

## USDA/FS-24

**System Name:** Special Use Authorizations, USDA/FS.

**System Location:** Records in this system are maintained at Forest Service Headquarters in Washington, D.C., the 9 Regional Offices, 123 Forest Supervisor Offices, and 673 District Ranger Offices. The addresses for the Headquarters office, Regional Foresters, and Forest Supervisors are listed in 36 CFR Part 200, Subpart A; and addresses for District Rangers are in the telephone directory of the applicable locality under the heading, United States Government, Department of Agriculture, Forest Service.

**Categories of individuals covered by the system:** Any person holding a special use authorization authorizing use or occupancy of National Forest System land or land administered for national Forest purposes.

**Categories of records in the system:** The records include information on the specific use or activity, which the individual is authorized to conduct as reflected in inspections of the use or activity, and financial resources such as liability insurance and performance bonds. Other circumstances reflecting the conduct of the activity or use, negotiations on tenure and performance, etc., may be included.

**Authority for maintenance of the system:** 16 U.S.C. 472 and 551; 36 CFR 251.50 through 251.64.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure may be made to commercial collection contractors for the purpose of collecting delinquent debts as authorized by 31 U.S.C. 3718. Disclosure of the individual's name; address; taxpayer identification number (SSN), and other information necessary to establish the identity of the individual; the amount, status, and history of the claim; and the agency or program under which the claim arose may be made to a consumer reporting agency as authorized by 31 U.S.C. 3711f if a debt which arose under the terms of a permit, easement, or license remains delinquent for more than 60 days. Such disclosures may include taxpayer mailing addresses obtained from IRS as authorized by 26 U.S.C. 6103(m).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Primarily vertical file folders. Some case files or parts of files may be maintained on microfilm, aperture cards, etc.

**Retrievability:** Files are maintained under various sub-parts of Title 2700 of the Forest Service filing system, identified by the kind of case (special use permit, easement, license, etc), permit tee's name, and date of permit (etc.) issuance. Applications and pending permits are maintained in the same manner except are designated Pending or Application.

**Safeguards:** Normal security for routine file material. Locked office or file room.

**Retention and disposal:** Upon termination of use or activity, case is closed. Transferal to closed files

at end of fiscal year. Majority of cases are retained permanently although some issued under Ranger District or Forest Supervisor authority are specified for disposal from 5 to 50 years depending upon type of use.

**System manager(s) and address:** Director of Lands, Forest Service, U.S. Department of Agriculture, P.O. Box 96090, Washington, D.C. 20090-6090, and the appropriate Regional Forester, Forest Supervisor, or District Ranger whose addresses are the same as under System Location.

**Notification procedure:** Any individual may request information regarding the system of records, or information as to whether it contains records about him/her by writing to the office at which the individual's special use permit, easement, or license was issued. Identifying information should include the kind of case (special use permit, easement, or license); permit tee's name, date of issuance, and location of permitted use or activity.

**Record access procedures:** Use same procedures as for requesting Notification.

**Contesting record procedures:** Use same procedures as for requesting Notification.

**Record source categories:** Information obtained from the individual, consultants contracted by the individual, Forest Service personnel in course of inspection and administration of the activity or use, and Forest Service consultants and technical experts.