

of the scope of this record system, no report to the Office of Management and Budget or the Congress is required.

#### JUSTICE/CRS-001

**System name:** *Operational Data Information System.*

**System location:** Community Relations Service, U.S. Department of Justice, 550 11th Street NW., Washington, D.C. 20530.

**Categories of individuals covered by the system:** Conciliators and Mediators of the Community Relations Service of the U.S. Department of Justice.

**Categories of records in the system:** The file contains the names of CRS employees, their case assignments, and the time allocated to each assignment. In addition, information reflecting the current status and handling of the case is included within the system.

**Authority for maintenance of the system:** The file is established to effect the purposes of 42 U.S.C. 2000g-1, 2000g-3 (1970).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The file is used by CRS personnel as a basis for preparing daily, weekly, and monthly activity reports for internal management. It is also used by the Administrative Office to prepare time efficiency analyses on CRS personnel. In addition, the file will be consulted in order to prepare budget requests and reports to the Associate Attorney General, the Attorney General, and to Congress.

**Release of Information to the News Media and the Public:** Information from the system of records may be made available to the news media and the public, unless such release would violate 42 U.S.C. 2000g-2, or would constitute an unwarranted invasion of personal privacy.

**Release of Information to Members of Congress:** Information contained in the system, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record unless such release would violate 42 U.S.C. 2000g-2.

**Release of Information to the National Archives and Records Service:** A record from the system of records may be disclosed to the National Archives and Records Service (NARS) for records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906, unless such disclosure would violate 42 U.S.C. 2000g-2.

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

**Storage:** Automated records are maintained on magnetic disk at the Department of Justice Data Management Service.

**Retrievability:** Information is retrieved by a variety of key words including, but not limited to, the name of the employee, geographic location, and subject matter of the record.

**Safeguards:** Information maintained in the system is safeguarded and protected in accordance with Department rules and procedures governing the handling of computerized information. Only individuals specifically authorized by the Director of CRS will have access to the computer through a single terminal located in an office occupied during the day and locked at night. Access to the information in the system will be limited to those CRS employees whose official duties require such information.

**Retention and disposal:** Records classified by the subject's name are retained until 60 days after the record subject leaves the employment of the Community Relations Service and are then deleted from the system.

**System manager(s) and address:** Deputy Director, Community Relations Service, U.S. Department of Justice, Todd Building, 550-11th Street NW., Washington, D.C. 20530.

**Notification procedure:** Address inquiries to Office of Chief Counsel, Community Relations Service, U.S. Department of Justice, 550 11th Street NW., Washington, D.C. 20530.

**Record access procedures:** In all cases, requests for access to a record shall be in writing, by mail or in person. If request for access is made by mail, the envelope and letter shall be clearly marked "Privacy Act Request." The requester shall include a description of the record requested and, if known, the case file number(s). To identify a record relating to an individual, the requester must provide the individual's full name, date and place of birth, employee identification number, and date of employment and duty assignment station(s) while employed by the Community Relations Service.

**Contesting record procedures:** Any individual desiring to contest or amend information maintained in the system should direct his or her request to the Deputy Director, Community Relations Service, U.S.

Department of Justice, Todd Building, 550 11th Street NW., Washington, D.C. 20530. The request should state clearly what information is being contested, the reason for contesting, and the proposed amendment to the information.

**Record source categories:** The records are prepared by the conciliator/mediator or, in exceptional cases, by his or her supervisor.

**Systems exempted from certain provisions of the act:** None.

#### Drug Enforcement Administration (DEA)

Certain categories of information, namely, the "Notification procedure," the "Record access procedure" and the "Contesting record procedure" were inadvertently omitted from recent publications of some DEA systems of records. Systems identified as DEA-010 through DEA-014 were most recently published, in Volume 43 of the FEDERAL REGISTER on September 28, 1978; DEA-008 was most recently published in Volume 43 of the FEDERAL REGISTER on December 1, 1978. The systems have been reprinted below to correct these omissions.

#### JUSTICE/DEA-008

**System name:** Investigative Reporting and Filing System.

**System location:** Drug Enforcement Administration; 1405 I Street, N.W.; Washington, D.C. 20537. Also, field offices. See Appendix I for list of addresses.

**Categories of individuals covered by the system:**

- A. Drug offenders
- B. Alleged drug offenders
- C. Persons suspected of drug offenses
- D. Confidential informants
- E. Defendants
- F. Witnesses

G. Non-implicated persons with pertinent knowledge of some circumstance or aspect of a case or suspect. These are pertinent references of fact developed by personal interview or third party interview and are recorded as a matter for which a probable need for recall will exist. In the regulatory portion of the system, records are maintained on the following categories of individuals: (a) Individuals registered with DEA under the Comprehensive Drug Abuse Prevention and Control Act of 1970; (b) Responsible officials of business firms registered with DEA; (c) Employees of DEA registrants who handle controlled substances or occupy positions of trust related to the handling of controlled substances; (d) Applicants for DEA registration and their responsible employees.

**Categories of records in the system:** The Investigative Reporting and Filing System includes, among other things, a system of records as defined in the Privacy Act of 1974. Individual records, i.e., items of information on an individual, may be decentralized in separate investigative file folders. Such records, as well as certain other records on persons and subjects not covered by the Act, are made retrievable and are retrieved by reference to the following subsystems.

A. The Narcotics and Dangerous Drugs Information System (NADDIS) consists of two centralized automated indices and machine records on subjects cited in and extracted from investigative reports. The two indices represent a name index and a number index which are used to access one or more specific records for examination. The system serves as both an index to the more voluminous written reports upon which it is based and as an autonomous means for developing investigative leads and aids in selecting source materials for studies of a strategic nature. The system is accessible by telecommunications by appropriately equipped DEA headquarters and field offices. Records which comprise the system are also accessed by special computer runs. These runs are typically generated from selection criteria which cannot be utilized (input) via the telecommunications equipment. Bulk products generated via off-line runs may be formatted on computer tape, in printout or on microfiche depending on the needs of the user.

Direct references to the discrete file folders in which the source reports are filed are provided within each record. Therefore, the NADDIS records point to the more comprehensive manual reports maintained centrally at Headquarters. Records are retrievable by name and by certain identifying numbers in the on-line mode and by virtually any record data element in the off-line mode.

B. The Confidential Source Subsystem within the Investigative Reporting and Filing System consists of demographic and administrative data concerning: (a) persons who under the specific direction of a DEA agent, with or without the expectation of payment or other valuable consideration, furnish information regarding drug trafficking, or perform other lawful services; and (b) persons who furnish information to DEA on an occasional basis.