

which is of public record. The terminals are not open to the public after working hours.

**RETENTION AND DISPOSAL:**

The files are retained and disposed of in accordance with Title 8, U.S. Attorney's Manual, pages 70-77

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

Administrative Assistant: United States Attorney; *Judiciary Center Bldg., 555 4th St. NW* Washington, DC. 20001.

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager.

**RECORD ACCESS PROCEDURES:**

The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (j)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. 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 or its file number. 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:**

The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A determination as to exemption shall be made at the time a request for contest is received. 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:**

About 80 percent of the data contained in PROMIS is obtained at the intake and screening stage as the by-product of the case documentation process. Carbon copies of various forms completed immediately before or during the case screening stage serve as input documents for PROMIS.

As a case moves through the subsequent proceedings, additional information about its status is fed to PROMIS. This is achieved through

turnaround documents—forms generated by PROMIS in advance of a court event—on which the results of a given processing (e.g., preliminary hearing, sentencing, etc.) are recorded and then entered in PROMIS.

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

The Attorney General has exempted this system from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (C) and (H), (e) (5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k) (1) and (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—013**

**SYSTEM NAME:**

U.S. Attorney, District of Columbia Superior Court *Operations, Criminal Files*, including but not limited to the following subsystems: (a) Criminal File Folder (USA-S1), (b) Criminal File Folder (USA-33), (c) Criminal Docket Card (USA-T7), and (d) Index.

**SYSTEM LOCATION:**

U.S. Attorney's Office *Judiciary Center Bldg., 555 4th St. NW* Washington, D.C. 20001.

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

The individuals on whom records are maintained may be broadly classified in three categories (1) Those individuals who have been charged with criminal violations; (2) those individuals who are currently under investigation for criminal violations; and (3) those individuals upon whom criminal investigations were conducted, but no prosecution was initiated.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records, consisting of numbered Criminal File Folders, (USA-S1 and USA-33), contains criminal investigative reports about named individuals submitted to this office by federal, state, local and foreign law enforcement agencies involved with the investigation of suspected violations as well as by complaints made by private parties. Those matters which become cases either by way of indictment or information in addition to the data contained in the investigative reports, also contain copies of indictments, informations, complaints, and all pleadings submitted to the court in connection with the actual prosecution of the case. These files also contain communications between the Court and agencies thereof, and the United States

Attorney, and all correspondence relative to the case or matter. The files further contain psychiatric, chemical and other forensic reports, documentary evidence and the work product and internal memoranda of the Assistant United States Attorney in charge of the investigation compiled in preparation for the prosecution of each case. In those cases which have gone through trial and appeal, the file would further reflect transcripts of the trial, all pleadings and correspondence between the attorneys and the Court of Appeals, and copies of briefs submitted in the prosecution of the Appeal.

A synopsis record of a matter or case is maintained by means of a criminal docket card (USA-T7), for all actions through sentencing. A synopsis record of a case on appeal is maintained on an Appellate Docket Card (USA-9X-199), Appellate Proceedings). All of these subsystems comprise an internal cross-reference record keeping system of the criminal business at the office. Through the medium of forms and on-line data input, certain of this information is conveyed to a computer center for inclusion in the Prosecutor's Management Information System (a system which will be reported on separately), from which status and statistical reports are issued and distributed back to this office either in the form of computer printouts or on data display terminals which contain much of the same information as the files in different format.

Because of the number of diverse functions which must be performed with respect to each case; and because of the large volume of cases and because operations are conducted in three separate buildings, there are a number of file folder locator mechanisms and cross references utilized to constantly track a file folder when it is not physically located in file control. These indexes or locators are maintained in the form of 'out cards, log books index card files, etc. They are referenced by name, number, and other identifiers. In themselves, they are not separate systems of records, but indexes or references to the primary system.

**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:**

A record maintained in this system of records may be disseminated as a routine use of such record as follows:

(1) In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate agency, federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing such law;

(2) In the course of investigating the potential or actual violation of any law, whether civil, criminal, or regulatory in nature, or during the course of a trial or hearing or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state, local, or foreign agency, or to an individual, if there is reason to believe that such agency or individual possesses information relating to the investigation, trial, or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant;

(3) Records or extracts thereof relating to a case or matter may be disseminated to a defendant or his attorney or to the appropriate federal, state, local, or foreign, court or grand jury in accordance with established constitutional, substantive, or procedural law or practice;

(4) A record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing;

(5) A record relating to a case or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion on such matters as settlement of the case or matter, plea bargaining, or informal discovery proceedings;

(6) A record relating to a case or matter that has been referred for investigation may be disseminated to the referring agency to notify such agency of the status of the case or matter or of any decision or determination that has been made or to assist in eliciting additional information;

(7) A record relating to a person held pending arraignment, trial or sentence, or after conviction, may be disseminated to a federal, state, local, or foreign prison, probation, parole, bail or pardon authority, or to any agency or individual concerned with the custody, maintenance, transportation or release of such a person;

(8) A record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States;

(9) A record may be disseminated to a federal, state, local, or foreign law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency;

(10) A record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; and

(11) A record may be assessed by volunteer student workers and students working under a college work-study program, as is necessary to enable them to perform their function;

(12) 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 for 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;

(13) 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 for information on behalf of and at the request of the individual who is the subject of the record; and

(14) 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:**

The information in the various indexes is maintained on index cards, log books, out cards, etc. The criminal files themselves are maintained in criminal file folders (USA-S1 and USA-33). The synopsis information is maintained on a Criminal Docket Card (USA-T7) and Appellate Proceedings (USA-9X-199).

**RETRIEVABILITY:**

Information is retrieved primarily by the name of a person, complaint number, court docket number, FBI number, Metropolitan Police Department identification number and District of Columbia Department of Corrections number.

**SAFEGUARDS:**

Information contained in the system is both unclassified and classified and is safeguarded and protected by being maintained in filerooms which are manned during all times that they are open and at other times are locked. These rooms are located in the Superior Court for the District of Columbia, Buildings B and G which are guarded by the federal protective service twenty-four hours a day with roving patrols during non-working hours. Files which are not in the filerooms but which are checked out to attorneys are maintained in locked offices after working hours.

**RETENTION AND DISPOSAL:**

The files are retained and disposed of in accordance with Title 8, U.S. Attorney's Manual, pages 70-77

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

Administrative Officer; U.S. Attorney's Office; Superior Court Operations, 555 4th Street, NW., Washington, DC 20001.

**NOTIFICATION PROCEDURE:**

Address inquiries to the System Manager.

**RECORD ACCESS PROCEDURE:**

The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to exemption shall be made at the time a request for access is received. 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 or its file number. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager listed above.

**CONTESTING RECORD PROCEDURES:**

The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a(j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to contest. A

determination as to exemption shall be made at the time a request for contest is received. 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:**

Sources of information contained in this system include but are not limited to investigative reports of federal, state and local law enforcement agencies, forensic reports, statements of witnesses and parties, as well as verbatim transcripts of grand jury proceedings and court proceedings, memoranda and reports from the court and agencies thereof and work product of Assistant United States Attorney and legal assistants working on particular cases.

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

The Attorney General has exempted this system from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G) and (H), (e) (5) and (8), (f), (g), and (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(2) and (k) (1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 533 (b), (c) and (e) and have been published in the Federal Register.

**JUSTICE/USA-999**

**SYSTEM NAME:**

Appendix of United States Attorney Office locations: (Written requests for access to records in any of the following U.S. Attorney's offices except the District of Columbia may be addressed to:

FOIA/Privacy Unit, Patrick Henry Building, 601 D Street NW., Room 6410, Washington, D.C. 20530.

Requests for access to records in the District of Columbia may be addressed to:

FOIA/Privacy, United States Attorney's Office, for the District of Columbia, Judiciary Center Building, 555 4th Street NW., Washington, D.C. 20001.

Systems are located as listed below:

Alabama, N.  
200 Federal Building  
1800 Fifth Avenue North  
Birmingham, Alabama 35203

Alabama, M.  
306 U.S. Post Office & Courthouse Building  
15 Lee Street  
Montgomery, Alabama 36104

Alabama, S.  
Rm. 305, U.S. Courthouse Bldg. 113 St.  
Joseph Center Mobile, Alabama 36602-3685

Alaska  
Fed. Bldg. & U.S. Courthouse  
Rm. C-252, Mail Box 9  
701 C Street  
Anchorage, Alaska 99513

Arizona  
4000 U.S. Courthouse  
230 North First Avenue  
Phoenix, AZ 85025

Arkansas, E  
331 P.O. & Courthouse Bldg.  
600 West Capitol  
Little Rock, Arkansas 72201

Arkansas, W  
6th & Rogers  
U.S. Post Office & Courthouse Bldg.  
Fort Smith, Arkansas 72901

California, N  
450 Golden Gate Avenue  
San Francisco, Calif. 94102

California, E  
3305 Federal Building  
650 Capitol Mall  
Sacramento, Calif. 95814

California, C  
312 N. Spring Street Los Angeles, Calif.  
90012

California, S  
940 Front Street  
Rm. 5-N-19  
U.S. Courthouse  
San Diego, Calif. 92189

Colorado  
1961 Stout Street  
Suite 1200—Drawer 3615  
Federal Office Bldg.  
Denver, Colorado 80294

Connecticut  
United States Courthouse  
141 Church Street  
New Haven, Connecticut 06510

Delaware  
J. Caleb Boggs Fed. Bldg.  
844 King Street, Rm. 5110  
Wilmington, Del. 19801

D.C.  
Judiciary Center Bldg.  
555 4th Street NW.  
Washington, D.C. 20001

Florida, N  
227 N. Bronough Street  
Suite 4014  
Tallahassee, Florida 32301

Florida, M  
Robert Timberlake Bldg., Rm. 410  
500 Zack Street  
Tampa, Florida 33602

Florida, S  
155 South Miami Avenue  
Miami, Florida 33130,

Georgia, N  
Suite 1800 Richard Russell Bldg.  
75 Spring Street, SW.  
Atlanta, Georgia 30335

Georgia, M  
Old. P.O. Bldg., Rm 303  
Mulberry & 3rd Streets  
Macon, Georgia 31202

Georgia, S  
U.S. Courthouse, Room 237  
125 Bull Street  
Savannah, Georgia 31412

Guam  
Suite 502-A, PDN Bldg.  
238 O'Hara Street  
Agana, Guam 96910

Hawaii  
Rm. C-242, PJKK Federal Bldg.  
Box 50183, 300 Ala Moana Blvd.  
Honolulu, Hawaii 96850

Idaho  
Rm. 328 Federal Building  
Box 037 550 W Fort Street  
Boise, Idaho 83724

Illinois, N  
Everett McKinley Dirksen Bldg.  
Rm. 1500 S, 219 S. Dearborn Street  
Chicago, Illinois 60604

Illinois, S  
Rm. 330  
750 Missouri Avenue  
East St. Louis, Illinois 62201

Illinois, C  
Rm. 312, USPO & Federal Bldg.  
600 East Monroe Street  
Springfield, Illinois 62705

Indiana N  
4th Floor, Federal Building  
507 State Street  
Hammond, Ind 46320

Indiana, S  
274 U.S. Courthouse  
46 E. Ohio Street  
Indianapolis, Ind 46204

Iowa, N  
425 2nd Street, Suite 950  
The Center  
Cedar Rapids, Iowa 52401

Iowa, S  
115 U.S. Courthouse  
E 1st & Walnut Streets  
Des Moines, Iowa 50309

Kansas  
385 Federal Building  
444 Quincy Street  
Topeka, Kansas 66683

Kentucky, E  
Fourth Floor  
Federal Building  
Limestone & Barr Streets  
Lexington, Kentucky 40507

Kentucky, W  
Bank of Louisville Bldg.  
510 West Broadway, 10th Floor  
Louisville, Kentucky 40202

Louisiana, E  
Hale Boggs Fed. Bldg.  
500 Camp Street  
New Orleans, LA 70130

Louisiana, M  
352 Florida Street  
Baton Rouge, LA 70801

Louisiana, W  
Rm. 3B12, Fed. Bldg.  
500 Fannin Street  
Shreveport, LA 71101

Maine  
East Tower—8th Floor  
100 Middle Street Plaza  
Portland, Maine 04101

Maryland  
8th Floor, U.S. Courthouse  
101 W. Lombard Street  
Baltimore, MD 21201

Massachusetts  
1107 John W. McCormack Fed. Bldg.  
USPO & Courthouse  
Boston, Mass 02109

Michigan, E  
817 Federal Building  
231 W. Lafayette