

## THREE-YEAR REPORTING BURDEN—Continued

State and study	Number of respondents	Number of responses/respondent	Total responses	Hours per response	Total hour burden
TOPPS II Core Data Elements .....	1,532	3	4,596	0.17	781
Client Satisfaction .....	1,532	1	1,532	0.08	123
Missouri:					
TOPPS Core Data .....	500	3	1,500	0.17	255
Client Satisfaction .....	500	1	500	0.08	40
New Jersey:					
TOPPS II Core Data Elements .....	1,200	3	3,600	0.17	612
Client Satisfaction .....	1,200	1	1,200	0.08	96
New Hampshire:					
TOPPS II Core Data Elements .....	657	3	1,971	0.17	335
Client Satisfaction .....	657	1	657	0.08	53
New York:					
TOPPS II Core Data Elements .....	1,875	3	5,625	0.17	956
Client Satisfaction .....	1,875	1	1,875	0.08	150
Oklahoma:					
Client Satisfaction .....	8,400	1	8,400	0.08	672
Rhode Island:					
TOPPS II Core Data Elements .....	1,200	3	3,600	0.17	612
Client Satisfaction .....	1,200	1	1,200	0.08	96
Texas:					
TOPPS II Core Data Elements .....	1,750	3	5,250	0.17	893
Client Satisfaction .....	1,750	1	1,750	0.08	140
Utah:					
TOPPS II Core Data Elements .....	1,050	3	3,150	0.17	536
Client Satisfaction .....	1,050	1	1,050	0.08	84
Virginia:					
TOPPS II Core Data Elements .....	1,600	3	4,800	0.17	816
Client Satisfaction .....	1,600	1	1,600	0.08	128
Washington:					
Client Satisfaction .....	32,000	1	32,000	0.08	2560
Total 3-Year Burden .....					15,029
Annualized Burden .....					5,010

Send comments to Nancy Pearce, SAMHSA Reports Clearance Officer, Room 16-105, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Written comments should be received within 60 days of this notice.

Dated: March 16, 1999

**Richard Kopanda,**

*Executive Officer, SAMHSA.*

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## DEPARTMENT OF THE INTERIOR

### Office of the Secretary

#### Privacy Act of 1974: As Amended; Revisions to the Existing System of Records

**AGENCY:** Office of the Secretary, Department of the Interior.

**ACTION:** Proposed revisions to an existing systems of records.

**SUMMARY:** In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of record notice, OS-01, "Computerized

ID Security System." The revisions will update the addresses for the System Locations and System Manager.

**EFFECTIVE DATE:** These actions will be effective on March 22, 1999.

**FOR FURTHER INFORMATION CONTACT:** Security Manager, Physical Security Office, Division of Employee and Public Services, National Business Center, MS-1366, 1849 C Street NW, Washington, DC 20240.

**SUPPLEMENTARY INFORMATION:** In this notice, the Department of the Interior is amending OS-01, "Computerized ID Security System," to update and more accurately identify the addresses of the System Locations and the System Manager. Accordingly, the Department of the Interior proposes to amend the "Computerized ID Security System," OS-01 in its entirety to read as follows:

**Sue Ellen Sloca,**

*Office of the Secretary Privacy Act Officer, National Business Center.*

#### INTERIOR/OS-01

##### SYSTEM NAME:

Computerized ID Security System—Interior, OS-01

##### SYSTEM LOCATION:

(1) Data covered by this system is maintained in the following location: U.S. Department of the Interior, Office of the Secretary, National Business Center, Division of Employee and Public Services, Physical Security Office, Room 1229, Main Interior Building, 1849 C Street NW, Washington, DC 20240.

(2) Security access to data covered by this system is available at all locations within the vicinity of the Main Interior Building and the South Interior Building complex where staffed guard stations are established.

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

All individuals who have had access to the Main and South Interior Buildings. These include, but are not limited to, the following groups: Current agency employees, former agency employees, agency contractors, persons authorized to perform or to use services provided in the Main and South Interior Buildings (e.g., Department of the Interior Federal Credit Union, Interior Recreation Association Fitness Center, etc.), volunteers and visitors.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records maintained on current agency employees, former agency employees, and agency contractors include the following data fields: Name, Social Security number, date of birth, signature, image (photograph), hair color, eye color, height, weight, organization/office of assignment, telephone number of emergency contact (optional/voluntary data field), date of entry, time of entry, time of exit, security access category, number of ID security cards issued, ID security card issue date, ID security card expiration date, and ID security card serial number. Records maintained on all other individuals covered by the system include the following data fields: Name, Social Security number (or one of the following: Drivers License number, "Green Card" number, Visa number, or other ID number), U.S. Citizenship (yes or no/logical data field), date of entry, time of entry, time of exit, purpose for entry, agency point of contact, security access category, number of ID security cards issued, ID security card issue date, ID security card expiration data, and ID security card serial number.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301; Presidential Memorandum on Upgrading Security at Federal Facilities, June 28, 1995.

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

The primary purposes of the system are:

(1) To ensure the safety and security of the Main and South Interior Buildings and their occupants.

(2) To verify that all persons entering the buildings are authorized to enter them.

(3) To track and control ID security cards issued to persons entering the buildings.

Disclosures outside the Department of the Interior may be made:

(1) To security service companies that provide monitoring and maintenance support for the system.

(2) To the Federal Protective Service and appropriate Federal, State and local law enforcement agencies to investigate emergency response situations or to investigate and prosecute the violation of law, statute, rule, regulation, order or license.

(3) To the U.S. Department of Justice or to a court or adjudicative body with jurisdiction when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party

to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled.

(4) To a congressional office in connection with an inquiry an individual covered by the system has made to the congressional office.

(5) To representatives of the General Services Administration or the National Archives and Records Administration to conduct records management inspections under the authority of 44 U.S.C. 2903 and 2904.

**Note:** Disclosures within the Department of the Interior of data pertaining to date and time of entry and exit of an agency employee may not be made to supervisors, managers or any other persons (other than the individual to whom the information applies) to verify employee time and attendance record for personnel actions because 5 U.S.C. 6106 prohibits Federal Executive agencies (other than the Bureau of Engraving and Printing) from using a recording clock within the District of Columbia, unless used as a part of a flexible schedule program under 5 U.S.C. 6120 et seq.

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

Records are stored in computerized form on a non-removable hard disk. Record backups are stored on removable diskettes and/or tapes.

**RETRIEVABILITY:**

Records are retrievable by name, Social Security number, other ID number, image (photograph), organization/office of assignment, agency point of contact, security access, category, date of entry, time of entry, time of exit, ID security card issue date, ID security card expiration date, and ID security card serial number.

**SAFEGUARDS:**

The computer on which records are stored is located in an office that is secured by an alarm system and off-master key access. The computer itself is key-locked and access to the system is password-protected. Access granted to individuals at guard stations is password-protected; each person granted access to the system at guard stations must be individually authorized to use the system. A Privacy Act Warning Notice appears on the monitor screen when records containing information on individuals are first displayed. Back up diskettes/tapes are stored in a locked and controlled room in a secure, off-site location.

**RETENTION AND DISPOSAL:**

Records relating to persons covered by the system are retained in accordance with General Records Schedule 18, Item No. 17. Unless retained for specific, ongoing security investigations:

(1) Records relating to individuals other than employees are destroyed two years after ID security card expiration date.

(2) Records relating to date and time of entry and exit of employees are destroyed two years after date of entry and exit.

(3) All other records relating to employees are destroyed two years after ID security card expiration date.

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

Security Manager, Physical Security Office, Division of Employee and Public Services, National Business Center, MS-1366, 1849 C Street NW, Washington, DC 20240.

**NOTIFICATION PROCEDURES:**

An individual requesting notification of the existence of records on him or her should address his/her request to the Security Manager. The request must be in writing and signed by the requester. (See 43 CFR 2.60).

**RECORDS ACCESS PROCEDURES:**

An individual requesting access to records maintained on him or her should address his/her request to the Security Manager. The request must be in writing and signed by the requester. (See 43 CFR 2.63.)

**CONTESTING RECORDS PROCEDURES:**

An individual requesting amendment of a record maintained on him or her should address his/her request to the Security Manager. The request must be in writing and signed by the requester. (See 43 CFR 2.71.)

**RECORD SOURCE CATEGORIES:**

Individuals covered by the system, supervisors and designated approving officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**DEPARTMENT OF THE INTERIOR****Office of Aircraft Services****Privacy Act of 1974: As Amended; Revisions to the Existing System of Records**

**AGENCY:** Office of Aircraft Services, Department of the Interior.