

pursuant to 28 CFR 50.2 may be made available 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.

Information 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 in behalf of and at the request of the individual who is the subject of the record.

A record may be disclosed as a routine use to the *National Archives and Records Administration* and to the *General Services Administration* 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:**

Information is stored in file folders and on microfilm in the INTERPOL-United States National Central Bureau. Magnetic disks in the INTERPOL Case Tracking System (CTS) are stored at the Justice Data Center, U.S. Department of Justice, and certain limited data, e.g., that which concerns fugitives and wanted persons, is stored in the Treasury Enforcement Communications System (TECS) TREASURY/CS 00.244, a system published by the U.S. Department of the Treasury.

**RETRIEVABILITY:**

Information is retrieved primarily by name, file name, system identification number, personal identification number, and by weapon or motor vehicle number or by other identifying data. Prior to 1975, case files were arranged by name of subject. Between 1975 and 1979 case files were sequentially numbered. Since October 1979, files have been arranged by year, month and sequential number.

**SAFEGUARDS:**

Information maintained on magnetic disks is safeguarded and protected in accordance with Department rules and procedures governing the handling of computerized information. Only those individuals specifically authorized and assigned an identification code by the system manager will have access to the computer. Identification codes will be assigned only to those INTERPOL-USNCB employees who require access to the information to perform their official duties. In addition, access to the information must be accompanied through a terminal which is located in the INTERPOL-USNCB office that is

occupied twenty-four hours a day. Information in file folders and in microfilm records is stored in file cabinets in the same secured area.

**RETENTION AND DISPOSAL:**

Case files opened after April 5, 1982 have been stored on microfilm (41 CFR Sec. 101-11.506). In addition, records that were closed prior to April 5, 1982 but are recalled from the Federal Archives and Records Center (FARC) are also microfilmed.

Case files that were closed prior to April 5, 1982 are transferred to the FARC two years from the date the case is closed and are destroyed twenty years thereafter, if there has been no recall from the FARC and no case activity.

Case files closed as of April 5, 1982 and thereafter are disposed of as follows: The hard copy (paper record) of the case file may be destroyed when the microfilm records have been verified for clearness, completeness and accuracy. The microfilm record of the case file is destroyed ten years after closing of the case, if there has been no case activity.

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

Chief, INTERPOL-United States National Central Bureau, Department of Justice, Room 600, Bicentennial Building, Washington, DC 20530.

**NOTIFICATION PROCEDURE:**

Inquiries regarding whether the system contains a record pertaining to an individual may be addressed to the Chief, INTERPOL-United States National Central Bureau, Department of Justice, Washington, DC 20530. To enable INTERPOL-USNCB personnel to determine whether the system contains a record relating to him or her, the requester must submit a written request identifying the record system, identifying the category and type of records sought, and providing the individual's full name and at least two items of secondary information (date of birth, social security number, employee identification number, or similar identifying information).

**RECORD ACCESS PROCEDURE:**

Although the Attorney General has exempted the system from the access, contest, and amendment provisions of the Privacy Act, some records may be available under the Freedom of Information Act. Inquiries should be addressed to the official designated under "Notification procedure" above. The letter should be clearly marked "Freedom of Information Request" and a return address provided for transmitting any information to the requester.

**CONTESTING RECORD PROCEDURES:**

See "Access procedures" above.

**RECORD SOURCE CATEGORIES:**

Sources of information contained in this system include investigating reports of federal, state, local, and foreign law enforcement agencies (including investigating reports from a system of records published by Department of Treasury Enforcement Communications System (TECS) TREASURY/CS 00.244); other non-Department of Justice investigative agencies; client agencies of the Department of Justice; statements of witnesses and parties; and the work product of the staff of the United States National Central Bureau working on particular cases. Although the organization uses the name INTERPOL-USNCB for purposes of public recognition, the INTERPOL-USNCB is not synonymous with the International Criminal Police Organization (ICPO-INTERPOL), which is a intergovernmental organization headquartered in Lyon, France. The Department of Justice INTERPOL-USNCB serves as the United States liaison with the INTERPOL General Secretariat and works in cooperation with the National Central Bureaus of other member countries, but is not an agent, legal representative, nor organization submit of the International Criminal Police Organization. The records maintained by the INTERPOL-USNCB are separate and distinct from records maintained by the international Criminal Police Organization, and INTERPOL-USNCB does not have custody of, access to, nor control over the records of the International Criminal Police Organization.

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

The Attorney General has exempted this system from subsection (c) (3) and (4), (d), (e), (1), (2), and (3), (e)(4)(G) and (H), (e)(5) and (8), (f), and (g) if the Privacy Act pursuant to 5 U.S.C. 552a (j)(2), and (k)(5). 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-016**

**SYSTEM NAME:**

Assistant United States Attorney Applicant Records System.

**SYSTEM LOCATION:**

Executive Office for United States Attorneys, United States Department of Justice, 10th and Constitution Avenue, NW., Washington, DC 20530.

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

The system encompasses all applicants for Assistant United States Attorney positions.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system of records consists of records folders which may contain up to a total of four sections. The personnel section contains records such as resumes, letters of recommendation, law school grade transcripts, completed Civil Service forms, and related personnel matters. The character section contains completed or portions of ongoing background investigations and matters related thereto. The Congressional section contains Congressional and other political type recommendations regarding appointment. The protest section contains correspondence, if any exists, protesting the appointment of applicants. Rarely does a personnel folder contain more than the personnel and character sections.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

These records are maintained pursuant to 5 U.S.C. 301.

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

These records are used only by Department of Justice personnel for recruitment purposes. However, the fact that the applicant was being considered would be made known to the references supplied by the applicant and others contacted. Information about the applicant, as then known, might be supplied to contacted individuals as necessary to verify already obtained information or to seek elaboration of that information.

Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available 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.

Information 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.

A record may be disclosed as a routine use to the *General Services Administration and the National Archives and Records Administration* in records management inspections

conducted under the authority of 44 U.S.C. 2904 and 2906.

Information may be disclosed to any civil or criminal law enforcement agency, whether Federal, State, local, or foreign, which requires information relevant to a civil or criminal investigation.

Information may be disclosed to officials and employees of the White House or any Federal agency which requires information relevant to an agency decision concerning the hiring, appointment, or retention of an employee; the issuance of a security clearance; the execution of a security or suitability investigation; the classification of a job; or the issuance of a grant or benefit.

Information may be disclosed to Federal, State, and local licensing agencies or association which require information concerning the suitability or eligibility of an individual for a license or permit.

Information may be disclosed in a proceeding before a court or adjudicative body before which the *United States Attorney's Office (USAO) or Executive Office for United States Attorneys (EOUSA)* is authorized to appear when (a) *USAO or EOUSA*, or any subdivision thereof or (b) any employee of *USAO or EOUSA* in his or her official capacity, or (c) any employee of *USAO or EOUSA* in his or her individual capacity where the Department of Justice has agreed to represent the employee, or (d) the United States, where *USAO or EOUSA* determines that the litigation is likely to affect it or any of its subdivisions, is a party to litigation or has an interest in litigation and such records are determined by *USAO or EOUSA* to be arguably relevant to the litigation.

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

These records are stored in paper folders.

**RETRIEVABILITY:**

Information is retrieved by use of the applicant's name, as the folders are filed alphabetically by name.

**SAFEGUARDS:**

These records are maintained in cabinets stored in a locked room.

**RETENTION AND DISPOSAL:**

These records are retained, in the case of applicants who are not offered positions, for two years and then destroyed. If the applicant is offered a position and accepts it, his folder is

transferred to the Appointed Assistant United States Attorney Personnel System and retained as specified therein.

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

*Director, Executive Office for United States Attorneys: United States Department of Justice; 10th and Constitution Avenue, NW., Washington, DC 20530.*

**NOTIFICATION PROCEDURE:**

Address all inquiries to the System Manager. These records will be exempted from subsections (d)(1) and (e)(1) of section 552a, Title 5, United States Code, by the Attorney General under the authority of 5 U.S.C. 552a(k)(5) to the extent therein permitted.

**RECORD ACCESS PROCEDURES:**

A request for access to non-exempt portions of records from this system should clearly be directed orally or in writing to the *Director, Executive Office for United States Attorneys*. When requests are in writing, the envelope and letter should be marked "Privacy Access Request."

**CONTESTING RECORD PROCEDURES:**

Individuals desiring to contest or amend information maintained in the system should direct their request to the *Director, Executive Office for United States Attorneys*, stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment(s) to the information.

**RECORD SOURCE CATEGORIES:**

Non-exempt sources of information contained in this system include the individual, government agencies as appropriate, and interested third parties.

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

The Attorney General has exempted this system from subsections (d)(1) and (e)(1) of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 558 (b), (c) and (e) and have been published in the *Federal Register*.

JUSTICE/USA-017

**SYSTEM NAME:**

Appointed Assistant United States Attorneys Personnel System.

**SYSTEM LOCATION:**

*Executive Office for United States Attorneys, United States Department of Justice; 10th and Constitution Avenue NW., Washington D.C. 20530.*