

USDA/FS-38

System Name: Certified Check Scaler, USDA/FS.

System Location: Records in this system are maintained at the Southern Regional Office, 15 Forest Supervisor Offices, and 1 Forest Manager Office. The address for the Southern Regional Office is: Forest Service, USDA, and 1720 Peachtree Road, NW, Atlanta, GA. 30309. The Forest Supervisor Offices are listed in 36 CFR 200.2, subpart A, under Region 8, Southern Region. The address for the Forest Manager is: Forest Manager, Savannah River Plant, P.O.Box A, Aiken, S.C. 29801.

Categories of individuals covered by the system: Employees qualified and authorized to check work of timber workers.

Categories of records in the system: Name, grade, and date of individual's certification. Includes record of certification action.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Timber Management at addresses listed above.

Notification procedure: Send requests to the appropriate system manager.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Forest Service Records of administration experience, training, oral, and applied examination.