

USDA/FGIS-1: Employment History Records for Licensed Nonfederal Employees

SYSTEM LOCATION:

Federal Grain Inspection Service,
USDA, 1400 Independence Avenue, SW.,
Washington, DC 20250.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Inspectors, Weighers, Samplers,
Technicians.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system consists of applications for license; license files; biographical data; functions which the licensee may perform; licensee's powers of attorney; factors which affect or might affect desirability as a licensee; current, expired, and voided licenses; license examination score sheets; license renewal score sheets; miscellaneous notes and memorandums, e.g., transfers, cancellations, letters of corrective action, commendations, caution or warning, suspensions, and proposals to revoke license. Content and extent of these records vary by commodity, program, and season.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

7 U.S.C. 71 *et seq.*, 7 U.S.C. 1621 *et seq.*

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

(1) To prepare required reports for the General Accounting Office; (2) To prepare required reports for the Department of Justice; (3) Referral to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant thereto; (5) Disclosure to the Department of Justice for use in litigation when the agency, or any component thereof, or any employee of the agency in his or her official capacity, or any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee, or the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for

which the records were collected; (6) Disclosure in a proceeding before a court or adjudicative body before which the agency is authorized to appear, when the agency, or any component thereof, or any employee of the agency in his or her official capacity, or any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee, or the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determines that use of such records is relevant and necessary to the litigation; provided, however that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected; and (7) To answer Congressional inquiries made at the request of the individual from whose record information is disclosed.

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

STORAGE:

File folders, notebooks, and computers.

RETRIEVABILITY:

Records are indexed by name of licensee and/or license number.

SAFEGUARDS:

Government office buildings, locked offices, or locked file cabinets.

RETENTION AND DISPOSAL:

Destroy immediately when licensee is deceased, or 10 years after license is terminated. Records are maintained in accordance with the General Services Administration disposal schedules, as implemented by FGIS Instruction 251.1, Records Management Program.

SYSTEM MANAGER AND ADDRESS:

Director, Field Management Division,
USDA, Federal Grain Inspection
Service, 1400 Independence Ave., SW.,
Washington, DC 20250.

NOTIFICATION PROCEDURE:

Individuals may request information concerning themselves from this system by submitting a written request to the System Manager.

RECORD ACCESS PROCEDURE:

Same as above.

CONTESTING RECORD PROCEDURES:

Individuals may contest a record in the system that pertains to them by submitting a request to the System Manager.

RECORD SOURCE CATEGORIES:

Information in the System comes primarily from licensees and supervisors. Additional data may be provided by investigative personnel.