

**SYSTEM NOTICE
09-30-0049**

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SYSTEM NAME:

Consultant Records Maintained
By SAMHSA Contractors,
HHS/SAMHSA/OA.

Minor alterations have been
made to this system of records
notice. The following categories
should be revised in their
entirety:

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

1. The Department of Health
and Human Services (HHS) may
disclose information from this
system of records to the
Department of Justice, or to a
court or other tribunal, when (a)
HHS, or any component thereof;
or (b) any HHS employee in
his or her individual
capacity where the
Department of Justice (or
HHS, where it is
authorized to do so) has
agreed to represent the
employee; or (d) the
United States or any
agency thereof where HHS
determines that the
litigation is likely to affect
HHS or any of its
components, is a party to
litigation or has an interest
in such litigation, and HHS
determines that the use of
such records by the
Department of Justice, the
court or other tribunal is
relevant and necessary to
the litigation and would
help in the effective
representation of the
governmental party,
provided, however, that in
each case, HHS determines
that such disclosure is
compatible with the
purpose for which the
records were collected.

2. Disclosure may be
made to a congressional
office from the record of
an individual in response
to a verified inquiry from
the congressional office
made at the written request
of that individual.

3. SAMHSA proposes to
contract with private firms
for the purposes of
handling logistics for
conferences, reviews,
development of training

materials, and of obtaining
the services of consultants.
Relevant records will be
disclosed to such a
contractor or may be
developed by the
contractor for use in the
project. The contractor
shall be required to
maintain Privacy Act
safeguards with respect to
such records.

4. Information in this
system of records is used
routinely to prepare W-2
and 1099 Forms to submit
to the Internal Revenue
Service and applicable
State and local
governments those items to
be included as income to
an individual.

SAFEGUARDS:

Measures to prevent
unauthorized disclosures
are implemented as
appropriate for each
location. Each site
implements personnel,
physical and procedural
safeguards such as the
following:

1. Authorized Users:
Only SAMHSA personnel
working on these projects
and personnel employed
by SAMHSA contractors
to work on these projects
are authorized users as
designated by the system
managers.

2. Physical safeguards:
Records are stored in
locked rooms, locked file
cabinets, and/or secured
computer facilities.

3. Procedural safeguards:
Contractors who maintain
records in this system are
instructed to make no
further disclosure of the
records except as
authorized by the system
manager and permitted by
the Privacy Act. Privacy
Act requirements are
specifically included in
contracts and in
agreements with grantees
or collaborators
participating in research
activities supported by this
system. HHS project
directors, contract officers,
and project officers
oversee compliance with
these requirements.

4. Implementation
guidelines: DHHS Chapter
45-13 and supplementary
Chapter PHS.hf: 45-13 of
the General Administration
Manual, and Part 6,
"Automated Information

Systems Security" in the
HHS Information
Resources Management
Manual.

Readers who notice any
errors or omissions in the
SAMHSA systems of
records notices are invited
to bring them to my
attention at the following
address: Substance Abuse
and Mental Health
Services Administration,
5600 Fishers Lane, Room
12-105, Rockville,
Maryland 20857.

Dated: October 13, 1994
Richard Kopanda,
Acting Executive Officer,
Substance Abuse and
Mental Health Services
Administration.
[FR Doc. 94-27615 Filed
12-27-94; 8:45 am]

**System Notice No. 09-30-
0049 as printed in the
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Beginning on 69002.**

09-30-0049

System Name:

Consultant Records
Maintained by SAMHSA
Contractors,
HHS/SAMHSA/OA

**SECURITY
CLASSIFICATION:**

None

SYSTEM LOCATION:

Records are located at
various contractor sites. A
list of specific contractor
sites is available from the
appropriate system
manager.

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

Consultants who
participate in Substance
Abuse and Mental Health
Services Administration
(SAMHSA) conferences,
meeting, evaluation
projects, or technical
assistance at site locations
arranged by contractors.

**CATEGORIES OF
RECORDS IN THE
SYSTEM:**

Names, addresses, Social
security numbers,
qualifications, curricula
vitae, travel records, and

payment records for consultants.

SAMHSA; Public Health Service Act, sections 301 (42 U.S.C. 241), 332 (U.S.C. 249(c)), and 501-05 (42 U.S.C. 290aa et seq.). CSAT: Center for substance Abuse Treatment, section 507-12 (42 U.S.C. 290bb et seq.). CSAP: Center for Substance Abuse Prevention Section 515-8 (42 U.S.C. 290aa-5 et seq.). CMHS: Center for Mental Health Services, sections 506 (42 U.S.C. 290aa-5) and 520-35 (42 U.S.C. 290bb-31 et seq.). Protection and Advocacy for Individuals with Mental Illness Act of 1986 as amended (42 U.S.C. 10801 et seq.); Refugee Education Assistance Act of 1980 section 501(c) (8 U.S.C. 1522 note), Pub L. 96-442; Executive Order 12341; and Disaster Relief Act of 1974, section 413, Pub L. 93-288, as amended by section 416 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub L. 100-107.

PURPOSE(s):

This umbrella system of records covers a varying number of separate sets of records used in different projects. These records are established by contractors to organize programs, obtain and pay consultants, and to provide necessary reports programs for SAMHSA. SAMHSA personnel may use records when a technical assistance consultant is needed for a specialized area of research, review, advice, etc.

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

1. The Department of Health and Human Services (HHS) may disclose information from this system of records to the Department of Justice, or to a court or other tribunal, when (a) HHS, or any component thereof; or

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

(b) any HHS employee in his or her individual capacity where the Department of Justice (or HHS where it is authorized to do so) has agreed to represent the employee; or (d) the United States or any agency thereof where HHS determines that the litigation is likely to affect HHS or any of its components is a party to litigation or has an interest in such litigation, and HHS determines that the use of such records by the Department of Justice, the court or other litigation and would help in the effective representation of the governmental party, provided, however, that in each case, HHS determines that such disclosure is compatible with the purpose for which the records were collected.

2. Disclosure may be made to a congressional office from the record of an individual in response to a verified inquiry from the congressional office made at the written request of that individual.

3. SAMHSA proposes to contract with private firms for the purposes of handling logistics for conferences reviews, development of training materials and of obtaining the services of consultants. Relevant records will be disclosed to such a contractor or may be developed by the contractor for use in the project. The contractor shall be required to maintain Privacy Act safeguards with respect to such records.

4. Information in this system of records is used routinely to prepare W-2 and 1099 Forms to submit to the Internal Revenue Service and applicable State and local governments those items to be included as income to and individual.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF

RECORDS IN THE SYSTEM:

STORAGE:

Records may be stored in file folders, on index cards, computer tapes and disks, microfiche, microfilm.

RETRIEVABILITY:

Information will be retrieved by name.

SAFEGUARDS:

Measures to prevent unauthorized disclosures are implemented as appropriate for each location. Each site implements personnel, physical, and procedural safeguards such as the following:

1. Authorized users: Only SAMHSA personnel working on these projects and personnel employed by SAMHSA contractors to work on this projects are authorized users as designated by the system managers.

2. Physical safeguards: Records are stored in locked rooms, locked file cabinets; and/or secured computer facilities.

3. Procedural safeguards: Contractors who maintain records in this system are instructed to make no further disclosure of the records except as authorized by the system manager and permitted by the Privacy Act. Privacy Act requirements are specifically included in contracts and in agreements with grantees or collaborators participating in research activities supported by this system. HHS project directors, contract officers, and project officers oversee compliance with these requirements.

4. Implementation guidelines: DHHS Chapter 45-13 and supplementary Chapter PHS.hf: 45-13 of the General Administration Manual, and Part 6, "ADP System Security" in the HHS Information Resource Management Manual.

RETENTION AND DISPOSAL:

Records will be destroyed 3 years after they are no longer used or if payment is involved, 3 years after closeout of the contract.

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

The policy coordinating official for this system of records is also the System Manager. SAMHSA Contracts Officer, Substance Abuse and Mental Health Services Administration, Office of the Administrator, Office of Management, Planning, and Communications, Room 13C-20, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857.

**NOTIFICATION
PROCEDURE:**

To determine if a record exists, write to the appropriate System Manager at the address above. Provide notarized signature as proof of identity. The request should include as much of the following information as possible: (a) Full name; (b) title of project individual participated in; (c) SAMHSA project officer, and (d) approximate date(s) of participation.

**RECORD ACCESS
PROCEDURES:**

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. Individuals may also request an accounting of disclosures of their records, if any.

CONTESTING RECORD PROCEDURES:

Contact the official at the address specified under Notification Procedures above and reasonably identify the record, specify the information being contested, and state the corrective action sought, with supporting information to show how the record is inaccurate, incomplete, untimely, or irrelevant.

RECORD SOURCE CATEGORIES:

Information gathered from individual consultants and from assignment or travel documents.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

Readers who notice any errors or omissions in the SAMHSA systems of records notices are invited to bring them to my attention at the following address:
Substance Abuse and Mental Health Services Administration, 5600 Fishers Lane Room 12-105, Rockville, Maryland 20857

-Dated: December 17, 1993

Richard Kopanda,
Acting Executive Officer, Substance Abuse and Mental Health Services Administration