

istrative civil actions or to provide investigative leads to such country, or assist in the location and/or returning of witnesses and other evidence;

(l) a record that contains classified national security information and material may be disseminated to persons who are engaged in historical research projects, or who have previously occupied policy making provisions to which they were appointed by the President, in accordance with the provisions codified in 28 CFR 17.60.

(m) a record relating to an actual or potential civil or criminal violation of title 17, United States Code, may be disseminated to a person injured by such violation to assist him in the institution or maintenance of a suit brought under such title.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information to Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of this record.

Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Storage: All information, except that specified in this paragraph, is recorded on basic paper/cardboard material, and stored within manila file folders, within metal file cabinets, electric file/card retrievers or safes. Some material is recorded and stored on magnetic tape, card or other data processing type storage matter for reproduction later into conventional formats.

Retrievability: Information is retrieved primarily by name of person, case number, complaint number, or court docket number. Information within this system of records may be accessed by various U.S. Attorneys' offices by means of cathode-ray tube terminals (CRT's).

Safeguards: Information in the system is both confidential and non-confidential and located in file cabinets in the United States Attorney offices. Some materials are located in locked file drawers and safes, and others in unlocked file drawers. Offices are locked during non-working hours and are secured by either Federal Protective Service, United States Postal Service, or private building guards. Information that is retrievable by CRT's within various U.S. Attorneys' offices requires user identification numbers which are issued to authorized employees of the Department of Justice.

Retention and disposal: Records are maintained and disposed of in accordance with Department of Justice retention plans.

System manager(s) and address: System Manager for the system in each office is the Administrative Officer/Assistant, for the U.S. Attorney for each district. (See attached appendix.)

Notification procedure: Address inquiries to the System Manager for the judicial district in which the case or matter is pending. (See attached appendix.)

Record access procedures: The major part of the information maintained in this system is exempt from this requirement under 5 U.S.C. 552a (j)(2), (k)(1) and/or (k)(2). To the extent that this system is not subject to exemption, it is subject to access. A determination as to examination shall be made at the time a request for access is received. A request for access to a record from this system shall be made in writing, with the envelope and the letter clearly marked "Privacy Access Request." Include in the request the name of the individual involved, his birth date and place, or any other identifying number or information which may be of assistance in locating the record and the name of the case or matter involved, if known. The requester will also provide a return address for transmitting the information. Access requests will be directed to the System Manager. (See attached appendix.)

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

is received. Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager (see attached appendix) stating clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: Sources of information contained in this system include, but are not limited to investigative reports of Federal, State, and local law enforcement, civil litigation, regulatory and administrative agencies; client agencies of the Department of Justice; other non-Department of Justice investigative agencies; forensic reports; statements of witnesses and parties; verbatim transcripts of deposition and court proceedings; data, memoranda and reports from the court and agencies thereof; and the work product of Assistant United States Attorneys, Department of Justice attorneys and staff, and legal assistants working on particular cases.

Systems exempted from certain provisions of the act: The Attorney General has exempted this system from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e)(4) (G) and (H), (e)(5) and (8), (f), (g) and (h) of the Privacy Act pursuant to 5 U.S.C. 552a(j)(2) and (k) (1) and (2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in the Federal Register.

PART III

New systems of records established after publication of the 1977 Compilation are listed below. They are reprinted in full text following the listing.

JUSTICE/CIV-004, Swine Flu Administrative Claim File System

JUSTICE/CRS-001, Management Information System (MIS)

JUSTICE/CRM-025, Tax Disclosure Index File and Associated Records

JUSTICE/INS-002, Application and Petition Tracking System (APTS)

JUSTICE/INS-003, Position Accounting/Control System (PACS)

Swine Flu Administrative Claim File System, JUSTICE/CIV-004: Published at 43 FR 38120, on August 25, 1978. If no comments are received by October 25, 1978 the new system will be adopted.

JUSTICE/CIV-004

System name: Swine Flu Administrative Claim File System.

System location: Civil Division, U.S. Department of Justice 521 12th Street NW., No. 804, Washington, D.C. 20530.

Categories of individuals covered by the system: Any and all parties making administrative claims for damages resulting from the administration of the swine flu vaccine, whose claims have been referred by the Department of Health, Education, and Welfare for handling by the Civil Division, will have identifying data contained in this system.

Categories of records in the system: (1) The main record of the system is the administrative claim file which is retained on each claim under the jurisdiction of the Civil Division and constitutes the official record of the Department of Justice. All record material relating to a claim is retained in the file. Each claim is assigned a number in sequential order from the date of the filing. (2) Alphabetical and numerical indices are utilized as a means of access to the proper file by the cross-referencing of the names of all claimants with the file number. Index cards are used in these indices. (3) A Docket Card Index is maintained on each claim in order to follow the progress of all swine flu claims and to obtain statistical data for periodic and fiscal reports. However, all information contained on the cards has been taken from the record material contained in the official file.

Authority for maintenance of the system: General authority to maintain the system is contained in 5 U.S.C. 301 and 44 U.S.C. 3101. The particular system was established by authority of 28 CFR 0.77(f) which authority was delegated to the Civil Division pursuant to a memorandum from the Deputy Attorney General, dated July 17, 1974.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Any record pertaining to any swine flu administrative claim in the Civil Division may be disseminated to any other component of the Department of Justice, including the FBI and the United States Attorneys' Offices, for use in connection with the consideration of that claim or matter or any other claim, case or matter under consideration by the Civil Division or any other component of the Department of Justice. A record maintained in this system of records may be disseminated as a routine use of such record as follows: (1) a record relating to a claim or

matter that has been referred by the Department of Health, Education, and Welfare for investigation, or that involves a claim or matter within the jurisdiction of an agency, or where the agency or officials thereof are a party to litigation or where the agency or officials may be affected by a claim or matter may be disseminated to such agency to notify the agency of the status of the claim or matter or any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the claim or matter; (2) a record may be disseminated to the public, news media, trade associations, or organized groups, when the purpose of the dissemination is educational or informational, provided that the record does not contain any information identifiable to a specific individual other than that necessary to identify the matter and is not an unwarranted invasion of privacy or where the information has previously been filed in a judicial or administrative office, including the clerk of the court; (3) in any claim in which there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local or foreign agency charged with the responsibility for investigating or prosecuting such violation or charged with enforcing or implementing such law; (4) in the course of investigating the potential or actual violation of any law, whether civil, criminal or regulatory in nature, or during the course of a trial or hearing, or the preparation for a trial or hearing for such violation, a record may be disseminated to a federal, state local or foreign agency, or to an individual or organization, if there is reason to believe that such agency, individual or organization possesses information relating to the investigation, trial or hearing and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant; (5) a record relating to a claim or matter may be disseminated in an appropriate federal, state, local, or foreign court or grand jury proceeding in accordance with established constitutional, substantive, or procedural law or practice; (6) a record relating to a claim or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing; (7) a record relating to a claim or matter may be disseminated to an actual or potential party or his attorney for the purpose of negotiation or discussion of such matters as settlement of the claim or matter, or for formal or informal discovery proceedings.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 CFR 50.2 may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information of Members of Congress: Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Records Service: A record from a system of records may be disclosed as a routine use to the National Archives and Records Service (NARS) in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

Storage: (1) The claim files utilize standard file jackets and are retained in standard file cabinets; (2) the alphabetical and numerical index cards, as well as the docket cards, are retained in standard file cabinets.

Retrievability: The files and docket cards must be retrieved by file number. The file number can be ascertained from the alphabetical index if the name of the administrative claimant is known.

Safeguards: Information contained in the system is unclassified. No personalized information about a claim or claimant will be given to anyone other than the claimant, his attorney, or authorized representative. Requests for such information will not be given by telephone unless the caller can provide sufficient information to identify himself as one authorized to receive personalized information. Nonpersonal or generalized information will be given to any requester. Information in the system is regarded as sensitive pursuant to Department rules and procedures. Department rules and procedures are in force to insure that only Departmental attorneys and their authorized agents have access to the information.

Retention and disposal: When a claim file is closed by the legal section, it is sent to the Federal Records Center for retention in accordance with the authorized Record Disposal Schedule for the classification of the case. Such schedules are approved by the National Archives. After the designated period has passed, the file is destroyed. However, the index and docket cards are not purged and are retained for as long as practicable.

System manager(s) and address: Assistant Attorney General, Civil Division, U.S. Department of Justice, 10th and Constitution Avenue NW., Washington, D.C. 20530.

Notification procedure: Address inquiries to Chief, Torts Section, Civil Division, U.S. Department of Justice, 10th and Constitution Avenue NW., Washington, D.C. 20530.

Record access procedures: A request for information concerning the swine flu administrative claims of the Civil Division should be submitted in writing, with the envelope and letter clearly marked "Privacy Act Request". The request should include the file number and/or names of any claimants known to the requester. The requester should also provide a return address for transmitting the information. Such access requests should be submitted to the System Manager listed above. Requests may also be made by telephone. In such cases the caller will be referred to the attorney of record. The attorney, in turn, may require an official written request.

Contesting record procedures: Individuals desiring to contest or amend information maintained in the system should direct their request to the System Manager listed above. The request should clearly state what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

Record source categories: All swine flu claimants are sources of information. Such information is either contained in the record material in the case files or has been extracted from that record material and put onto docket and index cards.

Systems exempted from certain provisions of the act: None.

Management Information System (MIS) JUSTICE/CRS-001: Published at 43 FR 33351 on July 31, 1978. If no comments are received by September 29, 1978, the new system will be adopted.

JUSTICE/CRS-001

System name: Management Information System.

System location: Community Relations Service, U.S. Department of Justice, 550 11th Street NW., Washington, D.C. 20530.

Categories of individuals covered by the system: Conciliators and Mediators of the Community Relations Service of the U.S. Department of Justice.

Categories of records in the system: The file contains the names of CRS employees, their case assignments, and the time allocated to each assignment. In addition, information reflecting the current status and handling of the case is included within the system.

Authority for maintenance of the system: The file is established to effect the purposes of 42 U.S.C. 2000g-1, 2000g-3 (1970).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The file is used by CRS personnel as a basis for preparing daily, weekly, and monthly activity reports for internal management. It is also used by the Administrative Office to prepare time efficiency analyses on CRS personnel. In addition, the file will be consulted in order to prepare budget requests and reports to the Associate Attorney General, the Attorney General, and to Congress.

Release of Information to the News Media and the Public: Information from the system of records may be made available to the news media and the public, unless such release would violate 42 U.S.C. 2000g-2, or would constitute an unwarranted invasion of personal privacy.

Release of Information to Members of Congress: Information contained in the system, 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 unless such release would violate 42 U.S.C. 2000g-2.

Release of Information to the National Archives and Records Service: A record from the system of records may be disclosed to the National Archives and Records Service (NARS) for records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906, unless such disclosure would violate 42 U.S.C. 2000g-2.

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