

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:**

Personnel of the Criminal Division.

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

None.

**JUSTICE/CRM-008**

**SYSTEM NAME:**

Name Card File on Department of Justice Personnel Authorized to Have Access to Classified Files of the Department of Justice.

**SYSTEM LOCATION:**

U.S. Department of Justice, Criminal Division, 10th and Constitution Avenue NW., Washington, DC 20530.

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

Current personnel of the Department of Justice, generally attorneys.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This index file contains the names of those attorneys and others currently employed in the Department of Justice who are authorized to have access to records of the Department of Justice classified in the interest of national security with such designations as confidential, secret, and top secret.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is established pursuant to Executive Order No. 11652. The system is also maintained to implement the provisions codified in 28 CFR 17.1 through 17.82.

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

There are no uses of the records in this system outside of 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.

Release of information to the National Archives and Records Administration (NARA), and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to NARA and GSA 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:**

A record contained in this system is stored manually on index cards.

**RETRIEVABILITY:**

A record is retrieved by name from the index cards.

**SAFEGUARDS:**

The index is contained in the vault maintained for classified files of the Department of Justice.

**RETENTION AND DISPOSAL:**

The names in the index are maintained and deleted in accordance with Departmental regulations.

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

Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue NW., Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Same as the above.

**RECORD ACCESS PROCEDURE:**

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 name of the individual involved. 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:**

Personnel of the Department of Justice.

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

None.

**JUSTICE/CRM-012**

**SYSTEM NAME:**

Organized Crime and Racketeering Section, General Index File and Associated Records.

**SYSTEM LOCATION:**

The general files of the Organized Crime and Racketeering Section are located at several locations and not all files are located at all locations. The location of the files are: 1. U.S. Department of Justice; Criminal Division, Organized Crime and Racketeering Section; 10th Street and Constitution Avenue NW., Washington, DC 20530; and 2. Organized Crime and Racketeering Section Field office listed in the Appendix to the Criminals' Division systems of records.

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

Persons who have been prosecuted or are under investigation for potential or actual criminal prosecution as well as persons allegedly involved in organized criminal activity and those alleged to be associated with the subject.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system consists of alphabetical indices bearing individual names and the associated records to which they relate, arranged either by subject matter or individual identifying number, of all incoming correspondence, cases, matters, investigations, and memoranda assigned, referred, or of interest, to the Organized Crime and Racketeering Section and its field offices. The records in this system concern matters primarily involving organized crime and include, but are not limited to, case files; investigative reports; intelligence reports; subpoena and grand jury files; records of warrants and electronic surveillances; records of indictment, prosecution, conviction, parole, probation, or immunity; legal papers;