportation system of records notice subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, has been published in the **Federal Register** and is available from the above mentioned address.

**SYSTEM NUMBER:**

DOT/RITA 016.

**SYSTEM NAME:**

TSI's Online Catalog and Learning Management System.

**SECURITY CLASSIFICATION:**

Sensitive, unclassified.

**SYSTEM LOCATION:**

This system of record is in the Research and Innovative Technology Administration, Transportation Safety

Institute, U.S. Department of Transportation, 6500 South MacArthur Boulevard, Oklahoma City, OK 73169.

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

The system consists of information on individuals who have enrolled in one or more TSI courses.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The information in the system consists of personally identifiable information on each student such as full name, home and work address, all phone numbers, e-mail address, employer, and job title.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

49 U.S.C. 112(d)(1).

**PURPOSE(S):**

To monitor training programs provided by TSI for all DOT modes and industry.

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

(1) TSI may disclose information from this system of records to:

- a. Authorized representatives of the United States Government for the purposes of building class schedules, statistical information, and determining qualifications
  - b. Student supervisors for purposes of building class schedules and transcripts
  - c. Contacting universities for the purpose of continuing education credits
- (2) TSI may use information from this system of records to determine:
- a. Category of student
  - b. If student has completed prerequisites or class eligibility
  - c. If student has completed necessary classes for available certifications
  - d. Potential contacts for instructors
  - e. Students that have taken a specific course or class
  - f. Successful class completion
  - g. The employer of a student and the region the student resides
  - h. Student enrollment priority level
  - i. Qualification expiration date
  - j. Continuing education units awarded to students
  - k. Statistical information

(3) See Prefatory Statement of General Routine Uses, 65 FR 19477 (April 11, 2000).

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.