

federal agencies and/or state, local, tribal, foreign and international government agencies or professional organizations who have a need for the information in the performance of their official duties, e.g., when the employees are participating in NIC seminars or when the agencies seek information for their own purposes, such as training, budgeting, staffing, etc.;

(b) To federal, state, local, tribal, foreign and international law enforcement agencies and officials for law enforcement purposes such as investigations, possible criminal prosecutions, civil court actions, and/or regulatory proceedings;

(c) To a court or adjudicative body before which the Department of Justice or the Bureau is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by NIC to be arguably relevant to the litigation: (1) NIC, the Bureau, or any subdivision thereof, or (2) any NIC, Bureau, or Department of Justice employee in his or her official capacity, or (3) any NIC, Bureau, or Department of Justice employee in his or her individual capacity where the Department of Justice has agreed to provide representation for the employee, or (4) the United States, where NIC or the Bureau determines that the litigation is likely to affect it or any of its subdivisions;

(d) 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;

(e) To the National Archives and Records Administration and General Services Administration 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:

Information maintained in the system is stored in electronic media in NIC Academy and/or headquarters offices via a configuration of personal computer, client/server, and mainframe systems architecture. Computerized records are maintained on hard disk, floppy diskettes, magnetic tapes and/or optical disks. Documentary records are maintained in manual file folders and/or index cards.

RETRIEVABILITY:

Records are retrievable by identification information, e.g., names,

locations of TRP staff and/or student applicants; seminar information, e.g., subject, date and place of the seminar.

SAFEGUARDS:

Information is safeguarded in accordance with Bureau of Prisons rules and policy governing automated information systems security and access. These safeguards include the maintenance of records and technical equipment in restricted areas, and the required use of proper passwords and user identification codes to access the system. Only those NIC personnel who require access to perform their official duties may access the system equipment and the information in the system.

RETENTION AND DISPOSAL:

Biographical information about NIC staff and Technical Resource Providers (TRPs) is maintained for three (3) years and then either updated or destroyed by shredding and/or degaussing. Information about student applicants is maintained until such time as the records no longer serve the purpose described by this system. At such time, these records may be incorporated into an appropriate, published system of records with an approved retention schedule, or otherwise destroyed by shredding and/or degaussing.

SYSTEM MANAGER(S) AND ADDRESS:

Director, National Institute of Corrections, Room 5007, 320 First Street NW, Washington, DC. 20534.

NOTIFICATION PROCEDURE:

Inquiries concerning this system should be directed to the System Manager listed above.

RECORD ACCESS PROCEDURES:

All requests for records may be made in writing to the Director, National Institute of Corrections, Room 5007, 320 First Street NW, Washington, DC 20534, and should be clearly marked "Privacy Act Request."

CONTESTING RECORD PROCEDURES:

Same as above.

RECORD SOURCE CATEGORIES:

Records are generated by NIC staff and by individuals desiring to attend NIC seminars.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

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DEPARTMENT OF JUSTICE

[AAG/A Order No. 188-99]

Privacy Act of 1974; Notice of New System of Records

Pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), notice is given that the Federal Bureau of Prisons (Bureau) proposes to establish a new system of records entitled, "National Institute of Corrections Mailing List and Information Center Contacts Records System, (JUSTICE/BOP-104)", which will become effective February 14, 2000.

The National Institute of Corrections (NIC) has developed new automated databases containing names and addresses of NIC constituents and individuals who contact the Information Center requesting corrections information. These databases have been developed to more efficiently track and respond to persons who contact the Information Center and to generate labels for mailings initiated by NIC to groups of NIC constituents.

Title 5 U.S.C. 552a(e)(4) and (11) provide that the public be provided a 30-day period in which to comment on the routine uses of a new system. The Office of Management and Budget (OMB), which has oversight responsibilities under the Privacy Act, requires that it be given 40 days in which to review the system.

Therefore, please submit any comments by January 13, 2000. The public, OMB, and the Congress are invited to send written comments to Mary Cahill, Management and Planning Staff, Justice Management Division, Department of Justice, Washington, DC 20530 (1400 National Place Building).

A description of the system of records is provided below. In addition, the Department of Justice has provided a report to OMB and the Congress in accordance with 5 U.S.C. 552a(r).

Dated: December 6, 1999.

Stephen R. Colgate,
Assistant Attorney General for Administration.

JUSTICE/BOP-104

SYSTEM NAME:

National Institute of Corrections Mailing List and Information Center Contacts Record System.

SYSTEM LOCATION:

Records may be retained at the national headquarters of the National Institute of Corrections (NIC) and/or at the NIC Information Center currently located in Longmont, Colorado and/or at the offices of an information management company authorized by

contract with NIC to maintain and manage the system.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who request corrections information from the NIC Information Center and Individuals who receive NIC-generated mailings of corrections information, including (1) NIC constituents sorted by constituent group, e.g. directors or commissioners of state Departments of Corrections, administrators of large jails, NIC Advisory Board members; (2) employees of federal, state, local, tribal, foreign and international government agencies, including corrections and other law enforcement agencies; (3) employees from private corrections companies who have contracted to provide corrections services to government agencies; (4) inmates and inmate family members and friends; (5) elected officials including Members of Congress; (6) members of professional organizations including the American Corrections Association; (7) members of the news media; (8) members of the general public, including staff and students from educational institutions and charitable organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in this system include: (1) Identification and logistical information for persons who contact the Information Center, e.g. name, agency, address, telephone number; library subject codes of documents requested and sent, receipt and response dates, method of information delivery, postage costs; (2) Names and addresses of NIC constituents, sorted by constituent group, e.g. directors or commissioners of state Departments of Corrections, administrators of large jails, NIC Advisory Board members.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

This system is established and maintained under the authority of 18 U.S.C. 4352.

PURPOSE(S):

The purpose of this system is to more efficiently track and respond to persons who request information from the NIC Information Center and to generate labels for NIC-initiated mailings to groups of NIC constituents.

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

Relevant data from this system will be disclosed as follows:

(a) To contractors or employees of the Department of Justice and/or other federal agencies, and/or state, local,

tribal, foreign and international government agencies or professional organizations who have a need for the information in the performance of their official duties, e.g. when the employees will use the mailing list to initiate mailings approved by NIC.

(b) To the National Archives and Records Administration and General Services Administration 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:

Information maintained in the system is stored in electronic media via a configuration of personal computer, client/server, and mainframe systems architecture located in the NIC Information Center and/or NIC headquarters offices and/or the offices of an information management company authorized by contract with NIC to maintain and manage the system. Computerized records are maintained on hard disk, floppy diskettes, magnetic tapes and/or optical disks. Documentary records are maintained in manual file folders and/or index cards.

RETRIEVABILITY:

Records concerning persons who request information from the NIC Information Center are retrievable by identification and logistical information, e.g., name, address. Records concerning groups of NIC constituents who receive NIC-generated mailings are retrievable by category of constituent group, e.g. sheriffs; by position in the constituent group, e.g. sheriff of Fairfax County; and/or by certain identification information (names, addresses) of the individuals in the constituent group, e.g. Sheriff John Smith.

SAFEGUARDS:

Information is safeguarded in accordance with Department of Justice and Bureau of Prisons rules and policy governing automated information systems security and access. These safeguards include the maintenance of records and technical equipment in restricted areas, and the required use of proper passwords and user identification codes to access the system. Only those NIC personnel or authorized contractor staff who require access to perform their official and/or contract duties may access the system equipment and the information in the system.

RETENTION AND DISPOSAL:

Information is maintained until such time as the records no longer serve the purpose described by this system. At such time, these records may be updated or incorporated into an appropriate, published system of records with an approved retention schedule, or otherwise destroyed by shredding and/or degaussing.

SYSTEM MANAGER(S) AND ADDRESS:

Director, National Institute of Corrections, Room 5007, 320 First Street NW, Washington, DC 20534.

NOTIFICATION PROCEDURE:

Inquiries concerning this system should be directed to the System Manager listed above.

RECORD ACCESS PROCEDURES:

All requests for records may be made in writing to the Director, National Institute of Corrections, Room 5007, 320 First Street NW, Washington, DC 20534, and should be clearly marked "Privacy Act Request."

CONTESTING RECORD PROCEDURES:

Same as above.

RECORD SOURCE CATEGORIES:

Records are generated by NIC staff and/or by persons requesting information from the Information Center and/or by NIC constituents seeking NIC-generated mailings.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

[FR Doc. 99-32618 Filed 12-15-99; 8:45 am]

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DEPARTMENT OF JUSTICE

[AAG/A Order No. 184-99]

Privacy Act of 1974; System of Records

Pursuant to the provisions of the Privacy Act of 1974 (5 U.S.C. 552a), the Immigration and Naturalization Service (INS), Department of Justice, proposes to establish and publish three new systems of records for which no public notice consistent with the provisions of 5 U.S.C. 552a(e)(4) have been published. These systems of records are:

The Immigration and Naturalization Service, Attorney/Representative Complaint/Petition Files, JUSTICE/INS-022

Worksite Enforcement Activity Record and Index (LYNX), JUSTICE/INS-025 and Hiring Tracking Systems (HITS), JUSTICE/INS-026

In accordance with 5 U.S.C. 552a(e)(4) and (11), the public is given a 30-day