

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

The primary purpose of the system is to control library materials borrowed. Disclosures outside the Department of the Interior may be made:

(1) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body 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.

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

(3) To Federal, State, or local agencies that have requested information necessary or relevant to the hiring, firing or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

(4) To appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation of or for enforcing, implementing or administering a statute, rule, regulation, order, license, contract, grant or other agreement, when the disclosing agency becomes aware of information indicating a violation or potential violation of a statute, regulation, rule, order, license, contract, grant or other agreement.

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

STORAGE:

Records are maintained in computer data files.

RETRIEVABILITY:

Records are retrievable by name or identification number of borrower, and by call number, due date, or other information relating to items borrowed.

SAFEGUARDS:

Records are maintained in computer files, within the library, and are accessible only by authorized persons. Computers allowing access to records are attended constantly during working hours; the library is locked after working hours.

RETENTION AND DISPOSAL:

Records are maintained for two years and then destroyed in accordance with

instructions contained in the Office of the Secretary Administrative Handbook Number 7.

SYSTEM MANAGER(S) AND ADDRESS:

Library Contractor COTR, Division of Employee and Public Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, Washington, DC 20240.

NOTIFICATION PROCEDURES:

Inquiries regarding the existence of records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access to records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A request for access to records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals borrowing materials from Departmental Library and materials borrowed from the Library.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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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 system 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 records notice, OS-45, "Security Clearance Files and Other Reference Files." The revisions will update the name of the system, the address of the system location and system manager, and the record storage statement.

EFFECTIVE DATE: These actions will be effective on April 7, 1999.

FOR FURTHER INFORMATION CONTACT:

Security Manager, Division of Employee and Public Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1226 MIB, Washington, DC 20240.

SUPPLEMENTARY INFORMATION: In this notice, the Department of the Interior is amending OS-45, "Security Clearance Files and Other Reference Files" to update the name of the system to describe it more accurately and to update the address of the system location and system manager and the record storage statement to reflect changes that have occurred since the notice was last published. Accordingly, the Department of the Interior proposes to amend the system notice for "Security Clearance Files and Other Reference Files," OS-45 in its entirety to read as follows:

Sue Ellen Sloca,

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

INTERIOR/OS-45

SYSTEM NAME:

Personnel Security Files—Interior, OS-45.

SYSTEM LOCATION:

Division of Employee and Public Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1226 MIB, Washington, DC 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees in the Office of the Secretary, Bureau heads, Bureau Security Officers, and employees of other Departmental offices and of independent agencies, councils and commissions (which are provided administrative support), whose duties have been designated "special sensitive," "critical sensitive," "noncritical sensitive" or "clearance for FEMA special access program."

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of form SF-85, SF-86, of SF-171 as supplied by individuals covered by the system, copies of letters of transmittal between the Department of the Interior and the Office of Personnel Management concerning the individual's background investigation; copies of certification of clearance status and briefings and/or copies of debriefing certificates signed by individual, as appropriate. Card files contain case file summaries, case numbers and dispositions of case files following review.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10450.

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 identify Office of the Secretary personnel who have been granted a security clearance.
- (2) To identify heads of Bureaus and their respective Security Officers who have been granted a security clearance.
- (3) To identify persons in a pending clearance status awaiting the results and adjudication of Office of Personnel Management investigations.
- (4) To identify persons whose clearance has been terminated in the last five years due to an administrative down-grading, a transfer to another agency, employment at another agency, or retirement.

Disclosures outside the Department of the Interior may be made:

- (1) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body 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.

- (2) To appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing, implementing, or administering a statute, rule, regulation, order or license, when the disclosing agency becomes aware of information indicating a violation or potential violation of a statute, regulation, rule, order or license.

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

- (4) To Federal, State, or local agencies that have requested information relevant or necessary to the hiring, firing or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

- (5) To Federal, State or local agencies where necessary to obtain information relevant to the hiring or retention of an employee or the issuance of a security clearance, license, contract, grant or other benefit.

- (6) To the Office of Personnel Management for matters concerned with oversight activities (necessary for the

Office of Personnel Management to carry out its legally-authorized Government-wide personnel management programs and functions.)

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

Paper copies of records are maintained in file folders. Electronic records are stored on a non-removable hard disk. Back-up records are stored on removable diskettes.

RETRIEVABILITY:

Records are indexed by name of employee or covered individual.

SAFEGUARDS:

Records are stored in a locked room. Access to records is permitted only to cleared personnel on official business.

RETENTION AND DISPOSAL:

Records are maintained and disposed of in accordance with General Records Schedule No. 18, Item No. 23.

SYSTEM MANAGER(S) AND ADDRESS:

Security Manager, Division of Employee and Public Services, National Business Center, Department of the Interior, 1849 C Street NW, MS-1226, Washington, DC 20240.

NOTIFICATION PROCEDURE:

A request for notification of the existence of records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

A request for access shall be addressed to the System Manager. The request must be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURE:

A request for an amendment of a record shall be addressed to the System Manager. The request must be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals covered by the system. Other Federal agencies supplying data on individuals covered by the system.

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.

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of Aircraft Services is issuing public notice of its intent to modify an existing Privacy Act system of records, OS-8, "Aircraft Services Administrative Management and Fiscal Records." The revisions will update the name and number of the system and the addresses of the system locations and system manager.

EFFECTIVE DATE: These actions will be effective April 7, 1999.

FOR FURTHER INFORMATION CONTACT: Director, Office of Aircraft Service, 2350 W. Robinson Road, Boise, Idaho 83704-5355.

SUPPLEMENTARY INFORMATION: The Office of Aircraft Services is amending OS-8, "Aircraft Services Administrative Management and Fiscal Records," to more accurately reflect the organizational placement of the system within the Department of the Interior's Privacy Act program and to update the addresses of the system locations in the national headquarters and regional office and the address of the system manager. Accordingly, the Office of Aircraft Services proposes to amend "Aircraft Services Administrative Management and Fiscal Records," OS-8 in its entirety to read as follows:

Sue Ellen Sloca,

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

INTERIOR/OAS-02**SYSTEM NAME:**

Aircraft Services Administrative and Fiscal Records—Interior, OAS-02.

SYSTEM LOCATION:

- (1) National headquarters: Office of Aircraft Services, 2350 W. Robinson Road, Boise, Idaho 83705-5355.

- (2) Regional office: Office of Aircraft Services, Alaska Regional Office, 4837 Aircraft Drive, Anchorage, Alaska 95502-1052.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Office of Aircraft Services.