



## U.S. Department of State 2006 Summary Privacy Impact Assessment

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**TITLE: OIG- Case Management System**  
**October 2004**  
**UPI #**

- I. What information is to be collected (e.g., nature and source)? Be sure to include any information in an identifiable form, e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc).**

The Office of the Inspector General (OIG) Case Management System program permits the OIG Office of Investigations Special Agents to track Case (Investigation) file data for conducting investigations and reporting purposes. The type and nature of information collected varies from case to case but includes a wide array of identifying information required by the investigation and reporting purposes.

- II. Why is the information being collected (e.g., to determine eligibility)?**

The information is being collected and stored for the purpose of addressing the need for OIG to track Case (Investigation) file data for conducting an investigation and reporting purposes.

- III. How will the information be used (e.g., to verify existing data)?**

The personally identifiable information stored by the system is integrated with other relevant facts and data associated with an event or case to support OIG Special Agents in tracking domestic and overseas law enforcement investigations of possible violations of regulations, codes of conduct and ethics, for conducting background and criminal investigations, intelligence, and anti-terrorism activities and law enforcement programs for reporting purposes.

- IV. Will you share the information with others (e.g., another agency for a programmatic purpose)? NO**

- V. What opportunities do individuals have to decline to provide information or to consent to particular use of the information (e.g., whether individual may withhold permission for a particular use)?**

Because the cases involve of possible violations of laws, regulations, codes of conduct and ethics, the individual may not be given any opportunity to consent or decline the use of the information collected. However, the information collection must conform to the Code of Federal Regulations, which gives OIG the authority to oversee and enforce Federal laws and regulations.

- VI. How will the information be secured (e.g., administrative and technological controls)?**

Access to the system is restricted by the following: Restricted only to Office of Investigations personnel and cleared personnel authorized by the system

administrator; Alarm system for work-area entrances; Card keys for work-area entrances; Cipher lock on work-area entrances; Alarm system for computer room; Card keys for computer room; Cipher lock for computer room; Mosler Combination lock for computer room; Restricted access using logon ID and passwords.

**VII. Is a Privacy Act System of Records being created? (e.g., Will data be retrieved by a personal identifier such as name, social security number, address, telephone number or some other identifier that is unique to an individual)?**

The corresponding System of Records notices for this system are: **Records of the Inspector General and Automated Individual Cross-Reference. STATE-53.** Data is routinely retrieved by using case numbers or other ids.