DEPARTMENT OF DEFENSE
Office of the Secretary
[Docket ID DOD–2011–OS–0118]

Privacy Act of 1974; System of Records

AGENCY: Office of the Secretary, Department of Defense (DoD).

ACTION: Notice to Amend a System of Records.

SUMMARY: The Office of the Secretary of Defense is proposing to amend a system of records notice in its existing inventory of records systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended.

DATES: The changes will be effective on November 28, 2011 unless comments are received that would result in a contrary determination.

ADDRESSES: You may submit comments, identified by docket number and title, by any of the following methods:


Instructions: All submissions received must include the agency name and docket number for this Federal Register document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at http://www.regulations.gov as they are received without change, including any personal identifiers or contact information.

FOR FURTHER INFORMATION CONTACT:

SUPPLEMENTARY INFORMATION: The Office of the Secretary of Defense notices for systems of records subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended, have been published in the Federal Register and are available from the address in FOR FURTHER INFORMATION CONTACT.

The specific changes to the records systems being amended are set forth below followed by the notices, as amended, published in their entirety. The proposed amendments are not within the purview of subsection (r) of the Privacy Act of 1974, (5 U.S.C. 552a), as amended, which requires the submission of a new or altered system report.

Dated: October 25, 2011.

Aaron Siegel,
Alternate OSD Federal Register Liaison Officer, Department of Defense.

DWHS 005

SYSTEM NAME: Mandatory Declassification Review Files (October 14, 2010, 75 FR 63160).

CHANGES: * * * * *

SYSTEM LOCATION:
Delete entry and replace with “Chief, Records and Declassification Division, Executive Services Directorate, 4800 Mark Center Drive, Suite 02F09, Alexandria, VA 20350–3200.”

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SYSTEM MANAGER(S) AND ADDRESS:
Delete entry and replace with “Chief, Records and Declassification Division, Executive Services Directorate, 4800 Mark Center Drive, Suite 02F09, Alexandria, VA 20350–3200.”

NOTIFICATION PROCEDURE:
Delete entry and replace with “Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to Chief, Records and Declassification Division, Executive Services Directorate, 4800 Mark Center Drive, Suite 02F09, Alexandria, VA 20350–3200.

Written requests should include the individual’s name and address of the individual at the time the record would have been created.”

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DWHS 005

SYSTEM NAME: Mandatory Declassification Review Files.

SYSTEM LOCATION:
Chief, Records and Declassification Division, Executive Services Directorate, 4800 Mark Center Drive, Suite 02F09, Alexandria, VA 20350–3200.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:
Individuals who request Mandatory Declassification Review (MDR) or appeal a Mandatory Declassification Review determination. These include DoD, Executive Branch Agencies, public or contractors.

CATEGORIES OF RECORDS IN THE SYSTEM:
Name, address, and organization of person making MDR request or appeal, identification of records requested, dates and summaries of action taken.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:
E.O. 13526, Classified National Security Information; DoD Instruction 5200.01, DoD Information Security Program and Protection of Sensitive Compartmented Information.

PURPOSE(S):
To process requests and/or appeals from individuals for the mandatory review of classified documents for the purposes of releasing declassified material to the public; and to provide a research resource of historical data on release of records to ensure consistency in subsequent actions. Data developed from this system is used for the annual reported required by the applicable Executive Order(s) governing classified National Security Information. This data also serves management needs by providing information about the number of requests; the type or category of records required; and the average processing time.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD ‘Blanket Routine Uses’ set forth at the beginning of OSD’s compilation of systems of records notices apply to this system.

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

STORAGE:
Paper records in file folders and electronic storage media.

RETRIEVABILITY:
Retrieved by name of requester and other pertinent information, such as organization or address, subject material describing the MDR item (including date), MDR request number using computer indices, referring agency, or any combination of fields.

SAFEGUARDS:
Paper records are maintained in Defense Security vault, with all physical security requirements to ensure the protection of special compartmented information. Within the vault, the paper files are stored in security containers with access limited to officials having a need-to-know based on their assigned duties. Computer systems require
EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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