

System name:

Permits

System location:

Commissioner's Office, Reclamation Service Center, and Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, and Great Plains. See appendix for addresses.

Categories of individuals covered by the system:

- (1) Individual who permits Bureau of Reclamation employees to enter on his land, and
- (2) Individual with permits to enter Bureau of Reclamation land or facilities.

Categories of records in the system:

Written permission to enter private lands or Bureau of Reclamation lands and facilities; permission to erect and maintain structures.

Authority for maintenance of the system:

- (1) The Reclamation Act of June 17, 1902, as amended, and supplemental laws, 43 U.S.C. 371, et seq.

Purpose(s):

- (1) To allow Bureau of Reclamation employees to perform required work on private lands;
- (2) To allow individuals to erect and maintain structures on Reclamation facilities or land;
- and (3) Land status information, proof of permit, and legal applications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Disclosures outside the Department of the Interior may be made to: (1) Another Federal agency to enable that agency to respond to an inquiry by the individual to whom the record pertains; (2) The Department of Justice, or to a court, adjudicative, or other administrative body, or to a party in litigation before a court or adjudicative or administrative body, when: (a) One of the following is a party to the proceeding or has an interest in the proceeding: (i) The Department or any component of the Department; (ii) Any Departmental employee acting in his or her official capacity; (iii) Any Departmental employee acting in his or her individual capacity where the Department or the Department of Justice has agreed to represent the employee; or (iv) The United States, when the Department determines that the Department is likely to be affected by the proceeding; and (b) The Department deems the disclosure to be: (i) Relevant and necessary to the proceedings; and (ii) Compatible with the purpose for which we compiled the information; (3) The appropriate Federal, State, tribal, local, or foreign governmental agency that is responsible for investigating, prosecuting, enforcing, or implementing a statute, rule,

regulation, order, or license, when we become aware of an indication of a violation or potential violation of the statute, rule, regulation, order, or license; (4) A congressional office in response to an inquiry to that office by the individual to whom the records pertains.

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

Storage:

Complete file maintained in manual form in file folders.

Retrievability:

By individual's name.

Safeguards:

In accordance with the requirements of 43 CFR 2.51 for manual records.

Retention and disposal:

In accordance with approved retention and disposal schedules.

System manager(s) and address:

Realty Officers in the Commissioner's Office, Reclamation Service Center, and Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, and Great Plains. See appendix for addresses.

Notification procedure:

Written inquiries regarding the existence of record(s) should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.60.

Record access procedures:

Same as Notification above. See 43 CFR 2.63.

Contesting record procedures:

Written petitions for amendment should be sent to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.71.

Record source categories:

Individual on whom record is maintained and county recorders.