

resolved. Records are destroyed by shredding or burning.

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

The Director, Human Capital Policy and Program Management Division (CHP), Office of Human Capital Management (CH), 1800 F Street, NW., Washington, DC 20405.

**NOTIFICATION PROCEDURE:**

An employee may obtain information as to whether he or she is part of the system of records from the immediate supervisor or the Director of Human Capital Policy and Program Management Division at the address above, whichever is appropriate.

**RECORD ACCESS PROCEDURE:**

A request to review a record related to you should be directed to the immediate supervisor or Director of Human Capital Policy and Program Management Division at the address above, whichever is appropriate. For the identification required, see 41 CFR part 105-64 published in the **Federal Register**.

**PROCEDURE TO CONTEST A RECORD:**

GSA rules to review the content of a record and appeal an initial decision are in 41 CFR part 105-64 published in the **Federal Register**.

**RECORD SOURCES:**

The supervisor(s), counselors, personnel specialists, and individual employee.

[FR Doc. E8-8933 Filed 4-24-08; 8:45 am]

BILLING CODE 6820-34-P

**GENERAL SERVICES ADMINISTRATION**

**Privacy Act of 1974; Notice of Updated Systems of Records**

**AGENCY:** General Services Administration.

**ACTION:** Notice.

**SUMMARY:** GSA reviewed its Privacy Act systems to ensure that they are relevant, necessary, accurate, up-to-date, covered by the appropriate legal or regulatory authority, and in response to OMB M-07-16. This notice is a compilation of updated Privacy Act system of record notices.

**DATES:** Effective May 27, 2008.

**FOR FURTHER INFORMATION CONTACT:** Call or e-mail the GSA Privacy Act Officer: telephone 202-208-1317; e-mail [gsa.privacyact@gsa.gov](mailto:gsa.privacyact@gsa.gov).

**ADDRESSES:** GSA Privacy Act Officer (CIB), General Services Administration,

1800 F Street, NW., Washington, DC 20405.

**SUPPLEMENTARY INFORMATION:** GSA undertook and completed an agency-wide review of its Privacy Act systems of records. As a result of the review GSA is publishing updated Privacy Act systems of records notices. Rather than make numerous piecemeal revisions, GSA is republishing updated notices for one of its systems. Nothing in the revised system notices indicates a change in authorities or practices regarding the collection and maintenance of information. Nor do the changes impact individuals' rights to access or amend their records in the systems of records. The updated system notices also include the new requirement from OMB Memorandum M-07-16 regarding a new routine use that allows agencies to disclose information in connection with a response and remedial efforts in the event of a data breach.

Dated: April 16, 2008.

**Cheryl M. Paige,**

*Director, Office of Information Management.*

**GSA/PBS-5**

**SYSTEM NAME:**

eLease.

**SYSTEM LOCATION:**

The system records and documents are maintained at the Enterprise Service Center of the GSA Public Buildings Service (PBS). Contact the System Manager for additional information.

**SYSTEM LOCATION:**

The system maintains information on individuals, as well as businesses, who have made an offer on a PBS lease solicitation or who have entered into a contract with PBS regarding a building lease.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system maintains information required throughout the lifecycle of a PBS building lease including information about leases, offerors, and lessors. In addition to business contact and identification information (address, telephone number, and Taxpayer Identification Number (TIN)), the system includes personal information on individuals who use personal contact and identification information (home address, telephone, e-mail, and fax numbers, and Social Security Number) for business purposes as sole proprietors.

**AUTHORITIES FOR MAINTENANCE OF THE SYSTEM:**

Federal Property and Administrative Services Act, as amended (40 U.S.C. Sec. 585).

**PURPOSE:**

To establish and maintain a system for operating, controlling, and managing the Federal property leasing program; tracking leasing projects and workflow activities; and managing associated documents.

**ROUTINE USES OF THE SYSTEM RECORDS, INCLUDING CATEGORIES OF USERS AND THEIR PURPOSE FOR USING THE SYSTEM:**

System information may be accessed and used by authorized GSA employees and contractors to conduct official duties associated with Federal government building leases. Information from this system may be disclosed as a routine use:

- a. In any legal proceeding, where pertinent, to which GSA is a party before a court or administrative body.
- b. To a Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or carrying out a statute, rule, regulation, or order when GSA becomes aware of a violation or potential violation of civil or criminal law or regulation.

- c. To duly authorized officials engaged in investigating or settling a grievance, complaint, or appeal filed by an individual who is the subject of the record.

- d. To the Office of Personnel Management (OPM), the Office of Management and Budget (OMB), the Government Accountability Office (GAO) or other Federal agency when the information is required for program evaluation purposes.

- e. To another Federal agency in connection with the hiring or retention of an employee; the issuance of a security clearance; the reporting of an investigation; clarifying a job; the letting of a contract; or the issuance of a grant, license, or other benefit to the extent that the information is relevant and necessary to a decision.

- f. To a Member of Congress or his or her staff on behalf of and at the request of the individual who is the subject of the record.

- g. To an expert, consultant, or contractor of GSA in the performance of a Federal duty to which the information is relevant.

- h. To the National Archives and Records Administration (NARA) for records management purposes.

- i. To appropriate agencies, entities, and persons when (1) The Agency suspects or has confirmed that the security or confidentiality of

information in the system of records has been compromised; (2) the Agency has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by GSA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with GSA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

System records and documents are electronically stored on servers and/or compact discs.

**RETRIEVABILITY:**

Records may be retrieved by name and/or other personal identifier or appropriate type of designation.

**SAFEGUARDS:**

System records are safeguarded in accordance with the requirements of the Privacy Act, the Computer Security Act, and the eLease System Security Plan. Technical, administrative, and personnel security measures are implemented to ensure confidentiality and integrity of the data. Security measures include password protections, assigned roles, and transaction tracking.

**RETENTION AND DISPOSAL:**

Disposition of records will be according to the National Archives and Records Administration (NARA) guidelines, set forth in the GSA Records Maintenance and Disposition System (OAD P 1820.2A) handbook.

**SYSTEM MANAGER AND ADDRESS:**

eLease Program Manager, Systems Development Division (PGAB), Office of the PBS Chief Information Officer, General Services Administration, 1800 F Street, NW., Washington DC 20405.

**NOTIFICATION PROCEDURES:**

Individuals may obtain information about their records from the eLease Program Manager at the above address.

**RECORD ACCESS PROCEDURES:**

Requests from individuals for access to their records should be addressed to the eLease Program Manager. GSA rules for individuals requesting access to their records are published in 41 CFR part 105-64.

**CONTESTING RECORD PROCEDURES:**

Individuals may contest their records' contents and appeal determinations according to GSA rules published in 41 CFR part 105-64.

**RECORD SOURCE CATEGORIES:**

Information is obtained from individuals who are offerors or lessors of GSA PBS building leases.

[FR Doc. E8-8934 Filed 4-24-08; 8:45 am]

**BILLING CODE 6820-34-P**

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Dated: April 16, 2008.

**Cheryl M. Paige,**

*Director, Office of Information Management.*

**GSA/HRO-37**

**SYSTEM NAME:**

Personnel Security files.

**SECURITY CLASSIFICATION:**

Some records in the system are classified under Executive Order 12958 as amended.

**SYSTEM LOCATION:**

Personnel security files are maintained with other appropriate records in the Personnel Security Requirements Division (CPR), GSA Building, 1800 F Street NW., Washington, DC 20405.

**SYSTEM LOCATION:**

Employees, applicants for employment, former employees of GSA and of commissions, committees, small agencies serviced by GSA, contractors, students, interns, volunteers, individuals authorized to perform or use services provided in GSA facilities (e.g. Credit Union or Fitness Center) and individuals formerly in any of these positions that require regular, ongoing access to federal facilities, information technology systems or information classified in the interest of national security. Included are historical researchers, experts or consultants, and employees of contractors performing services for GSA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personnel security files contain information such as name, former names, date and place of birth, home address, phone numbers, height, weight, hair color, eye color, sex, passport information, military information, civil court information, employment history, residential history, Social Security Number, occupation, experience, and investigative material, education and degrees earned, names of associates and references and their contact information, citizenship, names of relatives, citizenship of relatives, names of relatives who work for the federal government, criminal history, mental health history, drug use, financial information, fingerprints, summary report of investigation, results of suitability decisions, level of security clearance, date of issuance of security clearance, requests for appeals, witness statements, investigator's notes, tax return information, credit reports, security violations, circumstances of violation, and agency action taken.