

## INTERIOR DEPARTMENT

### INTERIOR/FWS-23

#### SYSTEM NAME:

Motor Vehicle Permit Log—Interior.  
FWS—23.

#### SYSTEM LOCATION:

(1) Division of Personnel Management and Organization, U.S. Fish and Wildlife Service, Washington, D.C. 20240. (2) Regional offices (See Appendix for Regional addresses).

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees who require Government Vehicle Operator Permit.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Log reflecting employee name, driver's license number, duty station location, date of issue of permit and date permit expires.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Property and Administrative Service Act of 1949, (40 U.S.C. 471), as amended.

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary use of the records is a ready reference of names of holders of motor vehicle permits and date when permit must be renewed. Disclosures outside the Department of the Interior may be made (1) to the U.S. Department of Justice when related to litigation or anticipated litigation; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) from the record of an individual in response to an inquiry from a Congressional office made at the request of that individual; (4) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; and, (5) to Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

#### POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

##### STORAGE:

Maintained as simple log in loose-leaf binder.

##### RETRIEVABILITY:

Maintained by date and in alphabetical order.

##### SAFEGUARDS:

Log maintained as information system for personnel staff with normal non-security confidential procedures meeting requirements of 43 CFR 2.51.

##### RETENTION AND DISPOSAL:

Maintenance of a log on a continuing basis consistent with need of the individual to have a current permit.

##### SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Personnel Management and Organization, U.S. Fish and Wildlife Service, Room 3455,

Main Interior Building, 18th and C Streets, NW., Washington, D.C., 20240.

##### NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the System Manager, with respect to records located in the Washington office, and to regional directors, with respect to records located in the office for which each is responsible. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

##### RECORD ACCESS PROCEDURES:

A request for access shall be addressed to the System Manager, with respect to records located in the Washington office, and to Regional directors, with respect to records located in the office for which each is responsible. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

##### CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

##### RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.