

# Announcement

from the Copyright Office, Library of Congress, Washington, D.C. 20559

## SYSTEMS OF RECORDS AND NOTICE OF PROPOSED ROUTINE USES

### IMPLEMENTATION OF THE PRIVACY ACT OF 1974

The following excerpt is taken from Volume 42, No. 233 of the Federal Register for Monday, December 5, 1977 (pp. 61574-85).

[ 1410-03 ]

#### LIBRARY OF CONGRESS COPYRIGHT OFFICE

[Docket RM 77-13]

#### IMPLEMENTATION OF THE PRIVACY ACT OF 1974

#### Systems of Records and Notice of Proposed Routine Uses

Agency: Library of Congress, Copyright Office.

Action: Proposed Routine Uses.

Summary: The systems of records of the Copyright Office of the Library of Congress are hereby published in accordance with the requirements of 5 U.S.C. 552a(e)(4) (Privacy Act of 1974, Pub. L. 93-579, 88 Stat. 1896).<sup>1</sup> In accordance with the provisions of 5 U.S.C. 552a(e)(11), the routine uses of these systems are set out for public comment. Interested persons are invited to submit written comments with respect to these routine uses.

Dates: Comments should be received on or before January 4, 1978.

Addresses: Interested persons should submit five copies of their written comments, if by mail to:

Office of the General Counsel  
Copyright Office  
Library of Congress  
Caller No. 2999  
Arlington, Va. 22202

or if by hand:

Office of the General Counsel  
Copyright Office  
Library of Congress  
Room 519  
Crystal Mall Building No. 2  
1921 Jefferson Davis Highway  
Arlington, Va. 22202

<sup>1</sup> For proposed regulations concerning the Privacy Act policies and procedures, see the proposed rules section of this issue of the Federal Register.

#### For Further Information:

Jon Baumgarten  
General counsel  
Copyright Office  
Library of Congress  
Washington, D.C. 20559  
(703) 557-8731

These systems will become effective January 4, 1978 unless the Copyright Office publishes notice to the contrary.

Dated: November 29, 1977.

Waldo H. Moore,  
*Assistant Register of Copyrights  
for Registration.*

Approved:

Daniel J. Boorstin,  
*Librarian of Congress.*

#### PREFATORY STATEMENT

The Copyright Office serves primarily as an office of public record. Section 705 of title 17, United States Code, requires the Copyright Office to open for public inspection all records of copyright deposits, registrations, recordations, and other actions taken under title 17. Therefore, a routine use of all Copyright Office systems of records will be disclosure to the public. All Copyright Office systems of records will also be available for public copying as required by Section 706(a), with the exception of copyright deposits, whose reproduction will be governed as authorized by Section 706(b).

The sources for Copyright Office systems of records are, wherever possible, the individuals to whom the records pertain or their authorized agents. Copyright Office personnel frequently make additions to or notations on Office records in the performance of their duties. Because of the volume of such additions and notations, they are not specifically cited under the heading "source categories" in the New Systems Notice.

**CO-1**

**System name:** Copyright Applications File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Copyright claimants.

**Categories of records in the system:** Original, supplemental and renewal applications for claims to copyright.

**Authority for maintenance of the system:** 17 U.S.C. §§ 408 and 705 (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records in the preparation of search reports compiled at the request of a member of the public. These records are available to the public from 8 to 4 on weekdays.

The Office also uses these records to compile the Copyright Card Catalog. The cards in this catalog contain the names of copyright and renewal claimants of copyrighted works, the names of authors of copyrighted works, titles of works, registration numbers, publishers' names, pseudonyms, and additional information on copyrighted works.

**Note:** The Copyright Card Catalog includes a pre-1938 section in which the original copyright application also serves as the catalog card.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Bound volumes and microfilm.

**Retrievability:** Registration number, cross-referenced by name of author, name of claimant, and title of work in the Copyright Card Catalog.

**Safeguard:** These records are maintained in a room which is locked during nonworking hours.

**Retention and disposal:** Retained permanently.

**System manager and address:**

Section Head, Record Storage Section  
Records Management Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure".

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Copyright claimants or their authorized agents.

**CO-2**

**System name:** Pseudonym Card File (Previous to 1938)

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who author works under pseudonyms in those instances where both the author's real name and pseudonym appear on either the application for copyright registration or the deposit copy.

**Categories of records in the system:** Pseudonym, real name, claimant's name as given on the application and the deposit copy, registration number, and date of receipt of deposit copy.

**Authority for maintenance of the system:** 17 U.S.C. §705, (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records in the preparation of search reports compiled at the request of a member

of the public. These records are also available to the public during working hours.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** 3 x 5 cards in cabinet.

**Retrievability:** Alphabetically by author's pseudonym and real name.

**Safeguards:** These records are maintained in a room which is locked during nonworking hours.

**Retention and disposal:** Retained permanently.

**System manager and address:**

Section Head, Card Catalog Section  
Records Management Division, Copyright Office  
Library of Congress,  
Washington, D.C. 20559

**Notification procedure:** Inquires about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addresses to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains or such individual's authorized agent.

#### CO-3

**System name:** Master Index Cards File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Remitters of all cash received by the Office, and individuals who submit documents for recordation, whether or not accompanied by a remittance.

**Categories of records in the system:** Temporary and permanent records of material and remittances received, records of final disposition of cases (in the form of registration numbers or identity of other fee services), the amount charged and/or the amount refunded, if any.

**Authority for maintenance of the system:** 17 U.S.C. § 708, (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The office uses this system: (1) to keep a record of the receipt and disbursement of all incoming cash; (2) to locate cases in-process before the permanent catalog record is available; and (3) to prepare refund vouchers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** 4 x 6 index cards in file cabinets.

**Retrievability:** Alphabetically by remitter's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained permanently.

**System manager and address:**

Section Head, Materials Control Section  
Acquisitions and Processing Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Remitters or their authorized agents.

#### CO-4

**System name:** Deposit Accounts Subsystem

**System location:** Copyright Office, Library of Congress, Arlington, Virginia

**Categories of individuals covered by the system:** Individuals who maintain deposit accounts in the Office for the payment of their copyright fees.

**Categories of records in the system:** Name of deposit account holder, date of transaction, debit or credit notation, old balance, new balance, and transaction identification.

**Authority for maintenance of the system:** 17 U.S.C. § 708, (Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records:

(1) To record copyright fee charges, replenishments, and current balances of deposit account holders; (2) to send periodic statements to deposit account holders of their transactions with the Office; (3) to notify deposit account holders that their accounts have become depleted; and (4) to obtain recent registration numbers to locate applications needed in the preparation of search reports.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Records kept prior to November 1, 1977, are on 6 X 8 manila cards. After that date, all such records are on computer discs and tapes.

**Retrievability:** By name of deposit account holder, deposit account number, and transaction identification number.

**Safeguards:** The manual system of records is stored in locked file cabinets as are the microfilmed records. Access to both is restricted to authorized personnel. Computer records are stored on tapes and discs in a room which is restricted to authorized personnel. Computer access is by functional passwords which are restricted to personnel who require access to these records in the performance of their official duties.

**Retention and disposal:** The former manual system will be kept indefinitely. The computerized system is used to store transactions for three months, at which time the record is transferred to microfilm for permanent retention.

**System manager and address:**

Section Head, Fiscal Control Section  
Acquisitions and Processing Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publication Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure".

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Deposit account holders and Office charge sheets.

#### CO-5

**System name:** Compliance Activity File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individual covered by the system:** Individuals from whom the Office has demanded, in accordance with 17 U.S.C. § 407 (An Act for General Revision of the Copyright Law), copies of works published with a notice of copyright.

**Categories of records in the system:** Author's name, title of work, publisher, copyright claimant, date of initial action.

**Authority for maintenance of the system:** 17 U.S.C. § 407 (An Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records to avoid sending out duplicate correspondence.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** 3 x 5 index cards in a file cabinet.

**Retrievability:** Alphabetically by author's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained until:

(1) Receipt of the requested copy; (2) abandonment of the case; or (3) the demand process is complete and the Library of Congress advises the Office that it does not want the copy for its collection.

**System manager and address:**

Section Head, Compliance Section  
Acquisitions and Processing Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Printed bibliographies, publishers' catalogs, citations provided by the Library of Congress, published citations of the work, and Office personnel who have personally observed the item cited.

#### CO—6

**System name:** Miscellaneous Correspondence File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who have: (1) written to the Office for general information about copyright; (2) requested fee services such as search reports, copies of records, and certified copies of deposit copies; and (3) requested recordation of changes of name or address.

**Categories of records in the system:** General correspondence, inter-sectional referral forms, change of name/address forms, and charge out sheets.

**Authority for maintenance of the system:** 17 U.S.C. §§ 407-410, 705, 708, (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records:

(1) To maintain a record of correspondence with individuals who address inquiries to the Office and with individuals who request search reports; (2) to maintain a record of requests for recordation of changes of name or address; (3) To record the removal and return of documents in the file by Office personnel; and (4) To record inter-sectional referrals.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila envelopes in file cabinets.

**Retrievability:** Alphabetically by remitter's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained permanently.

**System manager and address:**

Section Head, Materials Control Section  
Acquisitions and Processing Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Remitters or their authorized agents.

#### CO—7

**System name:** Incomplete Submission Correspondence File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who wish to register a claim to copyright, but who have not sent the Office all of the elements (fee, application, deposit copies) necessary for registration.

**Categories of records in the system:** Applications for registration of a copyright claim, deposit copies, fees, and FL 81 form letters which advise the remitter that one or more elements necessary for registration have not been received.

**Authority for maintenance of the system, including categories of users and the purpose of such uses:** 17 U.S.C. § § 407-410, 708 (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records to identify and temporarily store incomplete deposits and correspondence requesting missing elements.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Elements received and form letters are filed on book shelves.

**Retrievability:** Alphabetically by remitter's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** When the missing elements are received, the fee, application and deposit copies are forwarded to the Examining Division. If the missing elements are not received after correspondence with the remitter, those elements which have been received are forwarded to the Acquisition Section for further action. In either case, the FL 81 letters are retained by the Materials Control Section in a separate chronological file.

**System manager and address:**

Section Head, Materials Control Section  
Acquisition and Processing Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Remitters or their authorized agents.

#### CO—8

**System name:** Open and Closed Unfinished Business Files

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Remitters of incomplete or imperfect applications for registration of a copyright claim.

**Categories of records in the system:** Applications for registration of a

copyright claim, deposit copies, fees, correspondence, split fee sheets, intersectional referral sheets, search reports, cash cards, and history cards.

**Authority for maintenance of the system:** 17 U.S.C. §§ 407-410, 708.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records in the course of correspondence with applicants for registration of a copyright claim in those instances where correspondence is necessary to complete or perfect registration.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila envelopes in file cabinets and on book shelves.

**Retrievability:** Alphabetically by remitter's name.

**Safeguards:** These records are maintained in various parts of the Office, all of which are restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Records are retained in the Open file until registration is complete or until the remitter has failed to reply to Office correspondence. Closed files are permanently retained.

**System manager and address:**

Section Head, Materials Control Section  
Processing and Acquisitions Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Remitters or their authorized agents.

#### CO-9

**System name:** Recorded Documents File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who are parties to, or have submitted for recordation, assignments, licenses, notices of termination of transfer, and other documents affecting copyright ownership, notices of error in the name in a copyright notice; authors of anonymous or pseudonymous works in instances where any person having an interest in the copyright in such a work submits a statement identifying one or more authors of the work; authors of works in instances where any person having an interest in the copyright in a particular work submits a statement of the date of death of the author or a statement that the author is still living on a particular date; individuals who are parties to litigation under title 17 of the United States Code.

**Categories of records in the system:** Assignments, licenses, notices of termination of transfer, and other documents pertaining to copyright ownership, statements of the identity of an anonymous or pseudonymous author, statements of the date of death of an author or that the author is still living on a particular date, notices of error in the name in a copyright notice, notifications of the filing of actions under sections 411 and 508 of title 17 of the United States Code, and copies of final orders or judgments together with written opinions.

**Authority for maintenance of the system:** 17 U.S.C. § 203(a)(4) 205(a), 302(c), 302(d), 304(c), 406(a)(2), 411(a), 508(a), 508(b), 705(a) (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses this file to establish and maintain a public record of recorded copyright-related documents. These records are used in the preparation of search reports compiled at the request of a member of the public, and are available to the public from 8 to 4 on weekdays. In addition, the Office uses these

records to compile an index to documents received for recordation. The index to documents received for recordation prior to January 1, 1978, is a separate index. The index to documents received on or after January 1, 1978, is interfiled in the Copyright Card Catalog.

**Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:**

**Storage:** Original documents submitted for recordation are micro-filmed and returned to the remitter with the following exceptions: original copies of notifications of the filing of actions under sections 411 and 508 of title 17 of the United States Code and copies of final orders, judgments, and written opinions are microfilmed, but the original copies are permanently retained in the historical litigation file of the Copyright Office Library. Copies of copyright assignments and related documents received prior to 1954 are in bound volumes as well as on microfilm.

**Retrievability:** By the date of the Office received the document and cross-referenced in the Copyright Card Catalog by individual names and titles of works.

**Safeguards:** These records are maintained in a room which is locked during nonworking hours.

**Retention and disposal:** Retained permanently.

**System manager and address:**

Chief, Records Management Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains, such individual's authorized agent, other parties to the document recorded, such parties' authorized agents, individuals having an interest in the copyright in a work which is the subject of the document submitted for recordation, and clerks of the courts of the United States.

#### CO-11

**System name:** Motion Picture Agreement File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Copyright claimants who have agreed to deliver one copy of any motion picture they copyright if the Library of Congress requests a copy for its motion picture collection.

**Categories of records in the system:** Records contain the name and address of the copyright claimant and the date on which the Motion Picture Agreement was signed.

**Authority for maintenance of the system:** 17 U.S.C. §407, (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The Office uses these records to determine if the Library of Congress has a motion picture agreement with an applicant for registration of a copyright claim in a motion picture. If the Library has such an agreement, the copy of the motion picture submitted with the copyright application will be returned to the remitter after examination. In the absence of such an agreement, the Office will retain the copy.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** 3 x 5 cards in a metal file box.

**Retrievability:** Alphabetically by claimant's name.

**Safeguards:** These records are maintained in a room which is

restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely.

**System manager and address:**

Section Head, Performing Arts Section  
Examining Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Motion Picture Agreements are filled out by copyright claimants or their authorized agents. Upon receipt of these Agreements, the Exchange and Gift Division of the Library of Congress transcribes some of the information in the agreements onto 3 x 5 cards which are then sent to the Copyright Office.

#### CO—12

**System name:** Open and Closed Renewable Correspondence Files \*

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who have submitted an application for copyright renewal which requires correspondence and individuals who have requested general information about copyright renewal. \*\*

**Categories of records in the system:** Applications for copyright renewal, correspondence, original search forms, renewal search records, search sheets, split fee sheets.

**Authority for maintenance of the system:** 17 U.S.C. § 304 (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The Office uses the records in the Open file to hold cases requiring correspondence until the reply is received. The Office uses the records in the Closed file to hold correspondence and other material which may be requested by the Examiner in evaluating a case or by parties involved in litigation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila envelopes in a file cabinet.

**Retrievability:** Alphabetically by remitter's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Records are retained in the Open file until a reply is received or the case is closed. Closed files are retained permanently.

**System manager and address:**

Section Head, Renewal and Assignments Section  
Examining Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains or such individual's authorized agent.

#### CO—13

**System name:** Unfinished Business Document File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Remitters of assignments or other documents pertaining to a copyright which have been submitted to the Office for recordation and require correspondence.

**Categories of records in the system:** Assignments, licenses, mortgages, wills, court decrees, statements of abandonment of copyright, affidavits (such as a statement with respect to the authorship of a work), agreements or contracts (such as an employment agreement), certificates of change of name or corporate certificates of corporate mergers, power of attorney documents.

**Authority for maintenance of the system:** 17 U.S.C. § 205, (the Act for General Revision of the Copyright Law)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The Office uses this file to store securely assignments and other valuable documents pertaining to a copyright which have been submitted for recordation but which require correspondence prior to recordation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila envelopes in a file cabinet.

**Retrievability:** Alphabetically by remitter's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** As each recordation problem is resolved, the original document is microfilmed and then returned to the remitter.

**System manager and address:**

Section Head, Renewal and Assignment Section  
Examining Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains or such individual's authorized agent.

#### CO—14

**System name:** Appeal from Refusal to Register File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who are appealing the decision of the Register of Copyrights to refuse registration because, in accordance with Title 17 of U.S.C. (the Act for General Revision of the Copyright Law) the Register has determined that the material deposited does not constitute copyrightable subject matter or that the claim is invalid for any other reason.

**Categories of records in the system:** Copies of Office correspondence refusing to register a claim after January 1, 1978; letters appealing the refusal, subsequent correspondence regarding the appeal, and wherever possible copies or photocopies of the material submitted for registration.

**Authority for maintenance of the system:** 17 U.S.C. 410 (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories**

\*Error; line should read: " System name: Open and Closed Renewable Correspondence Files"

\*\*Error; line should read: "about copyright renewal."



**of users and the purposes of such uses:** The Office uses these records— (1) to respond to appeals from the Register's refusal to register a claim; and (2) to keep an accounting of the number and nature of appeals, Office responses, and reasons for initial refusals to register.

**Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:**

**Storage:** Manila folders in a file cabinet.

**Retrievability:** Alphabetically by name of the remitter, cross-referenced to title of work.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained permanently.

**System manager and address:**

Chief, Examining Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record Source categories:** Individual to whom the record pertains, or such individual's authorized agent, and Office personnel.

CO—15

**System name:** Biobibliographic File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Well known or prolific authors or authors of well known works, in those instances where the Office determines that it would be in the public interest to preserve published copyright-related information about such authors.

**Categories of records in the system:** Newspaper clippings, magazine articles, obituaries, book jackets, and search reports.

**Authority for maintenance of the system:** 17 U.S.C. § 705, (the Act of General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records: (1) in the preparation of search reports compiled at the request of a member of the public, and (2) in the compilation of an index to this system, which cross-references authors, titles, and law firms, and which may indicate the contents of a record. These records are also available to the public during working hours.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Folders in file cabinets.

**Retrievability:** Alphabetically by author's name, law firm's name, or title of work.

**Safeguards:** These records are maintained in a room which is locked during nonworking hours.

**Retention and disposal:** Retained permanently.

**System manager and address:**

Section Head, Reference Search Section  
Information and Reference Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Magazines, newspapers, book jackets, trade reference sources, copyright card catalog, the assignee-assignor file, and applications.

CO—16

**System name:** Address File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Copyright claimants of record whose address has been requested by a member of the public.

**Categories of records in the system:** Name and address of claimant of record, year date of address.

**Authority for maintenance of the system:** 17 U.S.C. § 705 (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records to facilitate searching for addresses of copyright claimants when such addresses are requested by a member of the public.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** 3 x 5 index cards in file box.

**Retrievability:** Alphabetically by claimant of record's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and is locked during nonworking hours.

**Retention and disposal:** Retained indefinitely, but obsolete addresses are disposed of as more current addresses are obtained.

**System manager and address:**

Section Head, Reference Search Section  
Information and Reference Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Copyright claimants, their authorized agents, phone books, and city directories.

CO—17

**System name:** Domestic Master Mailing List

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who have frequent contact with the Office, or have asked to receive all Office information circulars, announcements, and other printed material prepared by the Office.

**Categories of records in the system:** Names and addresses.

**Authority for maintenance of the system:** 17 U.S.C. § 707, (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records to address and mail Office information circulars, announcements, and other printed material.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Computer print-out sheets in a binder, stored in a desk drawer.

**Retrievability:** Alphabetically by name.

**Safeguards:** These records are maintained in a room which is locked during nonworking hours.

**Retention and disposal:** Individuals may request that their names be dropped from the list. All other names and addresses are retained indefinitely.

**System manager and address:**

Section Head, Information and Publications Section  
Information and Reference Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains, Copyright Office records, and trade reference sources.

**CO—18**

**System name:** Freedom of Information Act Requests and Privacy Act Requests and Disclosures File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who have submitted Freedom of Information Act requests and Privacy Act requests for disclosures of Office records as set forth in 37 C.F.R. 203 and 204; individuals who have requested correction or amendment of Office records pertaining to them.

**Categories of records in the system:** Requests submitted under the Freedom of Information and Privacy Acts for disclosures of Office records; requests submitted under the Privacy Act for correction or amendment of Office records; copies of the Office response to these requests.

**Authority for maintenance of the system:** 17 U.S.C. 701, (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and purposes of such uses:** The Office uses these records to maintain an accounting of Freedom of Information Act and Privacy Act requests for disclosure of records and Office responses to these requests. The Office also uses these records to maintain an accounting of requests submitted under the Privacy Act to correct or amend a record pertaining to an individual, and the Office responses to these requests. The Office also uses these records to compile the annual report required by the Freedom of Information Act, and to conduct the annual update and review and compile the annual report required by the Privacy Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in a file cabinet.

**Retrievability:** Alphabetically by requester's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during non-working hours.

**Retention and Disposal:** Retained indefinitely.

**System manager and address:**

Section Head, Information and Publications Section  
Information and Reference Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and

Reference Division, Copyright Office Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains, and Copyright Office records.

**CO—19**

**System name:** ABA Master Mailing List

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Attorneys who are listed in the annual edition of the "American Bar Association Section of Patent, Trademark, and Copyright Law Committees" as members of copyright-related committees.

**Categories of records in the system:** Names and addresses.

**Authority for maintenance of the system:** 17 U.S.C. § 707, (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records to address and mail office information circulars, announcements, and other printed material to attorneys who are members of copyright-related ABA committees.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in a file cabinet.

**Retrievability:** Alphabetically by attorney's name.

**Safeguards:** These records are maintained in a room which is locked during nonworking hours.

**Retention and disposal:** Attorneys may request that their names be dropped from the list. Additionally, the Office uses the annual edition of the "American Bar Association Section of Patent, Trademark, and Copyright Law Committees" to update the list, deleting and adding names as appropriate.

**System manager and address:**

Section Head, Information and Publications Section  
Information and Reference Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** American Bar Association Section of Patent, Trademark, and Copyright Law Committees.\*

**CO—20**

**System Name:** Open and Closed Certification and Documents Work Files.

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who request copies of Office records or additional certificates of copyright registration.

**Categories of records in the system:** Requester's name, date of request, description of record(s) or registration certificate(s) requested, action taken by the Office.

**Authority for maintenance of the system:** 17 U.S.C. §§ 706, 708 (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories**

\*Error; lines should read: "Record source categories: "American Bar Association Section of Patent, Trademark, and Copyright Law Committees." "



**of users and the purposes of such uses:** The Office uses this system:

- (1) To maintain a record of all requests for copies of Copyright Office records and additional certificates of copyright registration; and
- (2) To control and monitor the processing of such requests.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** 3 x 5 paper slips in a file cabinet.

**Retrievability:** Alphabetically by requester's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Records in the Open file are transferred to the Closed file when the requests are filled; the Closed file is retained indefinitely.

**System manager and address:**

Section Head, Certification and Documents Section  
Information and Reference Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains.

#### CO—21

**System name:** Copies of Records Correspondence File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who request copies of Copyright Office records or additional certificates of copyright registration.

**Categories of records in the system:** A form letter for mailing out copies of Office records, which includes the requester's name and address, a description of the certificate or copies of records requested, the remittance received, and the deposit account charges.

**Authority for maintenance of the system:** 17 U.S.C. §§ 706, 708, (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses this system to keep a record of:

- (1) Requests for copies of Office documents or for additional certificates of copyright registration; (2) the fees charged; and (3) remittances received.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in a file cabinet.

**Retrievability:** Alphabetically by requester's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely.

**System manager and address:**

Section Head, Certification and Documents Section  
Information and Reference Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.  
**Record source categories:** Individual to whom the record pertains.

#### CO—22

**System name:** Open and Closed Photoduplication Control Forms Files

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who request copies of Office records.

**Categories of records in the system:** Requester's name, description of record(s) requested, cash number and date, the amount of the order, and request for certification of the records, if any.

**Authority for maintenance of the system:** 17 U.S.C. §§ 706, 708, (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses this system:

- (1) To maintain a record of all requests for copies of Copyright Office records; and

- (2) To control, within the Office, the flow of copying fees and the flow of those original records which are copied.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** 3 x 5 paper slips in a file cabinet.

**Retrievability:** Alphabetically by requester's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Records in the Open file are transferred to the Closed file when the requests are filled. The Closed file is retained indefinitely.

**System manager and address:**

Section Head, Certification and Documents Section  
Information and Reference Division, Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains.

#### CO—23

**System name:** Notice of Intention to Obtain Compulsory License for Making and Distributing of Phonorecords Embodying Nondramatic Musical Compositions File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who file a notice of their intention to obtain a compulsory license for making and distributing phonorecords embodying nondramatic musical compositions.

**Categories of records in the system:** Individual's name, name of copyright owner, titles, date of recordation of notice, internal notation of date upon which the Office informally acknowledged receipt of the notice.

**Authority for maintenance of the system:** 17 U.S.C. § 115(b)(1) (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records:

- (1) In the preparation of search reports compiled at the request of a

member of the public; (2) to establish and maintain a public record; and (3) in the preparation of internal statistical reports.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in file cabinet and microfilm.

**Retrievability:** Alphabetically by name of remitter and name of copyright owner.

**Safeguards:** These records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely. System manager and address: \*

Chief, Licensing Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains or such individual's authorized agent.

#### CO—24

**System name:** Secondary Transmission Cable Systems: Initial Notice of Identity and Changes file

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Cable system owners, operators, or controllers who submit for recordation in the Copyright Office notices of identity, notices of ownership or control change, or notices of change in the signal carriage complement of cable systems.

**Categories of records in the system:** Statement of identity and address of the person who owns or operates or has the power to exercise control over secondary transmission service, name and location of the primary transmitter or transmitters whose signals are regularly carried, and changes in any of the preceding categories.

**Authority for maintenance of the system:** 17 U.S.C. § 111(d)(1) (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system including categories of users and the purposes of such uses:** The Office uses these records:

(1) In the preparation of search reports compiled at the request of a member of the public; (2) in the preparation of internal statistical reports; and (3) to establish and maintain a public record.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in locked file cabinet and microfilm.

**Retrievability:** Alphabetically by system name or name of system's owner/controller.

**Safeguards:** These records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely.

**System manager and address:**

Chief, Licensing Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publication Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in

writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains or such individual's authorized agent.

#### CO—25

**System name:** Cable Systems Subject to Compulsory License: Statements of Account

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of records in the system:** Owners/controllers of cable systems who file the semi-annual statement of account required by 17 U.S.C. § 111(d)(2).

**Categories of records in the system:** Numbers of channels on which the cable system made secondary transmission to its subscribers, names and locations of all primary transmitters whose transmissions were further transmitted by the cable system, the total number of subscribers, the gross amounts paid to the cable system for the basic service of providing secondary transmissions of primary broadcast transmitters, a special statement of account covering any nonnetwork television programming that was carried by the cable system in whole or in part beyond the local service area of the primary transmitter, under rules, regulations, or authorizations of the Federal Communications Commission permitting the substitution or addition of signals under certain circumstances, together with logs showing the times, dates, stations, and programs involved in such substituted or added carriage.

**Authority for maintenance of the system:** 17 U.S.C. § 111(d)(2) (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system including categories of users and the purposes of such uses:** The Office uses these records:

(1) In the preparation of search reports compiled at the request of a member of the public; (2) to establish and maintain a public record; and (3) in the preparation of semi-annual compilations of statements of account which the Copyright Office must submit to the Copyright Royalty Tribunal as required by 17 U.S.C. § 111(d)(3).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in a file cabinet.

**Retrievability:** Alphabetically by system name or system owner/controller.

**Safeguards:** These records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely.

**System manager and address:**

Chief, Licensing Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains or such individual's authorized agent.

#### CO—26

**System name:** Cable System Videotape Transfer Contracts File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia

**Categories of individuals covered by the system:** Individuals to whom a cable system has transferred a videotape nonsimultaneously transmit-

\*Error; last sentence in paragraph should be in boldface and begin a new paragraph.

ted by the system under a written, nonprofit contract providing for the equitable sharing of costs of such videotape and its transfer. Only transfer contracts involving cable systems located outside the continental United States are required to be filed in the Copyright Office.

**Categories of records in the system:** Transferor, transferee, title, date contract effective, date of recordation, location of cable system, notation of acknowledgement of receipt by the Copyright Office, related correspondence.

**Authority for maintenance of the system:** 17 U.S.C. § 111(e)(2)(A) (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records:

- (1) In the preparation of search reports compiled at the request of a member of the public; and
- (2) to establish and maintain a public record.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in file cabinet and microfilm (contains only copies of contracts).

**Safeguards:** These records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely.

**System manager and address:**

Chief, Licensing Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Parties to the transfer contracts or such parties' authorized agents.

#### CO—27

**System name:** Jukebox License Record Books

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Jukebox operators who have applied for, and been issued, a jukebox license.

**Categories of records in the system:** Name and address of operator, manufacturer, serial number or model number, model name, model year, charge per play, capacity, type of sound, person to be contacted for further information, number of jukeboxes, and amount of remittance.

**Authority for maintenance of the system:** 17 U.S.C. § 116(b) (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system including categories of users and the purposes of such uses:** The Office uses these records:

- (1) In the preparation of search reports compiled at the request of a member of the public; (2) to establish and maintain a public record; and (3) in the preparation of internal statistical and accounting reports. \*

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** File boxes pending binding; bound volumes on shelves.

**Retrievability:** Alphabetically by operator's name within each annual volume.

**Safeguards:** These records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely.

\*Error; line should read: "(3) in the preparation of internal statistical and accounting reports."

**System manager and address:**

Chief, Licensing Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing, addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains or such individual's authorized agent.

#### CO—28

**System name:** Unmailable Jukebox Certificates

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Jukebox operators who have applied for, and been issued, a jukebox license, in those instances where the Office is unable to deliver the license because an incorrect address was given on the license application form.

**Categories of records in the system:** Jukebox certificates, which contain the name and address of the operator, manufacturer, serial number or model number, model name, model year, charge per play, capacity, type of sound, issue date, expiration date, criminal penalties, where and when to affix the certificate, and a notation if the certificate is a replacement.

**Authority for maintenance of the system:** 17 U.S.C. § 116 (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system including categories of users and the purposes of such uses:** The Office uses these records:

- (1) In the preparation of search reports compiled at the request of a member of the public; and (2) in the preparation of internal accounting reports.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Boxes in safe.

**Retrievability:** Alphabetically by operator's name.

**Safeguards:** These records are locked in a safe and maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely.

**System manager and address:**

Chief, Licensing Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publication Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure".

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains or such individual's authorized agent.

#### CO—29

**System name:** Licensing Division Refund File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who file a

defective or excessive remittance for a compulsory license necessitating a refund of such remittance.

**Categories of records in the system:** Carbon copy of refund check, carbon copy of refund letter explaining reason for refund, and related correspondence.

**Authority for maintenance of the system:** 17 U.S.C. §§ 111 and 116 (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system including categories of users and the purposes of such uses:** The Office uses these records in the preparation of semi-annual reports to the Copyright Royalty Tribunal.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in file cabinet.

**Retrievability:** Alphabetically by remitter's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely.

**System manager and address:**

Chief, Licensing Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record of access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains.

#### CO—30

**System name:** Voluntary Licensing Agreements File

**System location:** Copyright Office, Library of Congress, Arlington, Virginia

**Categories of individuals covered by the system:** Individuals who submit for recordation voluntary licensing agreements between: (1) copyright owners of published nondramatic musical works and published pictorial, graphic, and sculptural works and public broadcasting entities; and (2) copyright owners of nondramatic literary works and public broadcasting entities.

**Categories of records in the system:** Copies of the actual agreements submitted for recordation, copies of registration certificates of record, and related correspondence.

**Authority for maintenance of the system:** 17 U.S.C. § 118(b)(2) and (e)(1) (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** The Office uses these records:

(1) In the preparation of search reports compiled at the request of a member of the public; (2) in the preparation of internal statistical reports; and (3) to establish and maintain a public record.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in a file cabinet and microfilm (contains only copies of documents submitted for recordation).

**Retrievability:** Alphabetically by names of copyright owners and public broadcasting entities.

**Safeguards:** These records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely.

**System manager and address:**

Chief, Licensing Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publication Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Parties to voluntary licensing agreements or such parties' authorized agents.

#### CO—31

**System name:** Licensing Division Search Report File

**System name:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who request a search of Licensing Division records.

**Categories of records in the system:** Search reports, records of completed searches and notations if search reports are not picked up and the Office is unable to contact the requester.

**Authority for maintenance of the system:** 17 U.S.C. § 705 (the Act for General Revision of the Copyright Law).

**Routine uses of records maintained in the system including categories of users and the purposes of such uses:** The Office uses these records:

(1) To establish and maintain a public record of searches of Licensing Division records; and

(2) To prepare internal accountings of the number of searches requested, the time required of Office personnel to compile such searches, and related information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in file cabinet.

**Retrievability:** Alphabetically by name of requester.

**Safeguards:** These records are maintained in a room restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Retained indefinitely.

**System manager and address:**

Chief, Licensing Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publications Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains, such individual's authorized agent, and Office personnel.

#### CO—32

**System name:** Licensing Division Unfinished Business Files (Open and Closed)

**System location:** Copyright Office, Library of Congress, Arlington, Virginia.

**Categories of individuals covered by the system:** Individuals who send the Office a license application, license-related document for recordation, remittance, or letter which requires correspondence.

\*Error; line should read: "System location: Copyright Office, Library of Congress, Arlington, Virginia."

**Categories of records in the system:** License applications, licensed documents submitted for recordation, remittances, and general correspondence.

**Authority for maintenance of the system:** 17 U.S.C. §§ 111, 115, 116, 118, 705.

**Routine uses of records maintained in the system including categories of users and the purposes of such uses:** The Office uses these records:

(1) In the preparation of search reports compiled at the request of a member of the public; (2) to establish and maintain a public record; (3) in the preparation of internal statistical reports; and (4) to hold cases requiring correspondence until replies are received.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Manila folders in file cabinet.

**Retrievability:** Alphabetically by remitter's name.

**Safeguards:** These records are maintained in a room which is restricted to authorized personnel and locked during nonworking hours.

**Retention and disposal:** Records are kept in the Open file until a reply

is received or until the case is closed. Records in the Closed file are permanently retained.

**System manager and address:**

Chief, Licensing Division  
Copyright Office  
Library of Congress  
Washington, D.C. 20559

**Notification procedure:** Inquiries about an individual's record should be in writing addressed to the Supervisory Copyright Information Specialist, Information and Publication Section, Information and Reference Division, Copyright Office, Library of Congress, Washington, D.C. 20559.

**Record access procedure:** Requests from individuals should be in writing addressed to the official designated under "Notification procedure."

**Contesting record procedure:** See rules published in 37 CFR Part 204.

**Record source categories:** Individual to whom the record pertains or such individual's authorized agent.

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