

**DEPARTMENT OF JUSTICE****[AAG/A Order No. 57-80]****Privacy Act System Notices—1980 Annual Publication****AGENCY:** Department of Justice.**ACTION:** Annual publication of Privacy Act Issuances.

**SUMMARY:** Federal agencies are required by the Privacy Act of 1974 to give annual notice of records they maintain from which information is retrieved by name or other personal identifier. Accordingly, the Department of Justice published on September 30, 1977 in Federal Register Volume 42 a notice of all such systems of records maintained by the Department. On September 28, 1978 the Department published in Federal Register Volume 43 the annual update which reflected only those systems which had been added, amended, or revoked during the year, and those which we were amending at that time. On January 10, 1980, the Department published another similar update for 1979 in Federal Register Volume 45. Subsequently, for the convenience of the public, the Office of the Federal Register issued a publication which combined the 1977 notice and all subsequent updates into a single document entitled "Privacy Act Issuances Compilation—1979, Volume III." This document reflected all systems of records issued through December 31, 1979. Now, by way of this notice, the Department is publishing the 1980 annual update which reflects only those systems which have been added, amended or revoked during 1980, and those which we propose to amend or delete at this time. Therefore, one is able to review all Department of Justice systems by referring to the Compilation and the 1980 annual update.

These publications can be examined free of charge at Regional Depository Libraries at 50 locations around the country and at the General Services Administration Federal Information Centers at 38 central locations around the country. They can also be purchased from the Superintendent of Documents, United States Government Printing Office, Washington, D.C. 20402.

Published here are:

—Part I: a table of contents listing *all* the systems of records published here in full text;

—Part II: the full text of systems of records which the Department *amended* during the year, and the full text of *new* systems of records which the Department *established* during the year;

—Part III: notice that the Law Enforcement Assistance Administration

*deleted* a system of records during the year; and

—Part IV: the full text of systems of records which the Department *now proposes to amend*.

**DATES:** This document fulfills the annual notice requirements of the Privacy Act for 1980.

**FOR FURTHER INFORMATION CONTACT:** William J. Snider, (202) 633-3452.

Dated: October 30, 1980.

Kevin D. Rooney,  
Assistant Attorney General for  
Administration.

**Part I**

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#### Part II

Systems of records amended and published during the year and systems of records established and published during the year are listed below. The date published along with the Federal Register volume number and the page number are cited in parentheses. Following the list, the system are reprinted in full text.

#### Amended

JUSTICE/ATR-005, Antitrust Caseload Evaluation System (ACES)—Time Reporting System (May 15, 1980, Vol. 45, page 32143).  
 JUSTICE/CIV-001, Civil Division Case File System (October 31, 1980, Vol. 45, page 72308).  
 JUSTICE/DEA-015, Training Files (June 10, 1980, Vol. 45, page 39354).

#### New

JUSTICE/ATR-009, Public Complaints and Inquiries File (August 29, 1980, Vol. page 57788).  
 JUSTICE/DAG-007, The United States National Central Bureau (USNCB) (Department of Justice) Criminal Investigative Records System (March 3, 1980, Vol. 45, page 13847).  
 JUSTICE/DEA-023, Clerical, Technical and Professional (CTAP) Program Files (January 23, 1980, Vol. 45, page 5419).  
 JUSTICE/DEA-028, Regional Automated Intelligence Data System (RAIDS) (August 6, 1980, Vol. 45, page 52284).  
 JUSTICE/OPR-001, Office of Professional Responsibility Record Index (February 5, 1980, Vol. 45, page 7877).

#### Justice/ART-005

##### SYSTEM NAME:

Antitrust Caseload Evaluation System (ACES)—Time Reporting System.

##### SYSTEM LOCATION:

U.S. Department of Justice, 10th and Constitution Ave., N.W., Washington, D.C. 20530.

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

Employees of the Antitrust Division of the U.S. Department of Justice.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

The file contains the employee's name and allocations of his/her work time.

##### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The file will be established and maintained pursuant to the following authorities: 28 CFR section 0.40(f), 28 U.S.C. section 552, 31 U.S.C. section 11, 31 U.S.C. section 66a, 5 U.S.C. section 301, and 2 U.S.C. section 601.

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

The file is used by Antitrust Division personnel to keep track of resources and as a basis for determining Antitrust Division allocations of resources (professional time) to particular products and industries (e.g. oil, auto, chemicals) and to broad categories of resource use such as conspiratorial conduct, oligopoly and monopoly, civil cases, criminal cases, and proceedings before regulatory agencies. In addition, the file will be employed in the preparation of reports for the Division's budget requests and to the Attorney General and Congress.

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 the record.

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. Secs. 2904 and 2906.

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

##### STORAGE:

Records are maintained electronically in the ACES computerized information system.

##### RETRIEVABILITY:

Information is retrieved by a variety of key words, including names of individuals.

##### SAFEGUARDS:

Information contained in the system is unclassified. It is safeguarded and protected in accordance with Department rules and procedures governing the handling of computerized information. Access to the file is limited to those employees whose official duties require such access.

##### RETENTION AND DISPOSAL:

Information contained in the file is retained for 24 months or the life of the matter to which the employee is assigned, whichever is longer.

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

Chief, Information Systems Support Group, Antitrust Division, U.S. Department of Justice, Room 1018, Safeway Building, 521 12th Street, N.W., Washington, D.C. 20530.

##### NOTIFICATION PROCEDURE:

Same as System Manager.

##### RECORD ACCESS PROCEDURES:

Same as Notification.

##### CONTESTING RECORD PROCEDURES:

Same as Notification.

##### RECORD SOURCE CATEGORIES:

Information on time allocation is provided by Antitrust Division section and field office chiefs.

##### SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

Justice/CIV-001

##### SYSTEM NAME:

Civil Division Case File System.

##### SYSTEM LOCATION:

U.S. Department of Justice, 10th and Constitution Avenue, N.W., Washington, D.C. 20530.

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

Any and all parties involved in the cases handled 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 official case file which is retained on each case under the jurisdiction of the Civil Division except for those cases for which files are maintained in the Civil Division Case File System: *Field Office, Customs Litigation, Commercial Litigation Branch* and the Office of Alien Property File System, and constitutes the official record of the Department of Justice. All record material relating to a case is retained in the file. Each case is assigned a number comprised of the category designation for the subject matter, the code number for the judicial district where the action originated, and the number of cases of that category which have arisen in that district.

(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 parties to a suit with the file number. Forms CV-54 and carbon-interleaf index cards are used in these indices.

(3) An automated record of selected data which has been extracted from each case file is maintained on magnetic diskettes in order to follow the progress of all Division cases and to obtain statistical data for monthly and fiscal reports.

**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 in accordance with 28 CFR 0.77(f) and was delegated to the Civil Division pursuant to the 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 case or matter in the Civil Division may be disseminated to any other component of the Department of Justice, including the F.B.I. and the United States Attorneys' Offices, for use in connection with the consideration of that case or matter or any other 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) in any case 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; (2) 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; (3) a record relating to a case 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; (4) a record relating to a case 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; (5) a record relating to a case 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 case or matter, plea bargaining, or formal or informal discovery proceedings; (6) a record relating to a case or matter that has been referred by an agency for investigation, prosecution, or enforcement, or that involves a case 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 case or matter, may be disseminated to such agency to notify the agency of the status of the case or matter or of any decision or determination that has been made, or to make such other inquiries and reports as are necessary during the processing of the case or matter; (7) a record relating to a person held in custody pending or during arraignment, trial, sentence or extradition proceedings, or after conviction or after extradition proceedings, may be disseminated to a federal, state, local or foreign prison, probation, parole, or pardon authority, or to any other agency or individual concerned with the maintenance, transportation, or release of such a person; (8) a record relating to a case or matter may be disseminated to a foreign country pursuant to an international treaty or convention entered into and ratified by the United States or to an executive agreement; (9) a record may be disseminated to a federal, state, local, foreign, or international law enforcement agency to assist in the general crime prevention and detection efforts of the recipient agency or to provide investigative leads to such agency; (10) a record may be disseminated to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information relates to the requesting agency's decision on the matter; (11) 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 is necessary to identify the matter or where the information has previously been filed in a judicial or administrative office, including the clerk of the court; (12) a record may be disseminated to a foreign country, through the United States Department of State or directly to the representative of such country, to the extent necessary to assist such country in civil or criminal proceedings in which the United States or one of its officers or agencies has an interest; (13) 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 positions to which they were appointed by the President, in accordance with the provisions of 28 C.F.R. 17.60.

Release of information to the news media: Information permitted to be released to the news media and the public pursuant to 28 C.F.R. 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 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 case files utilize standard file jackets and are retained in electronic, rotary power files; or in standard file cabinets. (2) the alphabetical and numerical index cards are retained in standard file cabinets. (3) Automated records are maintained on magnetic diskettes.

**RETRIEVABILITY:**

The files must be retrieved by file number. The file number can be ascertained from the alphabetical index if the name of any party to the suit is known. Automated records can be retrieved by Department of Justice case number, plaintiff's name, defendant's name, or Civil Division attorney's name.

**SAFEGUARDS:**

Information contained in the system is unclassified. However, only attorneys who have their names recorded in the File Unit can be issued a case file. Minimal information about a case is provided from the various indices to telephone callers, since there is a problem with indentifying the identity of a caller. If a party desires detailed information, he is referred directly to the attorney of record.

**RETENTION AND DISPOSAL:**

When a case file is closed by the *responsible attorney*, 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.

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

Assistant Attorney General: Civil Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Address inquiries to: Assistant Attorney General; Civil Division; U.S. Department of Justice; 10th and Constitution Avenue, N.W.; Washington, D.C. 20530.

**RECORD ACCESS PROCEDURES:**

A request for information concerning the cases of the Civil Division should be submitted in writing, with the envelope and letter clearly marked "Privacy Access Request." The request should include the file number and/or the names of any litigants known to the requestor. The requestor 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 litigants involved in the cases of this Division 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.

**Justice/DEA-015****SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 I Street, N.W., Washington, D.C. 20537.

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

Individuals who have attended training programs sponsored by the Drug Enforcement Administration National Training Institute.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(A) Students names; (B) Dates and locations of schools; (C) Class average and individual student grades; (D) Locations of student's employers; (E) Number of years experience in general law enforcement and drug law enforcement; (F) Classification of student's employers by state, local, county, or Federal; (G) Type of school attended; (H) Class rosters; (I) Biographic data; (J) Evaluation reports; (K) Application and attendance records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is maintained to provide educational and training programs on drug abuse and controlled substances law enforcement pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970.

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

This system is maintained to assist in performing the administrative functions of the National Training Institute and is used to prepare class directories, class rosters, program evaluation reports and statistical reports. In addition, information from this system is provided to Federal, state and local law enforcement and regulatory agencies employing former students and biographical data may be provided to students and former students in the form of class rosters and alumni publications.

Release of information to the news media: Information permitted to be

released to the news media and the public 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:**

The manual records in this system are maintained on index cards and in file folders and the automated portion is maintained on magnetic tapes.

**RETRIEVABILITY**

Data may be retrieved by the student's last name, school location code, or by beginning course dates.

**SAFEGUARDS:**

This system of records is maintained at DEA Headquarters, which is protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, access is limited to National Training Institute personnel on a need-to-know basis.

**RETENTION AND DISPOSAL:**

Records in this system are currently maintained indefinitely.

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

Director, Office of Training, Drug Enforcement Administration, 1405 I Street, N.W., Washington, D.C. 20537.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to: Freedom of Information Unit, Drug Enforcement Administration, 1405 I Street, N.W., Washington, D.C. 20537.

Inquiries should contain name; date and place of birth; and dates of attendance at courses sponsored by the National Training Institute.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

(A) Students; (B) Instructors.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

Justice/ATR-009

**SYSTEM NAME:**

Public Compliants and Inquiries File

**SYSTEM LOCATION:**

U.S. Department of Justice, Washington, D.C. 20530 and field office locations as follows: 1776 Peachtree St., N.W., Suite 420, Atlanta, GA 30309; 2634 Everett M. Dirksen Bldg., 219 S. Dearborn St., Chicago, IL 60604; 995 Celebrezze Federal Bldg., 1240 E. 9th St., Cleveland, OH 44199; Earl Cabell Federal Bldg., Room 3101 Federal Bldg., Los Angeles, CA 90012; Room 3630, 26 Federal Plaza, New York, NY 10007; 3430 U.S. Courthouse, Independence Mall West, 601 Market St., Philadelphia, PA 19108; and 450 Golden Gate Ave., Box 36046, San Francisco, CA 94102.

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

Members of the public who submit unsolicited complaints and inquiries to the Division on official business.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The file will contain letters or notes of other contacts by members of the public.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The file will be established and maintained pursuant to 44 U.S.C. 3101 and 5 U.S.C. 301.

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

The file will be used by Antitrust Division personnel to assure adequate response to initial and subsequent contacts by the same individuals or to other contacts regarding the same subject. Some of these contracts will also serve to further ongoing Antitrust investigations or to initiate an investigation for enforcement purposes. Complaints/inquiries may be referred to other federal or state and local agencies, only if deemed appropriate to assure complete action on the matter.

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 he subject of the record.

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

Records will be maintained in the form in which they are originated, i.e., paper letters, notes and log sheets.

**RETRIEVABILITY:**

Information will be retrieved by name, subject matter and date.

**SAFEGUARDS:**

Information contained in the system will be unclassified. Records will be maintained only in the offices of the Antitrust Division and accessed only by Division employees whose official duties require such access.

**RETENTION AND DISPOSAL:**

Records of contacts will be kept by individual name for one year, after which they will be destroyed. Copies of these contact records may be placed in a subject matter or case file if they contain substantive information on antitrust enforcement matters. Case and subject matter files are normally maintained for thirty years.

**SYSTEM MANAGERS AND ADDRESS:**

Executive Officer, Antitrust Division, U.S. Department of Justice, Washington, D.C. 20530.

**NOTIFICATION PROCEDURE:**

Same as System Manager.

**RECORD ACCESS PROCEDURES:**

Same as Notification.

**CONTESTING RECORD PROCEDURES:**

Same as Notification.

**RECORD SOURCE CATEGORIES:**

All information will be obtained from the complaining individuals themselves.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

Justice/DAG-007

**SYSTEM NAME:**

The United States National Central Bureau (USNCB) (Department of Justice) Criminal Investigative Records System.

**SYSTEM LOCATION:**

Department of Justice, Room 6649, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20530.

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

Individuals who have been convicted or are subjects of a criminal investigation with international aspects; specific wanted/missing persons; specific deceased persons in connection with death notices; individuals who may be associated with certain weapons, motor vehicles, artifacts, etc., stolen and/or involved in a crime; victims of criminal violations in the United States or abroad; and USNCB personnel involved in litigation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information concerning fugitives, wanted persons, lookouts (temporary and permanent), specific missing persons, deceased persons in connection with death notices. Information about individuals includes names, alias, date of birth, address, physical description, various identification numbers, reason for the record or lookout, and details and circumstances surrounding the actual or suspected violation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

22 U.S.C. 263a.

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

In the event a record(s) in this system of records 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 regulation, rule or order issued pursuant thereto, the relevant records may be referred, as a routine use to the appropriate law enforcement and criminal justice agencies whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulations or order issued pursuant thereto. A record may be disclosed to federal, state or local agencies maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; to federal agencies in response to their request in connection with the hiring or retention