

Justice; 10th & Constitution Avenue, NW., Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager listed above.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Freedom of Information" or "Privacy Access Request." Include in the request the name and address as included in the original letter, together with the current address if different, the date of the letter and to whom it was addressed. Requests should be directed to the system manager listed above.

**CONTESTING RECORD PROCEDURES:**

Any requests for correction should also be directed to the System Manager and should indicate the exact correction required.

**RECORD SOURCE CATEGORIES:**

Sources of information in this system are the actual letter received, the response and any transmitted information and enclosures.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

Records secured from other systems of records have been exempted from the provisions of the Privacy Act to the same extent as the systems of records from which they were obtained. The Attorney General has also exempted certain categories of records in this system from subsection (c)(3), (d) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c), and (e) and have been published in the Federal Register.

**JUSTICE/USA-012**

**SYSTEM NAME:**

Security Clearance Forms for Grand Jury Reporters.

**SYSTEM LOCATION:**

Ninety-four United States Attorneys' Offices (See attached Appendix).

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

Proposed Grand Jury Reporters.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Request for security clearance of grand jury reporter(s) employed by the reporting firm under contract with the Justice Department; carbon copy of "PERSONNEL INFORMATION SHEET—Grand Jury Reporting" on which is listed name of proposed grand jury reporter, home address, date and

place of birth, and present business affiliation; and clearance or denial of clearance for the proposed reporter from the Department of Justice.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301.

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

All uses of this information are internal within the Department of Justice.

**RELEASE OF INFORMATION TO THE NEWS MEDIA:**

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

**RELEASE OF INFORMATION TO MEMBERS OF CONGRESS:**

Information contained in systems of records maintained by the Department of Justice, 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.

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

**RELEASE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS SERVICE:**

A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

**STORAGE:**

Security clearance forms are kept alphabetically in file cabinets in the Administrative Office.

**RETRIEVABILITY:**

Security clearance forms on grand jury reports are retrievable from an alphabetical filing system.

**SAFEGUARDS:**

Security clearance forms are maintained in the Administrative

Division in the District Court Building which is manned at all times during working hours and at other times is locked.

**RETENTION AND DISPOSAL:**

Security clearance forms are maintained for five years, at which time they must be renewed. Upon receipt of renewed security clearance, old forms are destroyed.

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

Ninety-four United States Attorneys' Offices (See attached Appendix).

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager.

**RECORD ACCESS PROCEDURES:**

A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request." Include in the request the general subject matter of the document. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

**RECORD SOURCE CATEGORIES:**

The source of the information contained in these files are the reporter's request for security clearance, personnel information sheet and the clearance or denial of clearance.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

**JUSTICE/USA-014**

**SYSTEM NAME:**

Pre-Trial Diversion Program Files.

**SYSTEM LOCATION:**

Ninety-four United States Attorneys' Offices (See attached Appendix).

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

Individuals referred to in potential or actual pre-trial diversion cases.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(a) USA Form 184—Referral letter to Probation Service; (b) USA Form 185—Letter to defendant; (c) USA Form 186—