

JUSTICE/CRM - 014

System name: Organized Crime and Racketeering Section, Intelligence and Special Services Unit, Information Request System.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530. In addition, some of the records contained in this system are located at one or more of the Organized Crime and Racketeering Section Field Offices listed in the appendix to the Criminal Division's systems of records.

Categories of individuals covered by the system: Individuals making inquiries of the Intelligence and Special Services Unit data sources, Unit personnel processing those inquiries, Intelligence Analysts assigned to the Strike Forces, and those individuals about whom such inquiries are made.

Categories of records in the system: The information request record system provides an audit trail of the Organized Crime and Racketeering Section information system. Included in this system of records is such information as the request from an agency and the date of the request, the employee processing the request, the subject of the request, and a brief summary of the results of the check.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55 particularly subsection (g).

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 to a federal agency at its request if such agency has a need for the record to perform its duties.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 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: A record contained in this system is stored on computer tapes, paper, magnetic tape, and disc pack.

Retrievability: A record in this system is accessed by one or more of the components of the information contained in the system including accessing by the name of the individual.

Safeguards: The computer center is maintained by the Office of Management and Finance which has designed security procedures consistent with the sensitivity of the data. Materials related to the system maintained at locations other than the location of the computer are similarly protected by being maintained in a restricted area at the Department of Justice.

Retention and disposal: Information in the system is constantly modified as new information is received. Historical data is maintained as an audit trail until sufficient experience with the system is received to develop appropriate procedures for the elimination and destruction of the data. Such procedures are consistent with applicable governmental procedures.

System manager(s) and address: Assistant Attorney General; Criminal Division; U.S. Department of Justice; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Notification procedure: Inquiry concerning this system should be directed to the System Manager listed above.

Record access procedures: The major part of this system is exempted from this requirement under 5 U.S.C. 552a (j)(2), (k)(1), or (k)(2). To the extent that this system of records is not subject to exemption, it is subject to access and contest. A determination as to exemption shall be made at the time a request for access is received. A request for access to a record contained in 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, his birth date and place, or any other identifying number or information which may be of assistance in locating the record, the name of the case or matter involved, if known, and the name of the judicial district involved, if known. The requestor will also provide a return address for transmitting the information. Access requests will be directed to the system manager listed above. Records in this system are exempt from the access provisions of the Act in accordance with the applicable exemption notice.

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: Individuals who make inquiry of the Organized Crime and Racketeering Information System.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(4)(G), (H) and (I), (f) and (g) of the Privacy Act pursuant to 5 U.S.C. 552a (j)(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/CRM - 015

System name: Organized Crime and Racketeering Section Intelligence and Special Services Unit Visitor Pass System.

System location: U.S. Department of Justice; Criminal Division; 10th Street and Constitution Avenue, N.W.; Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals from outside the Criminal Division who are permitted to enter the Intelligence and Special Services Unit for the purpose of transacting business, and the employee being visited.

Categories of records in the system: The system consists of an alphabetical index of the names of those from outside the Criminal Division who have visited the Intelligence and Special Services Unit of the Organized Crime and Racketeering Section. It includes the name of the visitor, the name of the person visited, the visitor's date of birth, address, employment, citizenship, security clearance, time of arrival and departure, the signature of the visitor, a brief statement of the purpose of the visit, and occasional comments by unit personnel on the visit.

Authority for maintenance of the system: This system is established and maintained pursuant to 44 U.S.C. 3101. The system is also maintained to implement the provisions codified in 28 C.F.R. 0.55 particularly subsection (g).

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 C.F.R. 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.