

CATEGORIES OF RECORDS COVERED BY THE SYSTEM:

(1) Payroll records, including pay, leave and cost distribution records, along with deductions for bonds, insurance, income taxes, allotments to financial institutions, overtime, authorizations, and related documents.

(2) Travel records, including administrative approvals, travel expenses claimed and/or paid, receipts for expenditure claims, government transportation requests, travel advance accounts and related records.

(3) Records of accountability for Government-owned property.

(4) Safety records, including claims under the Military Personnel and Civil Employees Claims Act.

(5) Government identification card records.

(6) Government driver's license records.

(7) Other administrative and fiscal management records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 3101, 5101–5115, 5501–5596, 5701–5709, 31 U.S.C. 66a 240–243, 40 U.S.C. 483(b), 43 U.S.C. 1467, 44 U.S.C. 3103, Executive Order No. 11807.

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 support the administrative and fiscal management of the Office of Aircraft Services. Disclosure outside the Department of the Interior may be made:

(1) To the U.S. Department of the Treasury for preparation of (a) payroll checks, (b) payroll deduction and other checks to Federal, State and local agencies, and (c) checks for reimbursement of employees and others.

(2) To the Internal Revenue Service and to State, Commonwealth, Territorial, and local governments for tax purposes.

(3) To the Civil Service Retirement System and to other employee retirement programs.

(4) To other agencies having a subject matter interest in the records.

(5) 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.

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

(7) To a Federal agency which has requested information relevant or necessary to the hiring or retention of an employee, or issuance of a security clearance, license, pilot qualification card, grant or other benefit.

(8) To Federal, State, local agencies or commercial businesses where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, pilot qualification card, grant or other benefit.

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

(10) To other Federal agencies conducting computer matching programs to help eliminate fraud and abuse and to detect unauthorized overpayments made to individuals.

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

Records are stored in manual and automated form.

RETRIEVABILITY:

Records may be retrieved by employee name or Social Security number.

SAFEGUARDS:

Access to and use of these records is limited to those persons whose official duties require such access. Records are maintained in accordance with 43 CFR 2.51.

RETENTION AND DISPOSAL:

Records are retained in accordance with approved records retention and disposal schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Aircraft Services, 2350 W. Robinson Road, Boise, Idaho 83705–5355.

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the System Manager. The request must be in

writing, signed by the requestor, and comply with the content requirements of 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

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 PROCEDURES:

A petition for amendment 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:

Employees, supervisors, timekeepers.

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, DOI–60, "Safety Management Information System." The revisions will update the address of the system location and the system manager.

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

FOR FURTHER INFORMATION CONTACT: Chief System Administrator, Safety Management Information system, Office of Managing Risk and Public Safety, U.S. Department of the Interior, 755 Parfet Street, Suite 354, Lakewood, Colorado 80215.

SUPPLEMENTARY INFORMATION: The Office of the Secretary is amending DOI–60, "Safety Management Information System" to update the address of the system location and system manager. Accordingly, the Department of the Interior proposes to amend the system notice for "Safety Management

Information System," DOI-60 in its entirety to read as follows:

Sue Ellen Sloca,

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

INTERIOR/DOI-60

SYSTEM NAME:

Safety Management Information System—Interior, DOI-60.

SYSTEM LOCATION:

U.S. Department of the Interior, Office of Managing Risk and Public Safety, 755 Parfet Street, Suite 364, Lakewood, Colorado 80215.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Department of the Interior, contractors, concessionaires, and public visitors to Interior facilities who have been involved in an accident resulting in personal injury and/or property damage.

CATEGORIES OF RECORDS IN THE SYSTEM:

For individuals covered by the system: Name of individual; Social Security number, birth date, sex, home address, occupation, and salary (for employees of the Department only); date and location of the accident; data elements about the accident for analytical purposes; and a descriptive narrative concerning what caused the accident.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

(1) 5 U.S.C. 7901, (2) U.S.C. 2671–1680, (3) 31 U.S.C. 240–243, (4) 29 CFR Part 1960, (5) Executive Order 12196.

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 provide summary data of injury, illness and property loss information to the bureaus in a number of formats for analytical purposes in order for them to improve accident prevention policies, procedures, regulations, standards, and operations.
- (2) To provide listings of individual cases to bureaus to insure that accidents occurring are reported through the Safety Management Information System.
- (3) To adjudicate tort and employee claims.

Disclosures outside the Department of the Interior may be made:

- (1) To a Federal, State or local government agency that has partial or complete jurisdiction over the claim or related claims.

(2) To provide the Department of Labor with quarterly summary listings of fatalities and disabling injuries and illnesses in compliance with 28 CFR 1960.6.

(3) 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.

(4) To appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation of, or for enforcing or implementing, 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.

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

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

STORAGE:

Official records are maintained and stored in electronic form on a host computer housed in the system location office. They are created and updated on the individual workstations of any/all employees and supervisors, Departmentwide, that can communicate, electronically, with the host computer.

RETRIEVABILITY:

Records are retrieved both by personal identifiers of covered individuals and by data elements associated with the accidents via automated lookup tables.

SAFEGUARDS:

(1) Access to the records is limited to Departmental employees who have an official need to use the records in the performance of their duties. Access to the records is controlled by (a) required user identification codes and passwords, and by (b) unique identifying personnel characteristics of users.

(2) Personal information is electronically tagged upon input into the system by employees or supervisors. It is not displayed or printed from the

workstations of individuals not authorized to have access to it. It is protected from unauthorized access, during transmission, by electronic transmission encryption.

(3) Records are stored in a controlled area, secured from unauthorized access by an electronic firewall, and maintained with safeguards meeting the requirements of "the Computer Security Guidelines for Implementing the Privacy Act of 1974" (43 CFR 2.51).

RETENTION AND DISPOSAL:

Records are retained in accordance with National Archives and Records Administration's General Record Schedules #10 (Item 50), #18 (Item 11), and #20.

SYSTEM MANAGER(S) AND ADDRESS:

Chief System Administrator, Safety Management Information System, Office of Managing Risk and Public Safety, U.S. Department of the Interior, 755 Parfet Street, Suite 354, Lakewood, Colorado 80215.

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 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 comply with the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A request for 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:

Employees involved in accidents, supervisors of employees involved in accidents, supervisors of operations where public visitors are involved in accidents, officials responsible for oversight of contractors and concessionaires, safety professionals and other management officials.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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